

Maria Regina School

Welcome

PARENT-STUDENT HANBOOK

Welcome to Parent Student Handbook Online

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.

Maria Regina School

13510 South Van Ness Ave.

Gardena, CA 90249

(310) 327-9133

Principal's Welcome

Dear Parents and Students,

Welcome to a new school year at Maria Regina School! The administration, faculty, and staff look forward to working in partnership with you to provide a quality education that will prepare each student for the future. It is our intent to lead students toward becoming disciplined, productive, informed, self-directed and fulfilled individuals. In order for us to achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all stakeholders. For that reason, our goal at Maria Regina School is to build a Catholic community where students grow in faith, knowledge, integrity and service.

At Maria Regina School, the staff and I will continue to work diligently with parents to foster an atmosphere that promotes a learning community characterized by child-centered instruction and decisions, academic excellence, trust, respect, community involvement, excellent communication, and recognition of all stakeholders. Thus, we ask that you read this Parent Student Handbook carefully. It contains information on the guidelines, policies and procedures that have been established to make Maria Regina School a positive and safe learning environment. Please become familiar with our mission, philosophy and Schoolwide Learning Expectations (SLEs). It is through cooperative efforts and mutual support that we provide the best community for our students.

I am grateful for the opportunity to serve you as principal of Maria Regina School. I will continue to collaborate with

you to further develop and implement this shared vision. Working together as a team, we will move forward in our mission this school year to create a nurturing, discipline and challenging environment in which all students can learn at optimal levels and become responsible, productive members of society. Your suggestions, comments and questions are always welcome and valued. Please feel free to contact me whenever a need arises. Let us pray and work together to ensure a successful year at Maria Regina School.

Sincerely,

Mrs. Lynnette Lino

Principal

Chapter-1

INTRODUCTION TO THE HANDBOOK

Introduction

This Parent Student Handbook provides essential information about the policies and procedures that the school expects parents and students to understand and follow. Parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures contained in this online Parent Student Handbook, which is considered binding (as stipulated below). The school reserves the right to amend the Parent Student Handbook at any time. When amendments are made, parents/guardians will be notified and asked to sign an acknowledgment of the changes. ***Kindly familiarize yourself with the pertinent information, policies, procedures, etc., contained in this Parent Student Handbook.***

CONTRACT/AGREEMENT

Each family must sign a [contract/agreement](#) annually. A family can be asked to withdraw from the school for violations of the contract/agreement.

WAIVER OF POLICIES

The principal, in consultation with the pastor, is the final recourse in all-disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulations.

Section-2-01

Mission Statement and Philosophy

MISSION STATEMENT

Maria Regina Catholic School is an integral part of Maria Regina Parish and endeavors to educate students according to Catholic principles by teaching fundamental moral values and Catholic doctrine. We seek to develop and deliver a curriculum that provides more than the fundamentals where each student can thrive. Our school community encourages its students to be faith-filled, academically prepared, socially conscious, self-directed, life-long learners, and responsible Catholics/Christians who foster a love of God with respect for oneself and others in the world. We provide a safe and nurturing environment that is spiritually, academically, and intellectually developed.

PHILOSOPHY STATEMENT

Maria Regina Catholic School emphasizes the importance of building a faith foundation for all students. We strive to develop the students spiritually, intellectually, academically and morally. Our educational program seeks to challenge students to become the best they can be. It is a love of God and people that makes Maria Regina Catholic School 'a *special place*.'

The administration and faculty empower students to develop their self-confidence, self-esteem and self-worth as they strive to become self-directed. We inspire our students to meet a multitude of challenges within a nurturing and safe environment. Our faculty aims to touch the heart and mind of each student. As educators, we believe that each student's potential can be realized when supported by home and school. We accept the responsibility to develop a curriculum guided by research-based and best practices that provides for the integration of technology and seek the means by which each student can attain their set goals.

Maria Regina Catholic School recognizes that parents are the primary educators of their children. The administration, faculty, staff, and parents will work as a cohesive unit to develop the whole child. Therefore, home and school will collaborate to provide a foundation upon which to build a successful spiritual and educational program. Through our partnership, the students at Maria Regina Catholic School will become mature individuals who will live their lives reflective of the teachings of Jesus.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

SCHOOLWIDE LEARNING EXPECTATION (SLE's)

I. Faith-Filled Catholic Individual Who:

- A. Knows fundamental beliefs of the Catholic faith
- B. Exemplifies Catholic values and virtues
- C. Participates through prayers and sacraments
- D. Models the life of Christ by showing compassion toward others

II. Academically Prepared Individual Who:

- A. Applies strategies to solve and analyze problems effectively
- B. Speaks clearly, writes coherently, and listens attentively
- C. Thinks creatively, critically, and independently

D. Employs emerging technology

III. Self-Directed Individual Who:

- A. Exhibits a positive work ethic
- B. Responds to situations with integrity
- C. Sets goals and takes responsibility for actions
- D. Celebrates cultural diversity in the world

SCHOOLWIDE LEARNING EXPECTATION (SLE's) (Primary Grade Version)

I. Faith-Filled Catholic Individual Who:

- A. Shows Catholic values and beliefs
- B. Understands the Catholic faith
- C. Loves God through prayer and sacraments
- D. Respects others and God's world

II. Academically Prepared Individual Who:

- A. Finds ways to solve problems
- B. Speaks, writes, and listens carefully
- C. Loves to learn
- D. Uses technology properly

III. Self-directed Individual Who:

- A. Has good work habits
- B. Welcomes and encourages honesty
- C. Sets goals and takes responsibilities for choices
- D. Appreciates differences and love all cultures

Section-2-03

History of the School

HISTORY OF THE SCHOOL

Maria Regina School (MRS) is a parochial Catholic elementary school located in northeast Gardena bordering Central Los Angeles. Maria Regina Parish was established in 1956. Two years later, in September of 1958, MRS

opened its doors to students in first through fourth grade. Sister Mary Elizabeth served as the first principal for Maria Regina School, which became a reality thanks to the concerted efforts of the Archdiocese of Los Angeles and the Sisters of the Sacred Hearts of Jesus and Mary who resided in the State of Hawaii.

In the late 1980s, after serving approximately 25 years, the Sisters of the Sacred Hearts of Jesus and Mary retired from the school, but remained active in parish life until 1996. Sister Barbara Courtney of the Sisters of Notre Dame succeeded the first lay principal, Ms. Penny McTaggart, a year later. In 2001, MRS had its second lay principal, Mr. Raymond Saborio, who in 2003 led the expansion of double grade classrooms in the junior high. At least one double grade classroom within the junior high department was maintained until 2007 when declining enrollment made that unsustainable. In 2005, Maria Regina School had its third and current lay principal, Mrs. Lynnette Lino. Given the school's financial reality in 2008, MRS reverted to a traditional single Kindergarten through eighth grade elementary school. In 2013, MRS added a Transitional Kindergarten (TK) to meet the demands of the community while striving to increase enrollment. Due to the COVID-19 pandemic in March of 2020, MRS immediately closed its physical door and simultaneously transitioned to remote learning. In March of 2021, Maria Regina School adopted a hybrid-learning model in which half of the student population attended class in-person while the others continued to receive instruction virtually. This lasted until the start of the 2021-2022 school year when MRS returned to in-person instruction.

Throughout its rich history, a committed staff has served at Maria Regina School starting with the Sisters of the Sacred Hearts of Jesus and Mary. The founders embedded their spiritual orientation and characteristics of their mission, which is to love and educate children. Education in the service of God was the charism of the order, which continues under its lay leadership. Presently, three sisters of the Daughters of the Divine Promise Order are serving at Maria Regina School. The sisters provide services as a classroom teacher and daycare personnel. The sisters are involved in the religious education of the students of MRS through the teaching and preparation of the students for the sacraments of Baptism, Penance and Reconciliation, and First Holy Communion. In addition, they evangelize and create awareness of God at MRS through the Apostolate of Meaningful Presence and Prayers as well as serve as Eucharist Ministers. Through the contribution of the laity and religious, the administration and staff of MRS carry on the mission as it strives to make MRS "a special place."

Section-2-04

Accreditation

ACCREDITATION STATUS OF MRS

Maria Regina School is fully accredited jointly by the **Western Association of Schools and Colleges** (WASC) and the **Western Catholic Educational Association** (WCEA) through June 30, 2028. This full accreditation status has been granted to Maria Regina School in recognition of the quality of Catholic education offered and dedication to its students as well as its commitment to ongoing school improvement.

Section-2-06

School Personnel Lists

PERSONNEL & POSITIONS AT MRS

Rev. Sang Tran  Pastor

Mrs. Lynnette Lino  Principal

Dr. Frank Gomez  Vice-Principal/Seventh Grade

Ms. Rosa Santana Transitional Kindergarten
Mrs. Cherise McDowell Kindergarten
Mr. Jesse castellanos First Grade
Ms. Sarah Alvarez Second Grade
Ms. Riza Arcilla Third Grade
Ms. Selma Augustine Fourth Grade
Mr. Daniel Roca Fifth Grade
Ms. Racell White Sixth Grade
Dr. Frank Gomez Seventh Grade
Mrs. Eileen Plourde Eighth Grade
Mrs. Laura Hargraves Administrative Assistant/Fundraising
Ms. Natalia Diaz Receptionist/Lunch Program
Ms. Anna Garcia Transitional-Kinder Teacher's Assistant
Ms. Brenda Robles Transitional-Kinder Teacher's Assistant
Mr. Kevin Zeigler Physical Education Teacher
Ms. Denzal Skanes Cafeteria Staff
Ms. Wendy Reed Cafeteria Staff
Mr. Percival Whittaker Custodian

Section-2-07

School Schedule and Calendar

SCHOOL OFFICE INFORMATION

The school office hours are Monday through Friday from 7:30AM - 3:30PM.

The school office phone number is (310) 327-9133.

Parents are asked to realize that our staff is very limited and cooperation is needed in order to maintain an efficient operation. Since the Principal is frequently out of the office for various meeting and other school duties, it is always wise to call for an appointment if you wish to meet.

- Please make necessary phone calls to the office during the above hours.
- Read all memos and bulletins to avoid unnecessary phone calls.
- Return necessary forms and information with your child in a timely manner.
- All requests for student files or other materials must be submitted in writing at least **two weeks** prior to the date the information is needed.
- Check email and school website (mregina.org).

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SCHOOL HOURS

Regular School Day: Regular school hours begin at 7:55AM and end at 3:00PM

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RECESS 10:00 AM – 10:15 AM

LUNCH 11:15 AM - 11:30 AM

RECESS 11:30 AM – 11:45 AM

LUNCH 11:45 AM - 12:00 Noon

RECESS 12:00 Noon – 12:30 PM

Early Dismissal Day: School hours for Early Dismissal Days are from 7:55AM - 12:30PM

Every Friday will be an Early Dismissal Day at 12:30PM (unless otherwise noted on the monthly calendar or newsletter). Students will be provided time to eat their lunch and/or may bring a snack. After- School Daycare will be available, if needed (unless otherwise noted on the monthly calendar or newsletter). Please contact School Office for rates and fees schedule.

RECESS 9:30 AM – 9:45 AM

LUNCH/RECESS

11:15 AM – 11:35 AM

LUNCH/RECESS

11:35 AM – 11:55 AM

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ARRIVAL AT SCHOOL

Students are asked **NOT** to arrive at school **prior** to 7:00AM. Please note that students arriving before 7:00AM are not supervised and are in violation of the school policy. This policy is for the safety of our students.

MORNING DROP OFF

The Van Ness Avenue gate will be open each morning until 7:55AM. At 7:55AM, the Van Ness gate will be closed and locked. Parents arriving after 8:00AM to drop off students, must park in the church parking lot and walk/escort your child(ren) to the front door.

AFTERNOON PICK-UP

At the end of each school day, the procedure for picking up your child(ren) will be the same as the morning arrival. Parents may either drive in through school grounds to pick up their child(ren) or either park their car in the church parking lot and walk in to pick up students who will be waiting by the orange cones on school grounds. At 3:15 p.m., any students waiting to be picked up will be sent to Daycare. (*See appendix for applicable fees*).

The Van Ness Avenue gate will be opened 10- 15 minutes **before** the end of each school day (2:45PM on regular school days and 12:20PM on early dismissal days). The Van Ness gate will be closed and locked 15 minutes **after** the end of each school day (3:15PM on regular school days and 12:45PM on early dismissal days). Parents arriving after this gate is locked **must park** in the church parking lot and walk to the school grounds to escort your child(ren) back to their vehicle.

HEAVY RAINY DAY SCHEDULE

On **Heavy Rainy Days only**, please use the Van Ness Avenue gate (next to the convent) to enter the schoolyard to drive in or park in the school parking lot. Students will wait in their classrooms or near the exit doors to be picked up. Please exit through the church gate next to the rectory.

Please Note: Parking on church and school premises during school hours is at owner's risk. The church and school assume no responsibility for damages to vehicles or theft of possessions.

For the safety of **ALL** students, teachers, and parents, please observe the following:

- The Van Ness Avenue gate between the school and the convent is an **ENTRANCE ONLY** gate and will be closed daily at 7:55AM.
- **DO NOT STOP** near the school building, lunch room, or social hall to drop off your child(ren)! All vehicles **MUST PULL FORWARD PASS** the basketball courts where parents will wait for a teacher or parent or school/safety guard to escort your child through the traffic lanes.
- The 135th Street gate northeast of the church (next to the rectory) is an **EXIT ONLY** gate.
- The Van Ness Avenue gate next to the church is an **EXIT ONLY** gate. This is a **RIGHT TURN ONLY** gate and all City of Gardena traffic laws will apply.

Please note: The school **ENTRANCE** and **EXIT** gates are closed and locked during school hours, therefore, any parent needing to take care of school business in the office, must park their vehicle in the church parking lot to avoid being locked in.

THE POSTED SPEED LIMIT ON CHURCH AND SCHOOL GROUNDS IS 5 M.P.H.

Please observe the speed limit to ensure students' safety.

Section-2-08

School Map

School Map



Section-2-U9

School website and social media

Maria Regina Catholic School

Below are ways to connect with Maria Regina Catholic School on social media and online:

Facebook: facebook.com/MariaReginaCatholicSchool/

Online: mregina.org

Section-2-14

Dress/Uniform Code

DRESS CODE

MARIA REGINA SCHOOL UNIFORM POLICY

The primary purpose of our school uniform policy is to assure that the students of Maria Regina Catholic School are in union with each other and are well groomed, neat and clean, for all school activities. The school dress code is strictly enforced. Students are expected to be in full uniform at all times, except on designated free dress days. Parents are responsible to see that their children are dressed in accordance with this code. If a pupil frequently offends the normal standard of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents will be sought to correct the problem. Students in violation will be sent home and/or receive a pink slip. Lack of improvement in personal appearance is grounds for dismissal of a student during the school day. The principal will make the final determination of what appearance is acceptable.

SCHOOL UNIFORMS:

TK – 8 BOYS UNIFORM

- Gray Twill pants
- Short-sleeved (or long-sleeved) knit Burgundy/Maroon Polo with MRS school logo
- Gray Walking (knee length) shorts

TK – 4 GIRLS UNIFORM

- Lincoln 100% Gray/Burgundy Poly Plaid blend jumper
- White Peter Pan Blouse, short-sleeved with pointed collar
 - o **Note: Gray/Burgundy Poly Plaid blend jumper is worn with White Peter Pan Blouse, short-sleeved with pointed collar. This is the attire for school and family Masses.**
- Gray slacks

- Gray (**knee-length**) shorts
- Lincoln 100% Plaid skorts
- Burgundy Polo with MRS school logo
- - **Note: Gray slack, Gray short, and Plaid skort is worn with Burgundy Polo with MRS school logo.**
- **Note: TK-4 GIRLS ARE NOT ALLOWED TO WEAR GRAY SKIRTS. Students in TK-3rd grade are allowed to wear school jumpers. However, jumpers can only be worn with the white blouse. ALL other forms of uniforms must be worn with the burgundy polo shirts.**

GIRLS GRADE 5 – 8 UNIFORM

- Burgundy Polo with MRS school logo blouse
- Gray skirt
- Gray Twill pants
- Gray Twill (knee-length) shorts

BOYS AND GIRLS GYM UNIFORM

- Navy T-shirt with MRS school logo shirt
- Navy Mesh with MRS school logo short
- Navy with MRS school logo sweatpants
- Navy with MRS school logo sweat tops

SCHOOL JACKET

- "Survivor" Nylon jacket with heavyweight lining, Maroon with MRS school logo
- "Bay Watch" Nylon hooded with lighter lining, Maroon with MRS school logo

SCHOOL SWEATER

- Gray Cardigan with MRS school logo

SCHOOL HOODY JACKET

- Burgundy/Maroon hooded jacket with MRS school logo

SCHOOL Windbreaker

- Burgundy with MRS school logo

Note: Maria Regina School uniform items are available at Cambridge Uniform (220 S. Market St., Inglewood, CA 90301; Tel: 310-673-3131).

GENERAL REMINDERS & GUIDELINES

Students are expected to be in full uniform at all times, except on designated free dress days. Parents are responsible to see that their children are dressed in accordance with this code.

CLOTHES

- Correct size for all clothes (no baggy pants and sagging below the waist line).
- **Shirts must be tucked in at all times.**
- Skirts and shorts need to be just above the knee.
- Solid black belt with buckle (no design) must be worn with pants and shorts at all time.
- Undershirt must be **white** only and no longer than the school uniform shirt.
- **No long sleeve undershirt is allowed.** However, long sleeve polo shirt with school logo is permitted.
- NO leg warmers/tights/compressions are allowed. Stockings are allowed only for girls in TK-3rd grade.
- **Black leggings only are allowed on cold weather days.**
- **TK-4 GIRLS ARE NOT ALLOWED TO WEAR GRAY SKIRTS.**

BELTS

- **Belts must be worn at all times (Solid BLACK ONLY) by all students (except TK and K).**

SHOES

- **Only Black shoes with solid color Black laces are allowed.**
- Shoes must be of appropriate style to allow for safety, recess, and P.E.
- NO open-toe shoes, sandals, slippers, heels, platforms, crocs, or foam runners can be worn at any time. Athletic shoes, tennis shoes, running shoes or casual shoes with closed toe are allowed.
- Moccasins, boots, open-toe shoes or sandals, and other inappropriate shoes are unacceptable, on regular school day and free dress day.
- No sparkles, designs, sequins, etc.
- **No boots are allowed. Rain boots are allowed on rainy days only.**

SOCKS

- **Socks must be at least two inches above the shoe and completely cover the ankles.**
- Only one pair of socks can be worn at one time. It must be of the same color (**black, white, or burgundy**). Non-school designs or logos of any type should be visible.

P.E. UNIFORM

- Navy blue shorts or navy blue sweats on extremely cold days.
- **School logo T-shirt and sweatshirts must accompany the shorts or sweats.**
- **Any regular running tennis shoes with solid color shoestring can be worn during P.E time. Only one pair of socks can be worn at one time. It must be of the same color (black, white, or burgundy).**
- **P.E. shirts must be tucked in except when playing on the yard.**
- Proper P.E. uniform must be worn in order to participate and receive a grade. Non-participation will affect the grade for the student.
- The P.E. sweatshirt with school logo may be worn at any time. Matching P.E. bottoms may be worn on exceptionally cold days. Sweat outfits must fit properly and may not be faded, stained, or excessively baggy, large, tight or torn.

SWEATERS AND JACKETS

- **School jacket may be worn on the school grounds and in the classrooms.**
- **The school logo P.E. sweat tops may be worn both indoor and outdoor.**
- The uniform company sells school jackets. No sweater or jacket with any other type of logo or name may be worn to school (except on very cold days and may be worn only outside the classrooms).

HAIR

- Hair should be neat and clean and out of the eyes.
- **Only natural hair color including braids is allowed** (unless otherwise stated for special school activities).
- **Only one small line is permitted for the boys (no designs and no Mohawk).**

MAKE-UP

- Make-up is forbidden.
- **No nail/gel polish, lipstick, acrylic nails, eyeliner, and fake eyelashes are permitted.**

JEWELRY

- Jewelry may be worn in moderation. **Only one of any article may be worn at a time (bracelet, watch, ring, necklace, pair of earrings, etc.).**
- **HOOP or DANGLING EARRINGS ARE NOT PERMITTED (FOR THE SAFETY PURPOSES OF ALL STUDENTS IN ALL GRADES).**
- Boys are not allowed to wear earrings at any time.

BACKPACKS

- Book bags must be appropriate in nature. **Bags with double meaning logos such as: tobacco, alcohol, violence, sex, drugs, demonic, music, lyrics, etc. are not allowed.**

UNIFORM DISCIPLINE POLICY

FREE DRESS DAYS REGULATIONS

1. No short skirts or shorts.
2. No bandanas of any type or color.
3. No spaghetti straps or strapless shirts or blouse.
4. No leggings or jeggings.
5. Jeans cannot be torn, frayed, or worn out.
6. Form fitting skirts, pants, or shirts is not permitted.
7. Shirts or blouses that have double meaning logos are not permitted.
8. No baggy pants or sagging below the waistline. Pants should not drag on the ground.
9. No oversize shirts.
10. No attire that resembles demonic or gangster appearance is allowed.
11. Hats may only be worn outside the building if it does not contain a double logo.

11. Hats may only be worn outside the building if it does not contain a double logo.
12. No open toe shoes.
13. **WHEN IN DOUBT REFER TO THE UNIFORM POLICY ABOVE.**

INFRACTIONS

1. Verbal warning to student and/or phone call to parents
2. Written note to the parent(s)
3. Detention
4. Pink slip

Students who violate the free dress policy will not be permitted in class and may be sent home and/or a parent will be asked to bring new attire.

A written excuse is allowed only three times for the entire school year and must be given to the teacher on the day of the infraction. NO VERBAL EXCUSES.

PROHIBITED ITEMS OF DRESS CODE (REVISED)

The following are prohibited:

- NO shoes other than black.
- NO boots are allowed.
- NO out-of-school jackets.
- NO leg warmers, tights, or compressions (black leggings only are allowed on cold weather days).
- NO loop earring or nail polish.
- NO socks below ankles.
- NO colored undershirts.
- NO pants without a black belt (except TK & K).
- NO added color to natural hair or braids.

Consequence(s) for Non-compliance:

Students who fail to adhere to this revised uniform policy will be:

- Asked to remove item(s), and/or
- Required to place phone call to parent requesting a change of uniform item(s) to be in compliance, and/or
- Issued a detention.

Note: Final determination of consequence for infraction of the uniform policy is at the discretion of the principal.

SCHOOL MASS DRESS CODE

- Boys (Upper and Lower grades): School uniform long pants
- Girls (Upper grades): School uniform skirt or long pants and polo shirt
- Girls (Lower grades): School uniform jumper and white blouse

Note: NO SHORTS or SKORTS ARE ALLOWED ON LITURGY DAYS.

Section-2-15

Relationship of School to Parish

Relationship of School to Parish

Maria Regina Catholic School, as stated in our mission statement, "is an integral part of Maria Regina Parish and endeavors to educate students according to Catholic principles by teaching fundamental moral values and Catholic doctrine." The school and parish works together to live out the Gospel message and support the work of the Church.

Topic-2-16-3

Additional School governance information

SCHOOL GOVERNANCE CONT'D

Maria Regina School (MRS) promotes policies and activities that are consistent with the school's mission and philosophy to support high achievement of all students. From time to time, MRS incorporates the involvement of its stakeholders through feedback. School administration seeks to maintain a warm, clear and authentic line of communication among faculty, parents, and other stakeholders. The principal maintains an open door policy, which allows stakeholders to respectfully express their observations and suggestions through formal and informal dialogue. Decisions that impact student learning and the school's organizational structure are typically made after a review of both qualitative and quantitative data, and are evaluated according to the broader needs of both the students and the school. Accordingly, at MRS, the pastor, administration, faculty, support staff, parents, and students contribute positively to the school culture and various facets of school improvement while the principal and administration facilitate the governance of its daily operation.

Topic-2-16-4

School Boards

SCHOOL BOARD

At this time, Maria Regina School does not have a consultative school board to support the school's operation. Policies and decisions in support of the school is the prerogative of the school administration comprising of the pastor, the principal, and/or vice principal. The day-to-day operation of the school is led by the principal in consultation with the pastor as needed. Although MRS does not have a school board as part of its organizational structure, the school continues to develop and monitor schoolwide improvement plans, which are led by the principal with input from stakeholders, including parents, students, staff, and faculty. These schoolwide improvement/action plans provide stakeholders of Maria Regina School with sound direction for the future.

Topic-2-16-5

Parent or Parent-Teacher Organizations

PARENT-TEACHER ORGANIZATION

Though MRS currently does not have a school board as part of its organizational structure, the Parent- Teacher Organization (PTO) provides a supportive role to the school community. The school provides opportunities for parents to actively build community by serving as board members on the PTO. The pastor, administration and faculty strive to create an atmosphere that is conducive to the development of students' spiritual, intellectual, moral, and physical potential through continuous communication with parents and the school community. The PTO, which meets monthly and welcomes reports from the school on all aspects of school life, is tasked with building community relations, organized fun family activities to enhance student life, facilitate fundraising activities to support school projects, as well as increase development and outreach concerns including parent and alumni involvement, among others.

Topic-3-1-1

Introduction

FAITH FORMATION: INTRODUCTION

SPIRITUAL FORMATION

Spiritual formation is an integral part of the school's program. Religion is taught daily and motivation toward true Catholic living is incorporated into all activities. Parents are encouraged to help their children nurture their Catholic identity and values by attending mass regularly. Students are also provided with frequent opportunities to receive the sacraments with the family.

RELIGION PROGRAMS & EXPECTATIONS

All students must take the required religion curriculum. In these classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general religion class, mass (School & Family) and all religious activities.

Topic-3-1-3

Additional Practices

Not Applicable.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

SACRAMENTS

The religion curriculum at Maria Regina School (MRS) is faithful to the Roman Catholic Church teachings and meets the requirements set forth by the United States Conference of Catholic Bishops (USCCB). MRS effectively ensures that the religion curriculum is based on the Archdiocese of Los Angeles (ADLA) standards. The religious education program at MRS also prepare students for the sacraments of Baptism, Penance and Reconciliation, and First Holy Communion. For example, First Holy Communion in the spring is available to students who are Catholic and have met the criteria for First Holy Communion. During Advent and Lent, Catholic students from grades three to eight receive the Sacrament of Reconciliation. Students are given an opportunity to reflect on the sacrifice of Jesus and how this sacrifice affects them personally.

Section-3-4

Campus Ministry

CAMPUS MINISTRY & SOCIAL OUTREACH

Maria Regina School (MRS) is "A Special Place" that encourages faculty, staff, and parents to work in partnership for the development of the whole child to live lives reflective of the teachings of Jesus Christ. The school culture, including concerns for social justice and elements of social outreach, represents the collective involvement of the Maria Regina School community. The various stakeholders, united by their common commitment to the ministry of Catholic education and the mission of MRS, share in the faith formation of the school community enacted through spiritual development, Mass and sacramental celebrations, campus ministry, and social outreach, among others. The school continues to promote evangelization and service to the community with a wide range of opportunities including, but not limited to, service projects, disaster reliefs, Thanksgiving Baskets (given to needy families or outreach groups), and through participation in charitable programs such as Pennies for Patients, Kids Heart Challenge, Missionary Childhood Association (MCA), Angel Bin, and Toys for Tots, among others. Thus, MRS actively seeks to live out its well-established mission and philosophy statements that reflect a commitment to Catholic identity and social justice principles, which are aligned with the Archdiocesan vision and recognizes the dignity of all.

Section-3-5

Christian Service Program

COMMUNITY SERVICE

At Maria Regina School (MRS), the Catholic faith also resonates through service to others. MRS provides service-oriented outreach to both the Church and the civic community at large. Students actively participate at school Masses as altar servers, lectors, ushers, and choir members. To connect the example of Jesus Christ to the community, Christian service projects are implemented. Hence, the sixth grade students are required to complete 10 service hours, seventh grade students are required to complete 15 service hours, and the eighth-grade students complete 20 hours of service during the academic school year (as stated below).

COMMUNITY SERVICE - 8TH GRADES

Each 8th grade student will be required to complete 20 hours of community service in order to graduate (10 hours of which must be completed at the Maria Regina School site). A packet will go home during the first weeks of school with all the information.

COMMUNITY SERVICE - 6TH & 7TH GRADES

Each 6th and 7th grade student will be required to complete 10 and 15 hours of community service respectively in order to be on track to meet graduation requirements (5 and 7 hours respectively of which must be completed at the Maria Regina School site). A packet will go home during the first weeks of school with more information.

Section-3-6

Retreats

OPPORTUNITIES FOR RETREATS

The administration at Maria Regina School (MRS) shares doctrines with the staff from research and provides faculty and staff retreats. The faculty and staff participate in annual retreats, professional development training sessions, and other faith-based activities that build a strong faith community. The principal supports all school personnel in their quest to actively engage and bring the Good News of Jesus into the total educational experience of students. Teachers thus not only strongly encourage students to actively participate in Mass and attend Church on Sundays but also provide opportunities for students to participate in retreats from time to time. Specifically, eighth graders, as part of their graduation week activities, are afforded a special retreat that focuses on their needs in that time of transition. The vision of MRS is to always build a stronger spiritual community.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

INOCULATION REQUIREMENTS OF THE CA DEPARTMENT OF HEALTH

Maria Regina School (MRS) follows the inoculation requirements of the California Department of Health as explicated below.

EXAMINATIONS & INOCULATIONS

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the Principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

IMMUNIZATION

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

HEALTH RECORDS

Updated health and inoculation records are state requirements and must be on file for each student. Any student with an incomplete health record may be suspended from school until the matter is cleared.

Topic-4-04-1

Absence

ATTENDANCE POLICIES

ATTENDANCE

Regularity and punctuality are necessary for success in school. Every absence, or late arrival, is a definite loss to the student. It hinders and delays the progress of educating the whole child.

ABSENCES

When a student is absent from school, a note explaining the absence should be given to the teacher upon his or her return to school. A phone call to the school office is not sufficient. A student may not be allowed to re-enter the classroom until a written note is given to the school. These notes must be kept on file for the year as part of our legal responsibilities. **If a student is absent for fifteen or more days during a trimester, official grades may be withheld and is cause for the child to be retained or asked to withdraw from school, unless the work is made up.**

Parents should arrange vacation plans to coincide with the school calendar. If it is necessary for a child to miss school for trips or family reasons, parent should discuss this with the classroom teacher. It is suggested that a record of teacher recommendations concerning the absence be kept on file. **School textbooks may not be taken on vacations.**

*If the child has been diagnosed by a physician as having a **contagious disease**, including the coronavirus disease of 2019 (COVID-19), it is imperative that you notify the office. Upon your child's return to school, kindly submit a letter from the physician stating the reason for the absences.*

Topic-4-04-2

Absences with Acceptable Excuse

ATTENDANCE POLICIES

ATTENDANCE

Regularity and punctuality are necessary for success in school. Every absence, or late arrival, is a definite loss to the student. It hinders and delays the progress of educating the whole child.

BIRTHDAYS

The focus for students at Maria Regina School is on instructional time on task. With this in mind, kindly contact your child's teacher before planning an appropriate birthday treat (cupcakes and pouch juices only) for your child(ren)'s entire class to be distributed at the end of the day. There is no refrigeration available to store treats. No balloons are allowed in the classroom. **Please do not ask your child(ren)'s teacher to allow your child(ren) to have a party in class.** Individual birthday parties would consume instructional time and violate state mandated instructional time allotment.

TYPES OF ABSENCES

EXCUSED ABSENCES

A strict policy is enforced regarding absences. The following are acceptable reasons for absences:

- Illness*
- Medical/Dental Appointment*
- Funeral*
- Quarantine
- Court Appearance*
- Approved school activities

*To be excused, these absences require written documentation from the medical or court facility indicating date and length of time student was at the facility.

Providing a reason for your child(ren)'s absent (being away from school when required) serves an explanatory purpose only and does not negate such absent from being recorded.

MEDICAL ABSENCE

DOCTOR/DENTAL APPOINTMENT

All doctor/dental appointments should be scheduled after school hours if possible. If it is necessary for a student to be excused for such an appointment, a note requesting early dismissal must be presented to the teacher. A medical/dental excuse from the doctor or dentist should be returned to the school with the student. **Without this note, a student's absence cannot be credited as a medically unexcused absence.**

Topic-4-04-3

Extended Absences

EXTENDED ABSENCES

VACATION

The school strongly discourages parents/guardians from withdrawing their students from school for vacations or family trips during the regular school year. The school may or may not allow the student to make up work he/she misses due to such extended absences. Parents/guardians are asked to plan vacations during regular school vacation periods.

The school strictly enforces the policy of not excusing absences that occur during school days for vacation purposes. Please plan all vacations during the non-school days. The school does not make exceptions to this policy. Parents, thank in advance for underscoring academics as the first priority while school is in session.

Topic-4-04-4

Leaving School Early

EARLY LEAVE

Students who leave school after 2:30pm (between 2:30pm- 3:00pm) on a regular school day or after 12:00pm (between 12:00pm- 12:30pm) on an early dismissal school day is considered leaving school early. Early leave is treated like a tardy (late) on Gradelink and a student's cumulative (permanent) records as the number of early leave is calculated with the number of tardy (late) and recorded as part of the latter (tardiness). Early leave and tardiness may have financial penalties associated with them when in excess (please see [Tardiness](#) policy elsewhere in this Parent Student handbook).

It should be a rare occasion that a request for early leave is made on behalf of a student from school. Parental cooperation is requested in order to keep early leave and tardiness to an absolute minimum. However, if a student must leave before dismissal, he or she is required to present a note to the teacher in the morning. Students are to be picked up at the school office for cases of early dismissal (NOT at the classroom). A designated adult must always report to the school office and sign a release form before a child may leave the school. **Parents must not interrupt the class for any reason while school is in session.**

Topic-4-04-5

Tardiness

TARDINESS

It should be a rare occasion that a student is late for school. Parental cooperation is requested in order to keep tardiness to an absolute minimum.

If a child is late to school more than four times during a trimester (written tardy forms are given after 8:10am), there will be a \$5.00 fine imposed for each time the student is late thereafter. A \$5.00 fee will thus be imposed for tardiness on the fifth tardy and each time thereafter during the trimesters. Please see end of the trimester invoice for total assessed. **All tardy students must report to the school office for a tardy slip in order to enter class.**

Teachers are required to document tardiness as part of their legal responsibilities. Special circumstances with regard to carpools and emergency situations will be handled by the administration. Habitual tardiness is a serious offense.

E.C.E. 48620 advises that any pupil...tardy in excess of 30 minutes on each of more than 4 days in one school year is truant and shall be reported to the local truant officer.

Students and parents who show little or no effort to come to school consistently on time will force a parent-teacher- principal- student conference to carefully examine the situation. **Students are responsible for work missed due to absenteeism or tardiness.**

REVISED LATE/TARDY POLICY

MRS has further clarified its Late/Tardy policy as follows:

- **LATE (Excused)** = Students who are not in line when the bell rings at 7:55am to 8:10am
- **LATE/TARDY (Unexcused)** = Students who are not in class by 8:10am
- **MORNING ABSENCE** = Students who are late to class by 8:30am or later on a regular school day.
- **AFTERNOON ABSENCE** = Students who leave school between 12:00pm and 2:30pm on a regular school day.
- **EARLY LEAVE** = Students who are leave school after 2:30pm (between 2:30pm- 3:00pm) on a regular school day or after 12:00pm (between 12:00pm-12:30pm) on an early dismissal school day.

LATES/TARDIES:

Students should be in line when the bell rings at 7:55am. All students arriving after the bell goes must check in at the school office for a Late Pass (excused) if arrived by 8:10am or a Late Slip (unexcused) if arrived after 8:10am. Teachers are not to admit late students without a Late Pass or Late Slip. If the student arrives after 8:30 am (30 min late) he/she will be marked as Morning Absent. A written excuse should also accompany the student upon admittance to class.

Topic-4-04-6

Truancy

UNEXCUSED ABSENCES (TRUANCIES)

Absences for other than the reasons given elsewhere in this Parent Student handbook, even with the permission of parents, are considered unexcused. Parents should realize that a student's grade may suffer because of unexcused absences. Students may not request make up work for an unexcused absence.

Topic-4-05-1

Parent Teacher Conferences

CHANNELS OF INFORMATION

PARENT/SCHOOL COMMUNICATION

Communicating with stakeholders, especially parents and guardians, is crucial to the development and progress of

Communicating with stakeholders, especially parents and guardians, is crucial to the development and progress of students at Maria Regina School (MRS). By using these channels of information and communication below, parents—the primary educators of their child—have up-to-date information conveniently available.

SCHOOL CALENDAR

A yearly calendar showing the schedule of vacation, holidays, and special activities is given at back-to-school night and may be included in the Parent Student Handbook. Please keep this as reference throughout the year.

Please Note: Calendar is subject to change. Any revised calendars will be provided in the monthly Family Packet, the monthly newsletter, email, text, and MRS website (mregina.org).

NEWSLETTER

A newsletter of activities is sent via email once a month to each family's email account. The email contains information, announcements and schedules pertaining to school activities and should be read for ready reference.

MONTHLY FAMILY PACKET

Once a month, calendar and lunch menu will be sent home on/around the third week of each month.

CLASS WHITE FOLDER

White folders will be sent home containing graded hardcopy work, test, quizzes and other student assessment.

Parents are to return the coversheet and/or folder signed with their child on the next day of school. It will cost **\$5.00** to replace a lost or damaged folder.

CLASS WEBSITES

Class websites via Weebly.com may be utilized by teachers to allow parents access to view homework, notes, projects, book reports, and other pertinent information. These class websites, if available, may be linked to the school website (mregina.org), which make for easy accessing by parents.

GRADELINK, GOOGLE CLASSROOM, SEESAW, & ANY OTHER PLATFORMS

The school uses Gradelink, an online grading system, which allows parents to access student grades at any time. Parents are encouraged to regularly check their child(ren)'s Gradelink, Google Classroom, Seesaw, and/or any other digital platforms being used by their child(ren)'s teacher(s) in order to monitor their child(ren)'s academic progress (including poor scores and performances), upcoming assignment due dates, missing assignments, etc. Doing so will eliminate any 'surprises' (unforeseen/unexpected results) on your child(ren)'s midterm progress reports and end-of- trimester report cards as well as allow for timely interventions to address areas in need of improvements and support in completing/making up assignments within the permitted timeframe.

SCHOOL INFORMATION SYSTEM

School Reach/Messenger is a form of communicating with parents that provides information about upcoming events and meetings. Like Gradelink and any available class websites, School Reach/Messenger is a means to enhance home-school communication with an eye to better support student learning. Through School Reach/Messenger and the use of the other forms of available home-school media, parents—the primary educators of their child—have up-to-date information conveniently available.

CONFERENCES

School- scheduled Parent- Teacher Conferences are held at the end of the first and second trimester. If a parent wishes for a conference at any other time during the school year, an appointment should be made by calling the school office during school hours, emailing teacher, or by sending a note to the teacher. Any note sent to or from a teacher should be in a sealed envelope.

Parents are reminded that teachers may only speak with a parent and/or legal guardian of students. Other relatives, friends, and family associates are not permitted to request or be present during conferences. In cases of divorced or separation, it is the responsibility of the custodial parent, not the school, to inform the non- custodial parent on matters of discipline, progress, and times of conferences. Teachers are not required to schedule separate conferences with divorced or separated parents.

Note: During the school day, the teachers have assigned responsibilities and will not be available to parents unless an appointment has been made and confirmed. Teachers are responsible for the supervision of students' immediately after school until 3:15pm and are not available for conferences at this time.

Topic-4-05-2

Parent Messages and Phone Calls

PARENT MESSAGES & TELEPHONE CALLS

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after- school pickup arrangements will not be delivered to class. Students can come to the school office to check their voicemail or text messages or to pick up an item parents have delivered for them.

Topic-4-05-3

Parent to School Communication

LINES OF COMMUNICATION

Parent >>Teacher >> Vice-Principal >>Principal >>Pastor

1. The **parent** first contacts the individual **teacher** and voices the concern. The teacher will share his or her concerns. The parent and teacher work together toward a solution. Solutions will be implemented according to an acceptable solution.
2. The **parent** should discuss the concerns with the **vice- principal** , particularly if the concerns are about academic or classroom management issues.
3. If necessary, then the **parents** may approach the **school principal** . The Principal will listen and discuss their concerns. Together, they will search for an acceptable solution. The Principal will take action after the parents have met with the teacher involved or have presented their concerns in writing. Note: Normally, if action is to be taken, the Principal will meet with the teacher individually and, then, if appropriate, will meet with the teacher and parent together. Actions will be taken in a prompt and timely manner. The Principal will report to the parents on the progress of the action being taken.
4. If, after parents have spoken with the principal, the matter is not resolved, the **parents** should set up an appointment with the **pastor**.

ACTIONS/ATTITUDES OF PARENTS, GUARDIANS OR OTHER

When school is in session, parents are requested to take care of any business at the school office and not disturb the classes. The office will call your child from the room if necessary.

PARENTS' BEHAVIOR POLICY

As a parish Catholic School, we endeavor to educate each student as a **whole person**. We build strong character and instill timeless values. We hold the students and their parents to a standard of civility, which is above the aggressive behavior exhibited by some in society. Therefore, **we request and expect that all parents show respect to the administration, principal, vice principal, office personnel, faculty, other staff, parents, and students of Maria Regina School at all times.** This includes but not limited to:

- During drop off each day in the traffic lanes/During pick up each day in the traffic lanes
- In the halls
- At the classroom doors
- During meetings or any school sponsored events
- On the yard
- Parent-Teacher Conferences

Parents model behavior for their children and other children everywhere they go. We expect every parent to follow all of the rules established by the school without exception.

Each rule was set forth to address the needs of the students and school for safety and management reasons. *"Under normal circumstances a student will not be deprived of a Catholic education on the grounds relating to the actions/attitudes of parents; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible"* (Taken from the Administrative Handbook, Archdiocese of Los Angeles).

PARENT COOPERATION AND RESPONSIBILITIES

Each family contact with the school requires cooperation with the school and its staff. Families may be asked to withdraw if exhibiting uncooperative attitude including rudeness, inappropriate language, and tone of voice and behavior. School staff includes all paid and volunteer personnel.

The strongest way to help your child put forth effort, concern and show care is to model these behavior for your child. Some parent responsibilities include:

- To set rules, times and limits so that your child gets to bed early on school nights.
- To arrives to school on time and is picked up on time at the end of the day.
- To set rules to ensure that student is dressed in the proper school uniform and homework assignments are completed and ready to be handed-in to the teacher(s).
- To actively participate in school activities and fundraising projects.
- To notify the school with a written note when student is absent.
- To notify the school of any address change or important phone numbers.
- To meet all financial obligations to the school in a timely manner.
- To inform the school of any special situations regarding the students well-being, safety and health.

- To complete and return any requested information promptly.
- To read school bulletins and newsletters.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To remember that **parents are the primary teachers of their child(ren)**.

Section-4-07

Safety and Security Procedures

SAFETY & SECURITY: GENERAL INFORMATION

Safety and security is a high priority at Maria Regina School. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth—teachers, administrators, parents, family and friends—is required to behave in accordance with these principles.

Our Christian principles provide that:

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

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

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

ZERO TOLERANCE POLICY

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a **minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non- ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, Maria Regina Catholic School wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

SAFE ENVIRONMENT TRAINING FOR CHILDREN & YOUTH

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the Archdiocese of Los Angeles Self- Protection Program 1- 12, Good- Touch/Bad- Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).

The Archdiocese of Los Angeles **Self-Protection Program 1-12** was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

Good- Touch/Bad- Touch® is being implemented in Grades K- 9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age- appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® **Teaching Touching Safety** is a K- 12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of **Safeguard the Children** works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

COMMUNICABLE DISEASES

To maintain a safe environment, the school cooperates with the local health officer in measures necessary for the prevention and control of **communicable diseases** in school age children – Education Code, Section 49403(a). A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is re-admitted to school.

COVID-19 PROTOCOLS

The following procedure is used if a student or employee is identified as COVID- 19 positive or suspected positive, based on symptoms or close contact with a medical diagnosis of COVID-19.

COVID-19 Symptoms (e.g., fever, cough, loss of taste, smell, difficulty breathing)

-
- Consult Medical Provider for further evaluation and possible COVID-19 testing. (If positive, see #3; if negative, see #4)
- School/classroom remain open

Close contact* with a confirmed COVID-19 case

-
- Quarantine for 10 days from last exposure
- Recommend testing (but will not shorten 10-day quarantine)
- Cohort to close
- School to remain open

- Consider school community notification of known contact.
- Confidentiality will be maintained in this correspondence.

Confirmed COVID-19 case infection

- Notify local public health department
- Isolate case & exclude from school for 10 days from symptom onset or test date
- Identify contacts, quarantine & exclude exposed contacts from school (likely entire cohort**) for 10 days after the last date the case was present at school while infectious
- Recommend testing of contacts, prioritize symptomatic contacts (but not shorten 10-day quarantine)
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
- Must provide doctor's note stating ok to return BEFORE returning to school or must quarantine for total of 14 days
- School remains open

- School community notification of known case.
- Confidentiality will be maintained in this correspondence.

- Child stays home until fever free without fever reducing medication for 24 hours and improved symptoms

- Consider school community notification if prior awareness

Tests negative after symptoms

improved symptoms

- Report status to institution
- School/classroom remain open

of testing.

- Confidentiality will be maintained in this correspondence.

*A contact is defined as a person who is <6 feet from a case for >15 minutes in a 24- hour period. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

**A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

EMERGENCY PROCEDURES

EMERGENCY CARD

An emergency card is given to each family during the first week of school. The information must be filled out completely and kept current throughout the school year. Please notify the school office immediately if either an address or phone number has changed. All information on the emergency cards is strictly confidential and is limited to school use. A child will be released **ONLY** to those persons listed on the emergency card.

EMERGENCY PROCEDURE – EARTHQUAKE OR OTHER DISASTER

The school will have a practice fire drill and drop drill each month (used in case of an earthquake or other disaster) to familiarize the students with emergency procedures. In the event of an actual emergency during school hours, the students will be kept under the school's supervision until a parent or other authorized adult (as noted on the emergency release card filled out at the time of registration) is available to pick them up.

After an earthquake or disaster, we ask parents: PLEASE DO NOT CALL THE SCHOOL. If the telephone lines are functioning, they will be needed for emergency calls, and the staff will be preoccupied and not available to handle phone calls. Ordinarily, a telephone committee put into action by a volunteer chairperson will contact parents in case of any emergency. If an emergency occurs outside of school hours, please listen to the radio (KNX 1070 AM) for instruction on school closures, or contact the school office and listen to the recorded message.

SOME GENERAL PRINCIPLES TO BE FOLLOWED DURING THE TIME OF A NATURAL DISASTER:

- **FIRST DAY:** Maria Regina School will follow the same procedures as the public schools in the area. If danger is imminent, we will evacuate even though the public schools may not.
- **SECOND DAY:** The degree of danger will be reassessed locally and the decisions to open or close the school will be the responsibility of the pastor and principal. Such decisions will be based on the severity of danger at Maria Regina School, and may differ from the actions of local public schools.

EMERGENCY DISASTER ALTERNATE SITE

In case Maria Regina School is destroyed, chemically contaminated, or becomes otherwise uninhabitable for safety

reasons, students will evacuate the building and walk **north** to **Rowley Park**, which will become the **Emergency Operations & Release Center (EORC)**. We will relocate to the baseball field where a similar system, like that at the school site, will be set up for the dismissal of students. Students may be picked up by parents, guardians, or other authorized persons from that location.

Rowley Park is located at the corner of Van Ness Ave. and 132nd Street in Gardena (just north of the school).

Students will **only** be released to a parent or other authorized adult (as noted on the emergency release card filled out at the time of registration). Authorized persons must report to the **EORC** where students will be released. Students will remain in the **EORC** until signed out or until directed by a higher authority to move to an evacuation center provided by the city (American Red Cross, etc.)

EMERGENCY PROCEDURE – ILLNESS OCCURRING DURING SCHOOL

If a student becomes ill during the day, parents will be called and arrangements will be made to take the student home. **It is essential that current emergency numbers for parents are kept on file in the school's office.**

Emergency/Earthquake Kit & First Aid Supply List

Should an emergency or disaster situation ever arise in our area while school is in session, Maria Regina School requires every student to be prepared. Thus, each student shall have an Emergency Kit that contains items such as those below turned in to each child's teacher. These items may be compiled in a **one-gallon Ziploc bag** or **bought as a package online**. Items to include are:

- First Aid Kit
- Emergency food (snack), dried fruit, beef jerky, granola bars, cheese/peanut butter crackers, etc., placed in smaller baggies (**NO** loose snacks that could attract ants).
- Water (1 plastic bottle/16 Oz.)
- Small Thermal Blanket
- Essential medication and medical supplies (if applicable)
- Flash light & batteries
- Small packets or travel pack of hand-wipes
- Eyeglasses (if applicable)

Note*:** All supplies should be labeled with your child's first name, last name, grade and teacher's name. **Emergency kit will be returned at the end of the school year.**

Section-4-08

Arrival/Dismissal Procedures

ARRIVAL/DISMISSAL PROCEDURES

ARRIVAL AT SCHOOL

Students are asked **NOT** to arrive at school **prior** to 7:00AM. Please note that students arriving before 7:00AM are not supervised and are in violation of the school policy. This policy is for the safety of our students.

MORNING DROP OFF

The Van Ness Avenue gate will be open each morning until 7:55AM. At 7:55AM, the Van Ness gate will be closed and locked. Parents arriving after 8:00AM to drop off students, must park in the church parking lot and walk/escort your child(ren) to the front door.

AFTERNOON PICK-UP

At the end of each school day, the procedure for picking up your child(ren) will be the same as the morning arrival. Parents may either drive in through school grounds to pick up their child(ren) or either park their car in the church parking lot and walk in to pick up students who will be waiting by the orange cones on school grounds. At 3:15 p.m., any students waiting to be picked up will be sent to Daycare. (See School Office or elsewhere in this Parent School handbook for applicable fees).

The Van Ness Avenue gate will be opened 10- 15 minutes **before** the end of each school day (2:45PM on regular school days and 12:20PM on early dismissal days). The Van Ness gate will be closed and locked 15 minutes **after** the end of each school day (3:15PM on regular school days and 12:45PM on early dismissal days). Parents arriving after this gate is locked **must park** in the church parking lot and walk to the school grounds to escort your child(ren) back to their vehicle.

HEAVY RAINY DAY SCHEDULE

On **Heavy Rainy Days only**, please use the Van Ness Avenue gate (next to the convent) to enter the schoolyard to drive in or park in the school parking lot. Students will wait in their classrooms or near the exit doors to be picked up. Please exit through the church gate next to the rectory.

Please Note : Parking on church and school premises during school hours is at owner's risk. The church and school assume no responsibility for damages to vehicles or theft of possessions.

For the safety of **ALL** students, teachers, and parents, please observe the following:

- The Van Ness Avenue gate between the school and the convent is an **ENTRANCE ONLY** gate and will be closed daily at 7:55AM.
- **DO NOT STOP** near the school building, lunch room, or social hall to drop off your child(ren)! All vehicles **MUST PULL FORWARD PASS** the basketball courts where parents will wait for a teacher or parent or school/safety guard to escort your child through the traffic lanes.
- The 135th Street gate northeast of the church (next to the rectory) is an **EXIT ONLY** gate.
- The Van Ness Avenue gate next to the church is an **EXIT ONLY** gate. This is a **RIGHT TURN ONLY** gate and all City of Gardena traffic laws will apply.

Please note: The school **ENTRANCE** and **EXIT** gates are closed and locked during school hours, therefore, any parent needing to take care of school business in the office, must park their vehicle in the church parking lot to avoid being locked in.

THE POSTED SPEED LIMIT ON CHURCH AND SCHOOL GROUNDS IS 5 M.P.H.

Please observe the speed limit to ensure students' safety.

Section-4-09

Automobiles/Parking Lot

AUTOMOBILES/PARKING LOT

Driving on church and school grounds should be done with caution. The posted speed limit on church and school grounds is 5 m.p.h. All traffic signs and parking regulations are to be observed and adhere to while on church and school grounds.

Parking on church and school grounds and parking lots should only be done when and where permitted and expressly for church- and school- related business purposes. **Parking on church and school premises during school hours is at owner's risk. The church and school assume no responsibility for damages to vehicles or theft of possessions.** Parking overnight on church and school grounds and parking lots is not permitted and vehicle will be towed at owner's expense.

Parents arriving when the Van Ness gate is closed, must park in the church parking lot and walk/escort your child(ren) to the front door or back to their vehicle. For school safety, do observe the following:

- The Van Ness Avenue **gate between the school and the convent** is an **ENTRANCE ONLY** gate and will be closed daily at 7:55AM.
- **DO NOT STOP** near the school building, lunch room, or social hall when dropping off your child(ren) in the morning! Drop off students **only** in designated areas and when it is safe to do so.
- The 135th Street **gate northeast of the church** (next to the rectory) is an **EXIT ONLY** gate.
- The Van Ness Avenue **gate next to the church** is an **EXIT ONLY** gate. This is a **RIGHT TURN ONLY** gate and all City of Gardena traffic laws will apply.

Please note: The school ENTRANCE and EXIT gates are closed and locked during school hours, therefore, any parent needing to take care of school business in the office, must park their vehicle in the church parking lot to avoid being locked in.

Topic-4-11-04

School Procedures for Immunization and Screenings

IMMUNIZATION & SCREENINGS

All students must comply with current California immunization and health requirements prior to enrollment. Permanent records cards include verification of or exemption from required immunization through graduation.

EXAMINATION & INOCULATIONS

A student with the permission of the parent or guardian may be subject to routine tests in school including

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the Principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X- rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

IMMUNIZATION

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles- containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

ADDITIONAL HEALTH SCREENINGS

In case of student services, Maria Regina School makes every attempt when possible to provide health screenings through nursing services available to us. When possible, counseling services are made available for students. It is the parent's responsibility to notify the principal in writing if the child does not have the permission of the parents for any additional school services such as, but not limited to, health screenings and counseling. *Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Topic-4-11-09

Allergies

ALLERGIES

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

Topic-4-11-12

Accident Procedures

STUDENT ACCIDENT PROCEDURES

The Student Accident Insurance Program is provided for all full time students in Archdiocesan schools/parishes. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents. When an accident or injury occurs, the teacher, coach or staff, or authorized volunteer complete an accident/injury form and submits it to the school office. A copy may be given to parents. The principal follows up and provide any pertinent information with parents regarding the accident/injury and/or student accident insurance.

Section-4-14

International Students

Not Applicable.

Topic-5-01-1

Religion Curriculum

CURRICULUM

Maria Regina School (MRS) provides an education for the needs of the high- school bound students. Maria Regina School curriculum meets all state, Archdiocesan and high school requirements. Teachers are familiar with the Archdiocesan Standard, Common Core State Standards for California and other benchmarks that outline the grade level curriculum for Religion, Math, Language Arts, Social Studies, Science, and Physical Education. It is the school's goal to incorporate religion across the curriculum and integrate technology into all subject areas.

RELIGION PROGRAMS & EXPECTATIONS

The religion curriculum at MRS is faithful to the Roman Catholic Church teachings and meets the requirements set forth by the United States Conference of Catholic Bishops (USCCB). MRS effectively ensures that the religion curriculum is based on the Archdiocese of Los Angeles (ADLA) standards. All students must take the required religion curriculum for their grade level as prescribed by the ADLA religion standards and with adherence to the USCB.

Religion is taught daily and motivation toward true Catholic living is incorporated into all activities. Teachers develop religion lesson plans utilizing these standards. Through these lessons, teachers seek to facilitate authentic teaching of the Church doctrine, promote enculturation of the faith, encourage evangelization and scripture reading, seasonal liturgical discussion, social justice projects as well as integrating Character Counts into the curriculum. All of these can be identified in the living document that drives the school culture and instruction called the Student Learning Expectations.

Additionally, Catholic values and beliefs are also instructed in all curricular areas. This cross-curricular approach helps students to focus on leading a spiritual and moral life by following Jesus' example as stated in the mission and philosophy statements.

In religion classes, all students are graded on academic achievement and not on their religious affiliation, personal belief or the practice of their faith. All students are required to attend the general religion class, mass (School &

Family) and all religious activities.

To evaluate the effectiveness of its religion programs and the Catholic Identity of students, Assessment of Catechist and Religious Education (ACRE) in religion are administered annually in 5th and 8th grades. This assessment provided insights to guide instruction as well as identify, track, and determine gaps in achievement and learning over time, which assist teachers in meeting students' needs.

The religion curriculum at MRS is faithful to the Roman Catholic Church teachings and meets the requirements set forth by the United States Conference of Catholic Bishops (USCCB). MRS effectively ensures that the religion curriculum is based on ADLA standards. In the 2018- 2019 school year, MRS transitioned to following the guidelines of the new standards established by ADLA. Teachers develop religion lesson plans utilizing these standards.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Not Applicable.

Topic-5-01-3

Homework

HOMEWORK POLICY

Students are required to record their daily homework assignments in their homework planners. Parents are encouraged to examine and sign these notebooks and review their child(ren)'s finished homework each day. Parents should also provide a quiet atmosphere for children during homework time. Homework should not be done with the TV or radio on. Parents are strongly encouraged to check with the teacher if their child(ren) is frequently coming home without homework.

Homework serves a valid purpose when it:

1. Provides essential practice in needed skills.
2. Trains pupils in good work habits.
3. Affords opportunities for increasing self-direction.
4. Enriches and expands school experiences.
5. Helps children learn to budget time.
6. Promotes growth in responsibility and organizational skills.

Please Note : These guidelines are average. Some students may complete their homework in less time. Others may require more time. Regular homework assignments are given Monday through Friday evenings. Consistent effort and conscientious attention to both written and unwritten assignments are the most effective contributions to student achievement.

"Extra Credit" reports prepared during the last days of grading period cannot substitute for consistent effort and achievement throughout the marking period.

Topic-5-01-4

Graduation Requirements

GRADUATION REQUIREMENTS

It is required that all 8th grade students maintain a passing grade of 2.0 or above in all subject areas in order to graduate. A certificate of attendance rather than a diploma will be issued to any student who fails to meet all academic requirements. In cases involving grave offenses prior to graduation, a student will be immediately suspended and will not be allowed to participate in graduation exercises. The diploma can be picked up in the school's office or mailed to the student's home after graduation.

Tuition and all fees must be up to date and/or paid on or before **May 25th** of the school year in order for a student to take his/her final exams, attend field trips, and participate in the awards ceremony and graduation exercises. Graduation Cap and Gown, Report Cards and Official Diplomas will be withheld until all financial obligations have been met. Each graduate is required to pay a graduation fee that covers but is not limited to: the cost of the cap and gown, diplomas, and other requirements for graduation. The mandatory graduation fee is due and payable on/or before **December 1st** of the school year (see school office or elsewhere in this Parent Student handbook for the exact fee). This payment will automatically be debited through FACTS.

GRADUATION REQUIREMENTS INCLUDE:

- **COMMUNITY SERVICE**

- o Each 8th grade student will be required to complete 20 hours of community service in order to graduate (10 hours of which must be completed at the Maria Regina School site). A packet will go home during the first weeks of school with all the information.

- **ACADEMIC AND BEHAVIORAL REQUIREMENTS**

- o Any student with an accumulative GPA of "D" and/or "F" at the end of each trimester, including effort, conduct and behavior, will be in jeopardy of not graduating. The teacher and principal will make final determination.

An 8th grade student with a G.P.A below 2.0 at the end of each grading period will be placed on academic probation and/or may be asked to withdraw from Maria Regina School. An 8th grade student, who is placed on Academic Probation for the first and second trimesters of their last year, may be asked to withdraw from the school. The teacher and principal will make the final determination.

Note : Participation in the graduation ceremony and receipt of a diploma are privileges, not rights. The school reserves the right to deny participation in graduation and to deny a diploma. Any student subject to such penalties will be granted a certificate of attendance.

WITHHOLDING DIPLOMAS/TRANSCRIPTS

MRS will not grant a diploma to any student unless ALL school obligations (including but not limited to financial, disciplinary, [summer school](#) , community service, athletic and academic) have been met. MRS will not release transcripts/report cards, official or unofficial, to parents or students unless ALL obligations have been met by the parent(s).

Topic-5-02-1

Assessments

GRADING POLICY

The primary purpose of **assessments** and evaluations is to determine the extent to which a student has achieved success in terms of Course Objectives. This level of achievement is to be determined through a systematic process and conveyed to the student and his/her parents in the form of a letter grade.

Maria Regina School grades may serve as a motivating factor. Until an individual become inner- directed, a grade is necessary to encourage the student to achieve academically. To the students, the value of an assignment is determined by the weight it will carry on determining the grade. The teacher must constantly approach grading as a positive means of measuring achievement and encouraging a student's sense of self- worth. While grades do not normally reflect behavior, teachers are permitted to make participation grade part of the overall academic grade and to take points away from this grade when the student disrupts the academic flow of the class or fails to bring needed materials to class.

Daily class work, tests and quizzes, class participation, homework assignment, projects, and attendance are all considered factors in determining a student's grades. Excessive absences may seriously affect a student's grades. Maria Regina School follows the Archdiocesan grading policy (see [grading scale](#) elsewhere in this Parent Student handbook for more details related to letter grading).

EXAMINATION POLICY

Academic subjects are a major tool for determining the extent to which a student has achieved success in terms of course objectives. Testing is conducted on a regular basis in each subject area with particular emphasis on comprehensive trimester midterm exams. Exams are weighted according to individual teachers. The dates of trimester exams are indicated on the school calendar. No make- up exams will be administered in the event of an unexcused absence. It is imperative that all financial obligations be fulfilled and current in order for students to participate in their trimester exams. Students who are excluded for financial reasons may make up exams only at the discretion of the administration. In addition, NO report card will be released to parent(s) for any student(s) with financial obligations not completed by the end of each trimester.

Topic-5-02-2

Grading Scale

GRADING SCALE

Maria Regina School (MRS), following the guidelines of the Archdiocesan grading policy, uses the following grading scale:

GRADES TRANSITIONAL KINDERGARTEN – 3RD GRADE

~~OO~~ Outstanding
~~GG~~ Good
~~SS~~ Satisfactory
~~NN~~ Needs Improvement
~~PP~~ Poor

GRADES 4th – 8th

~~AAA~~ – 100 % ~~Excellent~~

B+ ~~91~~ – 92 %
B ~~88~~ – 90 % ~~Very~~ Good
B- ~~85~~ – 87 %
C+ ~~80~~ – 84 %
C ~~75~~ – 79 % ~~Average~~
C- ~~70~~ – 74 %
D ~~65~~ – 69 % ~~Border~~
F ~~60~~ % and under ~~Not~~ Passing

The points awarded per grade letter are as follows:

GRADES FOR WRITTEN WORK

The following grading policy applies to research papers, compositions, essays, and tests:

“A” Paper: Excellent work criteria

- o The paper is legible and neat.
- o The ideas presented are clear and concrete.
- o Instructions given for the assignment have been followed.
- o Specific details are included to illustrate ideas and conclusions.
- o Personalized thinking and originality are evident. The writer has not merely repeated what has been heard or read.
- o There is no need for editorial scrutiny.

“B” Paper: Very good work

- o This paper, while very good, lacks one or more of the aforementioned criteria.

“C” Paper: Acceptable work

- o Mediocre attempts have been made to fulfill the above criteria. The writer shows only the sense of duty to complete the work assigned. Deficiencies are apparent in many criteria.

“D” Paper: Poor work

- o Serious deficiencies are apparent in most of the above criteria.

“F” Paper: Unacceptable work.

- o The writer does not attempt to meet any of the criteria above.

STANDARDS FOR WRITTEN WORK

Standards for written work are uniformly enforced across the curriculum.

- Written assignments are to be done in blue or black ink ONLY, except Mathematics- Math must be completed with a pencil and in legible penmanship.
- Written work is done on standard size loose- leaf paper (8 ½" by 11") that is ruled, clean and unfolded. Torn out spiral notebook paper is not acceptable.
- Written assignments may be typed (see guidelines below).
- Multiple pages will be stapled once in the upper left-hand corner.
- Margins will be one to one-and-a-half inches (1"–1½") on all sides of the paper.

- **Heading**
 - o Student's full name must be provided on the top line at the right of the page (right-page alignment).
- **Subject**
 - o Students will write the subject on the second line at the right of the page (right-page alignment).
- **Date**
 - o Students will write the date on the third line at the right of the page (right-page alignment).
- **Student Learning Expectations (SLEs)**
 - o Students will write the assigned SLE below the heading or title (left-page alignment).

In case of multiple pages, student's name is written on top line of page two and the following pages, along with the page number.

Formal essays are double-spaced and written on one side of loose-leaf paper or typed, double-spaced, using standard type size and style.

Research or term papers will be typed unless prior arrangement has been made with the instructor.

Handwritten and typed papers will follow the heading and margin standards above.

Paragraphs are indented.

In case of error, draw a single line through the error, and then continue (white out is not allowed).

All work is neat, legible and proofread (i.e., all research and term papers being submitted are final drafts).

Plagiarism (copying from existing sources and/or from other students) is unacceptable. Any work containing plagiarized material will receive no credit and no opportunity for make-up.

Late work is a sign of poor work habits and irresponsibility. A teacher does not have to accept late work, but may never accept late work after grades have been turned in to the principal.

Topic-5-02-3

Elementary School Grade Reporting

REPORT CARDS

Maria Regina School operates on a trimester schedule instead of the traditional quarter schedule. The year will be divided into three grading periods with a report card following each. Our goals are to provide more accurate reporting of each child's progress.

Parents are asked to place emphasis on effort, conduct, and home study. It is important to show an interest in your child's progress and assignments. Avoiding comparison of his or her work with other students or children in the family is important to your child's success.

Consulting your child's teachers whenever you are concerned about your child's progress is an effective way to gain an understanding of how you may help your child's successful school experience. Remember that it is necessary to make an appointment with the teacher first. Please do not be offended when a teacher or administrator asks you to make an appointment, it simply is not possible to make time for every parent and/or guardian at the precise moment a situation or concern arises.

Promotions or retentions of students are under the discretion of the teacher and the administration in accordance with Archdiocese policy. If there is a possibility of a student being retained, a meeting will take place between the parent, teacher, and principal.

Topic-5-02-4

High School Grade Reporting

Not Applicable.

Topic-5-02-5

Make-Up Work/Absences

MAKE-UP WORK/ABSENCES

Make-up work is permitted at the teacher's discretion. Ordinarily, a student with missing work due to an [excuse](#) [absence](#) will be afforded the opportunity to make-up assignments in a timely manner. However, a student's grade may suffer because of unexcused absences. Students may not request make-up work for an unexcused absence. Likewise, no make-up exams will be administered in the event of an unexcused absence. Students who are excluded for financial reasons may make up exams only at the discretion of the administration. Plagiarism (copying from existing sources and/or from other students) is unacceptable, and thus any work containing plagiarized material will receive no credit and no opportunity for make-up. Similarly, late work is a sign of poor work habits and irresponsibility. For this reason, a teacher does not have to accept late work, but may never accept late work after grades have been turned in to the principal.

Topic-5-02-6

Course Deficiency/Failure

COURSE DEFICIENCY/FAILURE

The teacher must constantly approach grading as a positive means of measuring achievement and encouraging a student's sense of self-worth. However, teachers are permitted to take points away from a student's participation grade when he or she fails to bring needed materials to class. Additionally, a student may earn a detention for disciplinary infraction and/or failure to submit completed homework assignment. Furthermore, failure to maintain satisfactory grades (i.e., "C" in all academic subjects and a "C" in conduct and effort) will necessitate suspension from sports teams and other school-related activities until such time as the required standard is met. Similarly, any student maintaining an overall failing grade point average is required to attend summer school or any accredited tutoring institution approved by the principal and successfully complete the required work, in order to be promoted and enrolled to the next grade level.

Plagiarism (taking ideas, writing, etc. from someone else and passing them off as one's own) and homework copying are to be placed in the same category as test cheating. Plagiarism will result in disciplinary action and a failing grade for the written assignment, test, quiz, or project. Cheating, likewise, will not be ignored; action will be taken that will reflect in a lower grade. If a student is caught cheating, the teacher will take the following steps:

- Call the parent
- Issue a detention/Pink Slip
- Give a grade of "0" for the assignment
- Chronic cheating may result in serious disciplinary action by the vice principal or principal.

Topic-5-02-7

Conduct/Citizenship Grades

CONDUCT/CITIZENSHIP GRADES

Maria Regina School (MRS) staff strives to reward and motivate positive, appropriate behavior in students; thereby, seeking to eliminate inappropriate behavior as much as possible. Good citizenship and appropriate behavior is expected of all students. MRS students must **conduct** themselves according to the expectations set forth in this Parent Student handbook. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. Inappropriate conduct or behavior unbecoming a student in a Catholic school will result in a lower or poor conduct grade. A student's homeroom teacher assigns a conduct [grade](#) as a reflection of a student's compliance with class and school rules as well as demonstration of moral choices, acceptable behavior and good citizenship. Students' conduct grades, behavior and work habits are included on the midterm progress reports and trimester report cards as well as the students' cumulative (permanent) records.

Students, whether in person or online, are responsible for conducting themselves in a manner that contributes to a positive school environment. For this reason, Maria Regina School recognizes 1- 2 students per class with the SLE (Schoolwide Learning Expectations) Student of the Month award. Accordingly, the monthly awards are given to students who have best demonstrated how to live out the SLEs through outstanding Christian **citizenship**, responsibly social and personal behavior, as well as academic excellence and effort during the previous month.

Section-5-03

Standardized Testing

STANDARDIZED TESTING

Maria Regina School (MRS) provides a challenging and comprehensive curriculum that results in students' achievement of the Schoolwide Learning Expectations (SLEs), Archdiocesan curriculum standards, and the Common Core State Standards. The SLEs and curricular standards are the starting point for all curriculum mapping and lesson plans. These provide a continuum of learning for all students across grade levels in accordance with curriculum standards. The administration and faculty review and analyze the STAR and Assessment of Catechist/Religious Education (ACRE) scores, identify focus skills, and implement intervention plans after each assessment window.

Students are assessed using the STAR assessment three times annually (usually in September, January, and May) to view progress at regular intervals throughout the year. The results of these assessments provide more meaningful insight into student progress in math and language arts that is used to drive instruction and increase student proficiency. Similarly, the ACRE, administered to students in grades 5th and 8th annually, is used to evaluate the school's Religion program and identify students' strengths and areas for growth. Additionally, the school measures acceptable progress for all students in their faith formation and character development primarily through test results from the ACRE.

Topic-5-03-1

College Entrance Exam Requirements

Not Applicable.

Section-5-04

Recess and Lunch/Nutrition

RECESS & LUNCH BREAKS

Maria Regina School (MRS), in compliance with its mission, is committed to educating students in an environment that is safe and nurturing. The school supports students in practicing good health habits by offering a well-balanced nutritious hot meal lunch program. Teachers facilitate lessons discussing nutrition and encourage students to bring healthy snacks. Additionally, **recess** is an excellent time for students to exercise and socialize. However, to insure safety, students must follow the following rules:

- Students should never be in a classroom when the teacher or other school personnel are not present.
- Students should not congregate in the corridor/hallway or bathrooms.
- Students should patiently wait their turn to play with equipment or facilities.
- Students should not exclude others who would like to join their activity. This is a form of bullying.
- Wrestling, tackling, and games involving pushing are not allowed.
- Students must follow the directions of the adult on duty without complaining or delaying.
- Students may play only with the toys and equipment provided by the school. Toys and equipment brought from home will be confiscated unless used with the principal's approval.
- Teachers will lead their classes to recess and back. While in the corridors on the way to recess and returning from recess, students must walk silently to avoid disturbing other classes in session.
- Students should stop playing immediately after the bell rings and line up without having to be told.
- Students are not allowed to go outside the gates to retrieve balls. This is the duty of the yard supervisors.

- When eating or drinking, students should be sitting in the designated lunch area. Students must not litter.

Similarly, the **lunch** area and other school areas must be kept neat and clean. Every student is responsible for the neatness of our school. All food must be eaten while seated in designated areas at recess, lunch, after school, and may not be eaten between classes or in the classroom. Also, shoes must be of appropriate style to allow for safety, **recess**, and P.E. Purses must be kept in the book bag and be removed during recess and lunch times only.

Note : All students are required to leave the schoolrooms at recess and lunchtime, unless it would occasion a danger to health.

Section-5-05

Supplies and Textbooks

Supplies & Textbooks

The school will provide all families prior to the start of the school year or at the time of admission a list of supplies for the grade their child(ren) will be entering/attending to ensure that students have access to needed materials. The school will provide students with the required textbooks for the core subjects. Students are responsible for these textbooks and other school properties loaned to them until they are returned to their homeroom teacher, in the conditions given, at the end of the school year or at the time of withdrawal from the school. Parents are required to pay for damaged or lost textbooks and other school properties, including computer devices, loaned to students throughout the course of the school year (see school office for the assessed cost of school properties borrowed and to make such compensations as needed).

All students are expected to bring all of their needed supplies including textbooks, paper, pencils, homework folder, and assignment notebook and others supplies daily to class and, if attending, for the After-school care program. Students are also expected to bring their planners to homework club to show the staff and receive a signature upon the completion of the assignments. Students will not be allowed to return to their classroom for any items during the After-school care program or when attending class in a space outside of the homeroom, especially for junior high students where switching classrooms for instruction may be permitted.

Note : Every parent is asked to make certain that every article, clothing, bag and item of supplies brought to school contain their child's name. This also applies to all items included in the student's earthquake kit. These supplies should be label with your child's first name, last name, grade and teacher's name. Emergency kit will be returned at the end of the school year.

Section-5-06

Honors and Awards

HONOR ROLL

Names of students in **Grades 4–8** who have qualified for the school's Honor Roll will be posted and published in the newsletter at the end of each trimester.

FIRST "A" HONORS is awarded to students who:

- Achieve an average G.P.A. of 3.5 to 4.0 in all major academic subjects.
- Maintain an average grade of "B" in Behavior and Work Habits.

SECOND "B" HONORS is awarded to students who:

- Achieve an average G.P.A. of 3.0 to 3.49 in all major academic subjects.
- Maintain an average of a "B" in Behavior and Work Habits.

SLE STUDENT OF THE MONTH AWARDS

The Student of the Month award is based on the Schoolwide Learning Expectations (SLEs). Each month one of the SLEs is emphasized as a focus in the classroom and is thus given greater weight in determining the Student of the Month.

Accordingly, the monthly awards are given to students who have best demonstrated how to live out the SLEs through outstanding Christian citizenship, responsibly social and personal behavior, as well as academic excellence and effort during the previous month. In addition, the awardees will have no unexcused absences, will have cooperated with teachers and administration and complied with the school conduct rules identified in this handbook and/or identified by the homeroom teacher. (Note: Earning detentions, uniform violations or tardies may disqualify a student for this award.)

Section-5-08

Academic Probation, Retention/Transfer

PROBATION, RETENTION & TRANSFER

A student may be placed on probation for academic and/or behavior reasons. When placed on probation, the probation form **MUST BE SIGNED** and returned to school the following day. A **child** will not be allowed to return to class until the form is signed. Once a student has been placed on **probation**, it is possible that he/she may not participate in extracurricular activities and field trips. Such is at the discretion of the teacher(s) and principal, based on the student's class performance, behavior, and previous record.

ACADEMIC PROBATION

Any student with a G.P.A. below 2.0 at the end of a trimester and/or any student receiving two or more "F's" within a trimester will be placed on Academic Probation. Students who receive two or more trimester grades of "F" in a single year may be asked to withdraw from Maria Regina School. Students who are placed on Academic Probation (less than 2.0) for all three trimesters of the school year may be asked to withdraw or attend [MRS summer school](#).

Any student receiving a "D" or "F" in Behavior and Work Habits at the end of a trimester will be placed on Behavioral Probation and/or will be asked to withdraw from Maria Regina School.

ACADEMIC & BEHAVIORAL PROBATION

Academic Probation and Behavioral Probation may, at the discretion of the principal and teacher, be extended into the upcoming school year. In addition, if a student accumulates four (4) Academic Probations within a two-year

period, that student will be asked to leave the school.

REQUIREMENTS FOR STUDENTS ON ACADEMIC PROBATION & BEHAVIORAL PROBATION

- Tutoring participation Monday through Thursday as scheduled.
- Meet with the teachers for additional assistance in subjects.
- Make up all trimester failed grades prior to the beginning of the next school year.
- Acquire a private tutor at home. Parents must provide proof to the office. Failure to comply with this requirement will lead to having the student being asked to leave MRS.
- Behavioral Probation students must receive [counseling](#).
- Mandatory [Summer School](#).
- Special Contract.
- Any student who is placed on probation may not participate in school activities and or extra-curricular activities functions.

When a student is placed on probation, he or she agrees to make the necessary changes in behavior, grades, effort, and attitude to be a successful student at Maria Regina School (MRS). Both the parent and student must submit a written statement to withdraw the child from the school if the terms of probation are not met accordingly. **If a child receives three or more pink slips after being placed on probation, it will be cause for withdrawal or expulsion from Maria Regina School. Likewise, intentional vandalizing of the school will result in immediate withdrawal from the school.**

ACADEMIC PROBATION FOR 8TH GRADERS

An 8th grade student with a G.P.A below 2.0 at the end of each grading period will be placed on academic probation and/or may be asked to withdraw from Maria Regina School. An 8th grade student, who is placed on Academic Probation for the first and second trimesters of their last year, may be asked to withdraw from the school. The teacher and principal will make the final determination.

INDIVIDUALIZED PROBATION CONTRACTS

Students who need special help in maintaining school or classroom rules, doing their schoolwork or homework in an acceptable manner, or improving their attitude will receive a special probation contract. This contract will contain specific expectations for improvement and exact consequences in case the improvement does not occur as quickly or consistently as expected. The contract will be discussed with the student by the principal and the student, parents, teacher(s) and principal will be required to sign it.

RETENTION

Retentions of students are under the discretion of the teacher and the administration in accordance with archdiocesan policy. If there is a possibility of a student being retained, a meeting will take place between the parent, teacher, and principal.

RECOMMENDED TRANSFER

Every parent, guardian, or other person who upbraids, insults, or abuses any faculty, staff, principal or student of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Educational code 4481).

If any staff member or student is "insulted or abused" by any person in the presence of other school personnel on school premises, on public ways adjacent to the school, or at any place where assigned, that person is also guilty of a misdemeanor (Educational Code 44812).

Under normal circumstances, a student is not to be deprived of a Catholic Education on grounds relating to the

attitude of parents; nevertheless, it is recognized that a situation could arise in which uncooperative or destructive parents might so undermine the goals, values, philosophy, and mission of the school. The regulations governing recommended transfer would then be applicable.

STUDENT TRANSFERS, WITHDRAWALS & GRADUATION

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school. Also, upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

Topic-5-09-2

Additional Counseling Information

ADDITIONAL COUNSELING INFORMATION

When possible, counseling services are made available for students at Maria Regina School. It is the parent's responsibility to notify the principal in writing if the child does not have the permission of the parents for any additional school services such as, but not limited to, health screenings and **counseling**. *Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

Section-5-11

Summer School

EXTENDED SCHOOL YEAR: SUMMER SCHOOL

MANDATORY

Any student maintaining an overall failing grade point average is required to attend summer school or any accredited tutoring institution approved by the principal and successfully complete the required work, in order to be promoted and enrolled to the next grade level.

RECOMMENDED

Any student who has maintained an overall below average grade point average will be recommended to attend summer school classes to prepare for the next grade level and improve in learned skills.

Section-6-01

Before & After School Policies and Programs

BEFORE & AFTER SCHOOL POLICIES & PROGRAMS

MORNING DAYCARE

Students are asked NOT to arrive at school prior to 7:00AM since they are not supervised on the school yard. This policy is for the safety of our students. However, students who are permitted to partake in morning daycare may be dropped off with principal's permission to a morning daycare personnel prior to 7:00AM but are required to be escorted to the designated area or classroom and signed in by their parents. Weather permitting, these students in morning daycare are taken outside on the yard to join their schoolmates at or around 7:30AM. Morning daycare is provided free to families in need of such care (see school office for permission from principal to receive such service).

EXTENDED SCHOOL DAY PROGRAM

After-school care is open to students who are enrolled in TK- 8 at Maria Regina School. We offer after school care to all school families following every school day until 6:00 p.m. (unless otherwise noted, such as on the monthly calendar, newsletter or email).

Children must be picked up within 15 minutes of dismissal or they will be sent to the after school daycare program. There will be a fee charged to a parent whose child is sent to daycare. This is done for the protection of the child. Every child must be supervised while on school grounds. Every family is asked to cooperate in this matter, for your child's safety.

Fees are based on a monthly rate or daily hourly rates. Families choosing the monthly rate are obligated to begin payment at the beginning of the school year. (See school office).

Hourly rates are calculated on a sixty-minute hour. Families choosing an hourly rate payment plan must sign their child out each day. If a child is not signed out, the family will be charged for the total number of hours until 6:00 p.m.

After-school daycare bills for both monthly and hourly families will be sent home at the end of each month. Families choosing the monthly rate are obligated to begin payment at the beginning of September through the month of May. All families who have chosen to utilize the daycare services in June will be charged a pro-rated fee. (TBA)

Daycare and homework payments are due by the 15th of each month. If payment is not received on time, there will be an additional **\$40.00** late fee charged to your account.

If payment is not received by the 15th of the month, the family will not be allowed to participate in the Afterschool Program until the payment and late fee is paid in full.

Daycare payments can be paid via FACTS or directly in the school's office. Checks must be made payable to: Maria Regina School. **Please note only families choosing the monthly payment rate option can receive a W9 for tax purposes.**

Parents and students are required to observe all school policies, rules, and procedures especially those that pertain to the after-school program. Afterschool daycare policies and rules will be given to a family upon daycare enrollment. **NO CELL PHONES, OR ANY OTHER ELECTRONIC DEVICES, ARE ALLOWED DURING DAYCARE.** All cell phones must be turned into school/daycare personnel and retrieve when leaving.

Note : Parents are not allowed to drive through the CONES to park or pick up their child(ren) from daycare. All students must be signed out each day with an authorized adult signature AND time or the account will be charged until 6:00pm!

Maria Regina School provides a safe, secure and supportive nurturing environment which focus on child's abilities. The staff promotes a balanced, supportive, and active learning environment where children are encouraged to learn and discover, participate in activities and try novel ideas while fostering critical thinking. The students will have the opportunity to start and/or complete homework assignments, play with friends, relax and review math skills. This program provides an opportunity to work alone, small groups and active quiet activities.

All students are expected to bring all of their needed supplies including textbooks, paper, pencils, homework folder, and assignment notebook and others supplies. Students are also expected to bring their planners to homework club to show the staff and receive a signature upon the completion of the assignments. **Students will not be allowed to return to their classroom for any items.**

Goals:

1. Get small group or one-on-one help with homework assignments
2. Improve students math, reading and language arts skills
3. Get homework done at school. (It is not a guarantee since that is based on the student's willingness and effort). Therefore, it is the parents' responsibility to check his/her child assignments daily.

Extended/Daycare Rules and Expectations:

1. When students enter the classroom, they are expected to sign in on the attendance sheet, and find a station that they are to work at for the day. If students have homework, they will automatically go to the homework station. If students do not have homework with them that day they will be assigned to the math or ELA stations.
2. Students are expected to be responsible, independent, assertive workers.
3. Students should raise their hands if they have a question, but continue working at the same time, until the teacher gets to them.
4. Focus and work hard for the duration.
5. If a student finishes all of his/her homework, the student is expected to go to the station that he/she is assigned for that day.
6. Students are expected to bring additional snacks to sustain when attending after-school daycare.

Note: Please keep in mind that some students may not finish all their homework during homework time. Parents, please make sure that your child has completed all their homework and check for accuracy.

Participation

Children are required to:

1. Adhere to all MRS Rules and regulations
2. Respect all staff members
3. Respect all other students
4. Respect property
5. Notify daycare personnel immediately regarding any issues experienced
6. Ask for permission to borrow any materials

7. Clean up and refrain from littering
8. Purchase all snacks before entering the classroom
9. Leaving school grounds at any time is prohibited
10. Walk safely in the building
11. Speak with appropriate tone and volume
12. Electronic devices are prohibited

Disciplinary Action:

1. Verbal reprimand
2. Note home to parents
3. Parent contact & behavioral contract
4. Suspension

- o First Offense-2 days suspension
- o Second Offense-3 days suspension
- o Third Offense-Parent/staff conference to determine continued enrollment

Note : Daycare staff is responsible for utilizing different intervention technique before a student is referred to the school administration.

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

- Failure to follow rules, policies and procedure of homework and extended daycare program
- General misconduct, including loud boisterous noise or outburst that tends to disturb other students, and running in the classroom/halls, minor defacement of property, and pushing or shoving others.
- A student persist refusal to follow the instructions of staff and/or any school personnel
- Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gestures directed to or in the presence of any students or school employee
- Mutual physical confrontation between students (fighting)
- Possession and/or use of any tobacco and other tobacco-related products
- A behavior that may result in physical or mental abuse of any student, staff member or school employee
- Committing any act of indecent exposure in the presence of any student, staff or school employee

LATE PICK-UPS

After- school daycare services end at 6:00 p.m., every effort will be made to contact a designated parent/guardian to pick up a child still remaining in daycare after the deadline. If a child has not been picked up by 6:20 p.m. and all efforts to contact a parent/guardian have been unsuccessful, the Gardena Police Department will be notified. Arrangements will be made with the police to pick up the child and hold him/her in custody at the police station until he/she is picked up by a parent/guardian. **A late fee of \$5.00 is charged per minute/per child after 6:00 p.m.**

AFTER SCHOOL HOMEWORK HOURS

Students must stay in the classroom until 4:30 p.m., whether they are finished with homework or not. Students

who do not cooperate with the Homework Supervisor will be asked to withdraw from the program.

Note : Afterschool Homework Hours does not guarantee that the child's homework will be completed in its entirety and/or checked by the allotted time. Please remember that it is the parents' responsibility to check that all assignments are completed and that the child studies for any upcoming test and or quizzes, in addition to prepare for the upcoming day.

AFTER SCHOOL SPORTS AND ACTIVITIES

If your child participates in after school sports or activities, he or she must be picked up promptly after practice or meeting. Siblings who remain on school grounds will be placed in afterschool daycare and will be charged the standard rate fee.

RELEASE OF STUDENTS

No agency, organization, or person other than the parent/guardian who has custody or a delegated school employee shall be allowed to remove a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent/guardian, when properly identified and proof of Identification.
- Upon written request of the parent/guardian properly verified and proof of Identification.
- By properly identified law enforcement officers when an arrest is made.
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal.

Section-6-02

School Field Trips and Excursions

FIELD TRIPS & EXCURSIONS

Field trips serve as extensions of classroom learning and are organized to enhance the curriculum and learning experience of students. Field trips expose students to new realities as well as further knowledge of a topic and/or skill. Field trip attendance is a privilege and not a right. Students are required to follow the dress code on the field trip permission slip. Those who violate the designated dress code may be disqualified from attending a field trip at the principal and/or teacher's discretion and may forfeit any reimbursement for the field trip. Any reimbursement for the field trip due to dress code violations, inappropriate behavior prior to or on the field trip, failure to attend the field trip for whatever reason, or for any other reasons is at the principal and/or teacher's discretion. Students are expected to demonstrate appropriate behavior and good citizenship on field trips as if they were in class or on school grounds. Locations of field trips, however temporary or brief, serve as new classrooms for learning.

FIELD TRIP POLICIES

The field trip policies listed below apply to class trips, school group trips (e.g., choir, academic decathlon) and trips for school sport teams. The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must

comply with the following requirements:

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

STUDENTS DISQUALIFIED FROM FIELD TRIPS

Students receiving a third detention or pink slip may not participate in class field trips or activities for that trimester. Also, once a student has been placed on probation, it is possible that he/she may not participate in extracurricular activities and **field trips**. Such is at the discretion of the teacher(s) and principal, based on the child's class performance, behavior, and previous record.

Note : Field trips are provided to students at a cost NOT included in the regular tuition, registration fee, and other school fees nor are they included in the student's class fee. Homeroom teacher will issue receipts for cash received when organizing field trips for students.

Section-6-04

Student Government

STUDENT COUNCIL

The **purpose** of the Student Council of Maria Regina School (MRS) is to promote good citizenship, encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy and to engender Catholic/Christian principles while promoting the welfare of MRS and the school community. Thus, the **goals and objectives** of the student council are to help the administration, faculty, staff, and students of the school in accomplishing the Mission and living the Philosophy of MRS. By so doing, the Council **aims** to help its fellow students to achieve the Schoolwide Learning Expectations (SLEs).

The Student Council shall be moderated by an **advisor(s)**, who is a fulltime faculty, appointed by the Principal. The student body of MRS, from grades two through eight will **elect** ten (10) of the members of the Governing Council who will serve as their representatives. Only students in grade five through eight may run for office on the Governing Council. Representative(s) at large, if needed, will be **selected** by the advisor(s) of the Student Council, after consultation with the principal, from those who ran in the general election or from seven and eight graders at large. Transitional Kindergarten through fourth grades will be represented by a member of the Governing Council or by a representative at large. Thus, the student body of MRS shall have a Student Council of at least

eleven (11) members; of which ten (10) shall be elected directly by the student body and at least one (1), if needed, shall be nominated by the council's advisor and ratified by the principal.

Positions To Be Filled:

- President
- Vice President
- Treasurer
- Secretary
- Student Chaplain
- Academic & History
- Safety & Ecology
- Athletics
- School Spirit
- Publicity
- Representative(s) at large

The members of the Student Council of Maria Regina School shall exemplify good behavior and work habits befitting of Faith-filled Catholic/Christian individual striving to achieve the SLE's of the school. Additionally, councilors in their respective positions must meet the general qualifications stated below and satisfactorily carry out the requisite duties to retain their respective positions. **Each position on the student council must be filled by one student at any one time** (unless otherwise approved by the student council advisor and/or principal).

STUDENT COUNCIL REQUIREMENTS

Students who wish to participate in Student Council must meet the following requirements (unless otherwise approved by the principal):

- Written permission from parent/guardian.
- Approval from teachers and administration.
- Overall academic G.P.A of 3.0 and above for all grading periods.
- Individual academic grade no lower than a "B".
- Behavior grade of "B" and Work Habits grade of "G" or higher for all grading periods.
- Active participation in school and church related service programs.

Students receiving two disciplinary referral forms, i.e., "pink slips", will be suspended and/or disqualified from student council.

Note : If a student is asked to leave a sport, club, or organization (including student council) during the school year, that student will not be allowed to take part in yearbook (group) pictures or receive a recognition award. If a student is suspended from a club, organization, or sports during the school year, the administration will make the final determination on whether or not that student receives an award and/or takes part in yearbook (group) pictures.

Topic-6-04-1

Election rules

STUDENT COUNCIL MEMBERSHIP

Elections

The annual Student Body Elections of the Student Council shall be held on the fourth Tuesday in September (unless otherwise approved by the student council advisor(s) after consultation with the principal). The by-elections for replacing vacant posts and all other elections of officers shall be carried out with at least fourteen (14) days of being announced. The rules governing a candidate's campaign is specified below. Although the Student Council represents the entire student body of the School, only students in grades two through eight shall be bestowed with suffrage (the right to vote). Each position on the student council must be filled by one student at any one time (unless otherwise approved by the student council advisor and/or principal). **The candidate who garners a plurality (majority) of votes for a respective position will be declared the winner and duly elected officer for that position** and will be ascended to that post at Installation by the student council advisor.

CAMPAIGN PROCEDURES

Anyone wishing to be a candidate for a post on the Governing Council shall take out a **petition**, by completing and submitting the candidate's application form, before the scheduled election. This petition must be signed by the parent. The petition must be handed out to the homeroom teacher for grade and conduct approval. Once the candidate is considered eligible to run, signatures from two other teachers and the principal are required in order to be considered an official candidate for the upcoming election. If elected to student council the student must attend Student Council functions before sports, social, or other activities.

Rules for campaigning in the Student Council elections:

1. The advisor(s) and/or principal must approve the approved number of posters.
2. Anyone caught defacing another candidate's posters will be subject to removal of his/her posters and/or possible disqualification from the ballot.
3. Posters are allowed only in designated areas of the school, with approval (from the advisor(s) and/or the principal).
4. Posters may be put up for a specified period before the election.
5. At the end of the elections, it is the candidate's responsibility to take down posters.
6. Stickers, buttons, or handouts must not violate the other candidate's reputation and be free of false and demeaning accusations.
7. Campaign speeches must be given at the election assembly.
8. A debate(s) for candidates may be organized for the candidates seeking office by the Election Committee. Candidates, though it is highly encourage, shall participate in any debate at their sole discretion.
9. Any violation of above rules may be subject to possible disqualification.

ASSUME DUTIES & TERM OF OFFICE

Duly elected and nominated officers shall assume their duties upon Installation by the student council advisor, and shall serve a term of office until the end of the school year provided there is no cause for removal or suspension (see [Authority](#) of the student council for disqualification grounds).

Topic-6-04-2

Authority

ASSUME DUTIES & TERM OF OFFICE

Duly elected and nominated officers shall assume their duties upon Installation by the student council advisor, and shall serve a term of office until the end of the school year provided there is no cause for removal or suspension (see below).

PROCEDURE FOR DISCIPLINARY ACTION

1. Disciplinary Action should consist of having the student put on probation for a period to be specified by the advisor(s) and/or principal.
2. The councilor will then be re- evaluated at the end of the probation period. If the councilor's re- appraisal is deemed positive then the councilor can be reinstated to office.
3. If the councilor's reappraisal is deemed negative then the councilor is subject to permanent removal at the discretion of the advisor(s) and/or principal.

Replacement of Vacant Posts:

- If a vacancy occurs in any office, except that of the President, a member of the Governing Council shall be temporarily appointed by the advisor(s) as a replacement in that particular office.
- In the event there is a vacancy in the office of the president, the Vice- President shall assume the duties of the President until there is an election.
- In the event of a vacancy, elections need not be called. A Governing Council member may be appointed temporarily or a representative at large (on the advised of the advisor(s) and/or principal) may be appointed in the interim (to serve out the term of office).

Reasons for probation and/or removal from office:

1. Councilors may be placed on probation and/or removal from office for engaging in any of the following reasons:
2. For not fulfilling duties.
3. For unsatisfactory maintaining of grades in effort and conduct (good behavior and work habits), as well as in all academic areas.
4. For missing two unexcused meetings, assemblies, or student council sponsored activities per trimester.
5. For five unexcused tardies at meetings or student council sponsored activities per year, with a five- minute grace period.

MEETINGS

- Meetings shall be held at least every other week (when possible). The Executive Board, along with the advisor(s) is responsible to set the business agenda of the Student Council each month.
- Meetings, which shall be at least 30 minutes in order to conduct all necessary business, shall be conducted in a business- like, professional manner. Student Council members who fail to carry themselves in such a manner shall be disciplined by the advisor(s), and if need be by the principal, in accordance to the School's disciplinary policies.

- Meetings are to be conducted by the President, under the moderation of the advisor(s), and attended by all elected and appointed members appropriate to the specified constitutive body of the Student Council.
- Meetings are to begin with a prayer.
- Agendas are to be prepared by the President and given to all members before the meeting has begun. Secretary is to keep agenda on file in the Student Council Binder.
- Meeting minutes are to be typed by the Secretary and submitted to the advisor(s) and principal to be distributed to the councilors, and/or school administration.
- Special sessions may be proposed by councilors and/or the advisor(s) (or principal in the advisor(s)'s absent). Special sessions must be approved by the advisor(s) (or principal in the advisor(s)'s absent).
- Special sessions with at least two days noticed may be called if approved by the advisor(s).
- The student council inaugural meeting must be attended by all councilors at the beginning of the school year in order to focus the councilors on the mission ahead and plan activities for the upcoming year.

QUORUM OF MEETINGS

- Meetings shall be recognized as official if a quorum of two-thirds of the Governing Council membership is present.
- Decisions made or passed at meetings shall be recognized as binding if the required quorum of the Governing Council membership is met (and does NOT violate the caveat below).

RELATION OF THE ASSOCIATED STUDENTS TO SCHOOL REGULATIONS

Policies, rules and regulations of Maria Regina School shall always take precedence over any conflicting decisions, rules or regulations that might be passed by the students of MRS.

Section-6-05

Clubs/Organizations/Honor Societies

CLUBS, ORGANIZATIONS & ACTIVITIES

Clubs, organizations, and social activities enriched the social life of students at Maria Regina School (MRS). Students at MRS ordinarily have the opportunity to participate in clubs and other school-sponsored activities, which may include but not limited to:

- **Academic Decathlon** (6th – 8th grade)
- **Altar Servers** (4th – 8th grade)
- **Catholic Faith Bee** (K – 8th grade)
- **Choir** (3rd – 8th grade)
- **Lectors** (2nd – 8th grade)
- **Newspaper** (3rd – 8th grade)
- **Spelling Bee** (Kinder – 8th grade)
- **Student Council** (4th – 8th grade)
- **Ushers** (6th – 8th grade)
- **Yearbook Committee** (6th – 8th grade)

Clubs, organizations, and social activities shall be moderated by an advisor(s), who is customarily a fulltime faculty, appointed by the principal. Students who receive a third detention or a pink slip will not participate in any sports, clubs, and activities for at least six weeks and forfeit participating in class field trips or other school-related activities for that trimester.

Note : If a student is asked to leave a sport, club, or organization during the school year, that student will not be allowed to take part in yearbook (group) pictures or receive a recognition award. If a student is suspended from a club, organization, or sports during the school year, the administration will make the final determination on whether or not that student receives an award and/or takes part in yearbook (group) pictures.

Section-6-06

Dances

SOCIAL DANCES

Social functions and activities including school dances enriched the social life of students at Maria Regina School (MRS). School- sponsored dances, primarily organized by the Parent Teacher Organization (PTO) after consultation with and approval by the principal, may include but not limited to the Halloween Dance, Valentine Dance, Mother/Son Dance, Father/Daughter Dance, etc. These dances may be organized as fun activities for students as well as fundraising initiatives. The faculty, support staff, PTO members, and/or parent volunteers supervise these school dances. Parental approval is also required for students at MRS to attending and participate at these school dances. Parents, who are [VIRTUS®](#) trained, are welcome to join the school community in these celebrations.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

Not Applicable.

Topic-6-06-2

Graduation Celebration/Grad Night

Not Applicable.

Topic-6-07-2

Additional Student Publications Information

ADDITIONAL STUDENT PUBLICATION INFORMATION

At Maria Regina School, parent/guardian written permission is required for the publication of a minor's (i.e., student's) image, name, voice and/or work for non- commercial purposes (See school office or elsewhere in this Parent Student handbook for more on [Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes](#)).

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

PARENT AUTHORIZATION TO USE CHILD'S PERSONAL INFORMATION

At Maria Regina School, parent/guardian written permission is required for the publication of a picture of a minor. Furthermore, whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes giving permission for such publication (See school office or elsewhere in this Parent Student handbook for such parental authorization).

Section-6-09

Class Rings (High Schools only)

Not Applicable.

Section-6-10

Student Identification Cards

STUDENT IDENTIFICATION CARDS

Students of Maria Regina School are issued student identification cards affirming that they are members of the student body. Photos taken at the time for the fall picture are often used for student identification cards. Students who fail to take photos at this time or at the designated make-up date or enroll after these photo opportunities have passed may not be issued student identification cards.

Section-6-11

Yearbook

YEARBOOK

A memory book for each child will be made available at the end of the school year (see school office for the cost of the yearbook). The cost of the yearbook will be automatically withdrawn from FACTS account on December 1st of the school year.

Topic-6-12-01

School Athletic Handbook [if applicable]

SPORTS PROGRAM

SPORTS

A program of sports for both boys and girls is offered. The various teams – boys' and girls' basketball, cheer squad, boys' flag football, girls' soccer, co-ed track and field, and girls' volleyball – compete with other schools in the appropriate league. Practices are held during after school hours and games are played both at home and away. Parents of students who participate in sports are expected to help provide transportation to and from the games in addition to paying a sports fee.

- Students participating in sports must have a written permission form from their parents granting permission. Forms are provided by the school and kept in the office.
- Students must maintain a grade of "C" in all academic subjects and a "C" in conduct and effort. Failure to maintain satisfactory grades will necessitate suspension from the team until such time as the required standard is met.
- Suspension durations will be determined by the administration.
- Parents are welcome and encouraged to attend games. They are asked to remain polite spectators and enthusiastic during the games.

PARENT VOLUNTEERS AS COACHES

MRS allows parents to serve as coaches for its Catholic Youth Organization (CYO) and other athletic programs offered throughout the school year. These programs may include:

- Boy's Flag Football
- Girls' Volleyball
- Boys' and Girls' Basketball
- Boys' and Girls' Soccer
- Boys' and Girls' Track and Field
- Girls' Cheer Squad

To coach at MRS, an individual must meet the Archdiocese of Los Angeles CYO criteria, such as fingerprint based background check and high standards of conduct, as well as being [VIRTUS®](#) trained. Coaches:

- are responsible to be examples to their players.
- are required to attend CYO meetings and training sessions.
- are responsible to teach the rules of the sport and the proper skills, techniques, strategies, and tactics for their sport in an age appropriate manner.
- are responsible to conduct themselves in an appropriate fashion at practice and competitions.
- are responsible for supervision of their team at practice and competitions. Coaches are also responsible for the conduct of their spectators at competitions.
- must be represented at all scheduled practices, games and other events.
- may not hold "closed practices," i.e., coaches are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- are expected to demonstrate behaviors that uphold the mission, values, and best practices of the school.

Note : It is recommended and encouraged to have women acting as head or assistant coaches in girls' sports. When a girls' team is coached by men only, it is required that a woman 18 years of age or older be associated with the team, and in attendance at all practices and games. In the case of a woman coaching a boys' team, it is required that a man 18 years of age or older be associated with the team, and is in attendance at all practices and games.

PARENTS' SUPPORT FOR COACHES/COACHES' EXPECTATIONS OF PARENTS

All parents at MRS are expected to respect the coach's authority delegated to him or her, whether the coach is a parent volunteer or not. A coach can remove a child from the team due to the child's attitude and lack of cooperation as well as the parents' attitude and lack of cooperation. Parents need to work with the coach for the betterment of their child and the team. Generally, parents need to attend meeting, address concerns in a respectful manner, pay fees and/or return uniforms (unsoiled) on time, etc. Therefore, to be supportive, parents need to cooperate, collaborate, follow the coach's directives and deadlines, and be respectful in their interactions with their child's coaches as they are expected to model exemplary behavior for our student athletes.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

SPORTS TEAM BY SEASON

The various sports teams compete with other schools in the appropriate leagues. When available or a team is fielded, the seasons for each sports team are as follows:

- **Boys' Flag Football:** Fall
- **Cheer Squad:** Fall
- **Girls' Volleyball:** Fall
- **Boys' Basketball:** Winter
- **Girls' Basketball:** Winter
- **Girls' Soccer:** Spring
- **Co-ed Track and Field:** Spring

Topic-6-12-03

Selection Process/Requirements for Participation

PARTICIPATION IN THE CYO

SELECTION PROCESS & REQUIREMENTS FOR PARTICIPATION

Participation in the CYO is available to all Catholic elementary schools under the jurisdiction of the Archdiocese of Los Angeles (ADLA). A School must register its team(s) for a conference or competition event by a stated deadline. No registration at the school will be incorporated into the district CYO events and in turn, parents to abide by the

by registering, the school will be incorporated into to the desired CYU sports and, in turn, agrees to abide by the [Governing Manual](#).

Students who are selected to be members of a team must maintain a minimum grade point average of 2.0 in each subject, as well as a C+ in behavior and at least an S in effort/work habits. The athletic director will post an eligibility list after each grading period (midterm and end of the trimester). Failure to achieve and maintain the minimum requirements may result in loss of team membership until the student can be re-evaluated at the next progress report or report card time.

Students in sports are expected to follow school rules at all times, especially respect for others (peers and adults). Players must have a signed parent permission form on file and pay the athletic fee for each sport BEFORE attending pre-season practice. Any team member who receives a discipline slip (detention or pink slip) the week of a game may not play in the game (at principal's discretion).

Topic-6-12-04

Athletic Medical Clearance

ATHLETIC MEDICAL CLEARANCE

Only students who are medically cleared can participate in sports-related activities or be permitted to join a sports program or rejoin and participate on any of the school's sports teams including practice and game competition. The school must obtain signed parental consent form that acknowledges the parent's consent to allow student to play and states that the student athlete is physically fit to participate in the activity. This form will be provided by the coach or athletic director.

Topic-6-12-05

Injuries and accidents

SPORTS-RELATED INJURIES & ACCIDENTS

Parents or guardians will be contacted immediately if there is any sports-related accident or injury or any question regarding the seriousness of or complications arising from an injury. The Student Accident Insurance Program will assist only with the medical expenses incurred because of an accidental bodily injury sustained by students due to participation in a school-sponsored sport.

STUDENT ACCIDENT INSURANCE

The Student Accident Insurance Program is provided for all full time students in Archdiocesan schools/parishes. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored **sport** and extended day programs. Claims should be directed to the school that the student athlete represents.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

ATHLETIC FEES, EQUIPMENT & UNIFORMS

The amount of interest shown by students/parents and how many students qualify before the season begins will be determined if the school is to field a team to participate in a particular sports for the upcoming season. Thus, athletic fees and the cost of uniforms and supporting equipment varies from year to year and, as such, shall be determined by the coach and/or athletic director prior to the start of the appropriate league season. Parents will be informed of the fees and associated cost for each sport their child(ren) will be playing.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

DISCIPLINE POLICIES & PROCEDURES IN ATHLETICS

SPORTSMANSHIP FOR STUDENT ATHLETES

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

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

VIOLATION OF THE CYO SPORTSMANSHIP CODE OF CONDUCT

It is the responsibility of each School, its Administrators and Coaches to ensure that each student athlete abides by the CYO Sportsmanship Code of Conduct for Student Athletes. Disciplinary actions taken by CYO may include, but are not limited to: Verbal warning, written warning, immediate ejection, single- game suspension, multi- game suspension, and/or permanent ban (see below).

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

Any student athlete ejected from an Athletic Event will automatically be suspended for a minimum of the next two conference games, play-off games or competitions. A substitute who enters the playing field or court during a fight shall be ejected and suspended for a minimum of the next two- conference, play- off games or competitions. If a student athlete is ejected during the last game of the season, the suspension will carry over to the next sport/competition he/she enters. The coach must notify its school administrator of any ejection within twenty- four hours. A suspended student athlete who competes in a game/competition will cause the game/competition to be declared a forfeit and the student athlete and coach will be subject to disciplinary action by the CYO on an individual basis" (source: [CYO Governing Manual](#)).

Topic-6-12-08

Varsity Jackets and Sweaters

Not Applicable.

Topic-6-12-09

Sportsmanship Code for Spectators

SPORTSMANSHIP CODE FOR SPECTATORS

SPECTATORS

It is the responsibility of the coaches and administrators to ensure that spectators abide by the following rules. A CYO spectator shall **not**:

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

VIOLATORS OF THE CYO SPECTATORS CODE OF CONDUCT

Coaches are also responsible for the conduct of their spectator at competitions. Spectators are expected to remain polite and enthusiastic during the games. They are to help create and support an atmosphere that promotes good sportsmanship and follows a Christian code of conduct. Failure to do so may result in disciplinary actions by CYO, which may include, but are not limited to: Ejection from the facility, and/or forfeiting of the game (see below).

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

party is not satisfied with either playing team, representatives from both teams should meet together to resolve the matter. If warranted, further action will be taken by CYO Staff" (source: [CYO Governing Manual](#)).

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

COACHES

According to the Catholic Youth Organization and the Department of Catholic Schools, and to insure the safety of the children and coaches in the Archdiocese of Los Angeles, coaches follow the follow coaches' code of conduct:

COACHES' CODE OF CONDUCT

A CYO Coach will:

1. Perform my work in a manner consistent with the mission of the CYO.
2. Safeguard children or youth entrusted to my care at all times.
3. Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
4. Take care in my speaking, writing and actions to be professional, supportive and caring.
5. Avoid situations where I am alone with a child or youth.
6. Use positive reinforcement rather than criticism or comparison when working with children or youth.
7. Cooperate fully in any investigation of abuse of children or youth.
8. Be aware that young people can easily become infatuated with a caring adult. If I sense that this is happening, I will not encourage it. I will make my administrator aware of it and find ways to give the young person appropriate support and maintain appropriate boundaries.
9. Maintain appropriate physical and emotional boundaries from the children and youth.

A Coach will not:

1. Endorse any view contrary to the teachings of the Catholic Church during my ministry.
2. Commit an illegal or immoral act.
3. Smoke or use tobacco products.
4. Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
5. Verbally threaten or physically abuse anyone.
6. Touch a child or youth in a sexual or inappropriate manner.
7. Sexually harass, request sexual favors or make sexually explicit statements.
8. Place myself in a situation where my interaction with a child or youth cannot be witnessed.

For information on Trainer Certification [Play Like a Champion] for coaches, see the [CYO website](#).

Topic-6-12-11

CYO/CIF

CYO

Maria Regina School (MRS) is a member of the Catholic Youth Organization (CYO) of Los Angeles, an athletic program intended for any Catholic elementary or middle school under the jurisdiction of the Archdiocese of Los Angeles (ADLA).

Chapter-7

TUITION AND FEES

FINANCES

Maria Regina Catholic School functions on a very tight budget. The school spends more per pupil than it charges for tuition. Payment of tuition and fees is a matter of justice, which cannot be taken lightly. Failure to pay tuition and fees jeopardizes the academic program for all of our students and faculty. It also causes deep anxiety and worry on the part of those who are responsible for the financial state of the school. In all Christian charity and justice, parents and/or guardians are requested to please be faithful in making all payments on time. In the rare case that this is not possible, inform the school immediately and await further advisement.

Section-7-1

Tuition and General Fees

TUITION & FEES

TUITION

Tuition includes base tuition to be paid over eleven month period. Maria Regina School charges tuition on different schedule rates:

1. **Parish Tuition Discount Rate:** for Catholic families who are registered and attend Maria Regina Parish Church regularly and consistently contribute to the Sunday envelope system. To qualify for the Parish Tuition Discount Rate, a school family must be registered in Maria Regina Parish Church, active and participating in both the Church and School for at least one year.
2. **Non- Parish Tuition Rate:** for families not registered in Maria Regina Parish Church. These are for families who do not contribute financially to the life of Maria Regina Parish Church or school.

Note: Discount offered on tuition to qualifying families can only be applied if siblings reside at the same residence.

REGISTRATION FEE

The registration fee is a yearly fee **charged per child** . It covers the cost of textbook rental, workbook, STAR and ARK and/or ACRE testing, auxiliary programs, health services, and student insurance to name a few. This fee is **non-refundable** and **non-transferable** and is due and payable before a child can attend Maria Regina School.

TECHNOLOGY FEE

A technology fee in the amount of **\$100.00** per child for the entire school year will be automatically withdrawn from FACTS account on **December** of the school year.

ADDITIONAL FEES

Throughout the school year, additional fees may arise that are not covered by the registration fee for programs such as field trips, sports events, yearbook, graduation, First Communion, award banquets, and occasional mini-fundraisers such as bake sales or root beer float sales to name a few.

YEARBOOK

A memory book for each child will be available to be purchased at the end of the school year in the amount of **\$40.00**, which will be automatically withdrawn from FACTS account in **December** of the school year.

CLASS FEES

Parent is required to pay a class fee (amount and due date to be announced at Back- to- School Night) on behalf of each child to cover class parties and other events/activities (such as Red Ribbon Week, Catholic Schools Week, etc.) scheduled throughout the school year. **Note** : Field trips are NOT included. Teacher will issue receipts for cash received.

MANDATORY PARENT MEETINGS

There are two (2) Mandatory Parent meetings and Back- to- School Night held throughout the year: August (Welcome Back Parent Meeting and Back- to- School Night); and April (dates to be announced). ALL parents are expected to attend **BOTH** meetings. The meetings are used as a forum to disseminate key information. Any family **NOT** in attendance will be assessed a **\$50.00** Non- Attendance fee for each missed meeting. In addition, general Parent- Teacher meetings will be held once a month and families can earn one (1) service hour for each meeting in attendance. Meeting Attendance Credit will only be granted in accordance with a signature on both the Sign In and Sign Out sheets at the beginning and end of each meeting.

Section-7-2

Tuition Collection

TUITION COLLECTION

TUITION PAYMENT(S)

Tuition is paid annually on an 11- month payment plan beginning in the month of July/August and ending in May/June. Tuition is paid through **FACTS** (a tuition- management company based in New Jersey). Tuition is paid through automatic withdrawal from either a checking or savings account.

- Tuition may be paid in full or financed through FACTS on an 11- month payment plan with the first payment due on **July 5th or 20th**, and the last payment due on **May 5th** of the school year. (**Note : Payments on the 20th of the month will continue throughout the school year on that date except for June, which will be withdrawn by FACTS on June 5th**).
- The final tuition for students in TK, K, and 8th grade must be paid through **May** of the school year , before the final exams commenced. NB: If an account is not zero- balanced, your child(ren) may be asked not to take the final exam (principal's discretion) until your account is current.

Please Note : FACTS charges a one- time set- up fee of **\$50.00** each school year. Parents will be notified in advance of the payment due date.

All financial obligations to Maria Regina School must be completed by **May 30th** of the school year . Any family still in delinquency may not register for the new school year until all financial obligations have been met. Once the account has been brought to current, the child(ren) may be placed on a waiting list. Seats may not be held for returning families still in delinquency.

Anyone wishing to close their FACTS account must notify the office in advance. An additional fee of **\$45.00** will be added to any account closed before notifying the school office.

Tuition Assistance:

- Family that qualifies can only be granted one form of assistance. Discount offered can only be applied if siblings reside at the same residence.

IMPORTANT REMINDER:

All financial obligations are due and payable on/or before **May 30th** of the school year . A **\$40.00** late fee will be charged to each outstanding financial obligation and that will be applied to ALL categories.

If there is a balance owing on your account at the end of the school year, your child or children will not be allowed to return to school in the fall and any monies owed will be reported to the credit bureau.

LATE FEES

Tuition payments are due each month. A late fee of **\$40.00** will be charged for any payment received after the due date, including non- tuition related fees (fundraising, etc.). An additional late fee of **\$40.00** will also be charged (along with any late fees charged by FACTS) for each late payment attempted by FACTS as a result of insufficient funds. A processing fee of **\$50.00** will be charged if your FACTS account is closed without notifying the school office in advance.

DELINQUENT TUITION:

Families are expected to meet their financial obligations on time as outlined in the MRS Parent/Student Policies

Agreement. Please note the following:

1. If tuition is more than one month in arrears, the school reserves the right to suspend the student from school and/or withhold the student's privileges to attend any school function.
2. If tuition is two months in arrears, the student may be asked to withdraw from the school and the delinquent account is referred to an agency for collection.
3. All late fees are added to the tuition balance and other financial obligations.
4. **Students will not be permitted to take their final exams unless all balances are current. Report Cards will not be given to any students with outstanding tuition balances, Fundraising Fees, Services Hours, etc. Students will not be allowed to participate in midterm/final exams, graduation, graduation pictures, field trips, awards ceremony, etc., unless tuition payments, fundraising, service hours and all fees are met.**
5. A student will not be allowed to return to school in the fall if there is an outstanding balance of any amount from the previous year(s).

If a family account becomes delinquent, the following procedures will apply:

1. Any family more than one month delinquent will receive a reminder within five days of becoming delinquent.
2. Any family more than two months delinquent will be sent a letter indicating that they are delinquent and that they should schedule a meeting with the school principal within one week in order to discuss plans for becoming current.
3. Any family who is two months delinquent and has not made arrangements with the principal will be asked to remove their children from school.

The school will not issue progress reports or trimester report cards to any family who has not met their financial obligations.

NON-SUFFICIENT FUNDS (Returned Checks)

Any check returned to MRS due to Non-Sufficient Funds (NSF) will NOT be re-deposited and the account will be charged a **\$40.00** NSF check fee. Any check returned due to NSF through FACTS Management will be charged a **\$40.00** NSF check fee for each occurrence (by FACTS) AND an additional **\$40.00** bank fee by Maria Regina School. An additional late fee of \$40.00 will also be added to the account (if applicable) and a check restriction placed on the account for the balance of the school year.

REFUNDS

Refund requests for circumstances that warrant approval by the principal will be processed and completed within ten (10) business days after final approval.

Please note : Students who pay a fee to participate in or attend an extra-curricular school activity and, for any reason, is unable to attend due to personal, health, academic or disciplinary reasons, will NOT be entitled to a refund.

Section-7-3

Tuition Assistance

TUITION ASSISTANCE

Since Maria Regina School depends on tuition income as the primary source, all are expected to meet their financial obligations. A limited amount of assistance is available through the Archdiocesan Education Foundation. The office will make available upon request further details. Archdiocesan assistance should be requested by the end of February for the following school year. Families need to reapply each year for continued assistance. **Note** : Family that qualifies can only be granted one form of assistance. Discount offered can only be applied if siblings reside at the same residence.

Section-7-4

Parent Service and Fundraising Requirements

PARENT INVOLVEMENT

SERVICE HOURS

Maria Regina parents are very involved in activities on behalf of the school. This builds a strong community by directly involving parents, in an active manner, in the programs of the school. Each family is required to contribute **35 hours** of volunteer service to the school. In order to keep tuition at a reasonable amount, the support of families is vital.

It is possible for other family members to fulfill service hours at the school. However, children presently enrolled at MRS may NOT complete the hours. If you have older children or other relatives who are willing to assist in needed capacities, please let us know. Please be sure to sign in and out on the volunteer sheet located in the school office. **(Volunteers must be at least 21 years of age.)**

Some of the ways in which a family member might contribute service hours include:

- Yard duty
- Coaching
- Cafeteria aide
- Donations
- Office work
- Library Aide
- Parish Fiesta
- Classroom Aide
- PTO Events: MRS Annual Raffle, Gala Night, Parent meetings, etc.
- Field Trips** (1 Field Trip per child and only 1 parent in attendance will be given credit); ** Must be [VIRTUS](#)® Trained and fingerprinted.

Note: Each family will be charged \$10.00 for every hour not served.

Parents who have not completed their service hours will be billed at the end of the school year for each hour of non-service. **ALL** service hours for parents (except 8th grade parents) must be completed **before May 31st** of the school year. Payment for incomplete service hours is due **on May 31st**. If payment is not received by this date, the student cannot return to school until the payment is made in full.

It is MRS intention to instill a value of school involvement in all stakeholders. Parents are required to complete **17.5** of their 35 hours on/or before **December 15th** of the school year. Parents who have not completed all of their service hours will be billed at the end of the school year for each hour non-service.

No personal checks will be accepted for any form of financial payment to the school after April 29th of the school year.

WRITTEN APPROVAL FOR PURCHASES

No parent, student, or any other person shall obligate the school for purchase of any goods or services **without prior written approval by the principal**. The school will not reimburse any expenditure made without such prior written approval.

MANDATORY SERVICE HOURS - 35 Hours or Buy-Out Amount \$350

A minimum of 35 service (volunteer) hours **must** be completed **per family** during the school year as follows:

- **Semester End (December of the school year) – Minimum 10 Hours by end of 1st semester** - An additional **7.5 service hours** must be completed by **December 15th** of the school year. Hours not completed will be charged at **\$10.00** per hour.
- **Year End (May of the school year) – Balance 17.5 hours** - All remaining service hours must be completed by **May 30th** of the school year. Hours not completed will be charged at **\$10.00** per hour.

Families who failed to complete or chose NOT to complete their mandatory service hours obligation (all or in part) have the opportunity to satisfy this obligation by making a direct payment to the school, referred to as a Buy-Out. Hours not completed will be charged at \$10.00 per hour and families will be billed up to the maximum of 35 hours or a max total of \$350.00.

NOTE: All financial obligations not met will be billed at the end of May of the school year.

FUNDRAISING

Since **tuition** does not completely cover the cost of running the school, all families **MUST** participate in the fundraising activities of the school. Some of the fundraisers include the following:

MRS FALL RAFFLE - \$200

Each family is required to sell **\$200.00** worth of raffle tickets for the Fall Raffle. The raffle tickets will be sent home during the first week of school. The last day to submit the stubs with money to the office will be **October 9th** of the school year. Information will be communicated in the newsletter and special handouts. Only tickets turned in prior to this date will be eligible to participate in the raffle. All proceeds from this raffle will assist with MRS schoolwide improvements.

COOKIE DOUGH - \$250

All families are required to sell cookie dough for the annual Cookie Dough Sale for a total amount of **\$250.00** . The last day to submit the order forms with money to the office will be **November 25th** of the school year . All proceeds from this cookie dough sale will assist with MRS school- wide improvements. Families will be billed for any or all cookie dough not picked up. More information will be provided during the school year prior to this fundraiser.

MRS SPRING RAFFLE - \$200

All families are required to sell raffle tickets for the Spring Raffle for a total amount of **\$200.00** . The last day to submit the stubs with money to the office will be **April 14th** of the school year . All tickets turned in during this time period will be eligible to participate in the raffle. All proceeds from this raffle will assist with MRS school- wide improvements.

DIRECT PAYMENT OF FUNDRAISER OBLIGATIONS (BUY-OUT)

Families have the opportunity to satisfy their Fundraiser Financial Obligations (all or in part) by making a direct payment to the school, referred to as a Buy- Out. This option will only be made available at the beginning of the school year and will be considered contractual (once you opt- in, you will not be able to opt- out later during the school year). ALL buy- out due date for fundraisers is **September 12th** of the school year . Once obligated to the buy- out option, a **\$40.00** late fee will be imposed after the buy- out due date. Families will be billed for any or all tickets not purchased.

PLEASE NOTE : Third party checks will NOT be accepted. Only checks from parents and guardians of students at Maria Regina School will be accepted.

Section-7-5

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

OTHER COSTS & FEES

GRADUATION FEE

Tuition and all fees must be up to date and/or paid on or before **May 25th** of the school year in order for an eighth grade student to take his/her final exams, attend field trips, and participate in the awards ceremony and graduation exercises. Graduation Cap and Gown, Report Cards and Official Diplomas will be withheld until all financial obligations have been met. Each graduate is required to pay a graduation fee, which covers but is not limited to: the cost of the cap and gown, diplomas, and other requirements for graduation. The mandatory fee of **\$225.00** is due and payable on/or before **December 1st** of the school year. This payment will automatically be debited through **FACTS**.

LUNCH

THE LUNCH FEE IS \$4.50 PER WEEK. THIS FEE IS DEDUCTED FROM THE MRS ACCOUNT.

The school's lunch program is available to all students for **\$4.50** a day except for 'special lunch' which is scheduled once a month for **\$6.00** (see monthly lunch menu). Monthly lunch menu will be sent home at the beginning of each month. **Monthly lunches must be purchased by the designated due date. Lunch order will not be approved after 9:00am daily.** Students may bring their own lunch to school. Make sure however that they are properly marked with the student's name and grade.

Students will not be able to call home for forgotten lunches nor will parents be able to deliver any lunches to the classroom after the school day has begun. **No fast food is allowed at any given time by parent and/or students.** All deliveries must be made to the office. Students may inquire at their regular break time to see if a delivery has been made. No student may leave campus for lunch during the school day.

Chapter-8

DISCIPLINE

DISCIPLINE

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Students are expected to maintain a high standard of behavior, achieved through positive teacher expectations, support from the administration, and close contact with parents. We believe that the positive acknowledgement and reinforcement of good behavior should be emphasized at all times. We strive to build in each child a positive self-image and to develop an attitude of respect for oneself, others, and the environment. Discipline is an essential aspect of Christian development. It promotes character, maturity, self-control, and responsibility. Students learn to accept the consequences for their actions and decisions.

Each faculty member establishes specific guidelines for acceptable classroom behavior and procedures that students must follow. Homeroom teachers communicate expectations to the students and parents at the beginning of the school year. Disregard of the rules will necessitate disciplinary action.

TEACHERS HAVE THE RIGHT TO SEND A STUDENT HOME WHEN THEY ARE NOT PREPARED FOR SCHOOL ACADEMICALLY OR BEHAVIORALLY.

For more information on the archdiocesan policies on expected student behavior and discipline see below.

Topic-8-1-01

BEHAVIOR/DISCIPLINE

Discipline in our school is an essential part of Christian development. The **purposes** of discipline at Maria Regina School are:

1. To provide a classroom environment conducive to learning,
2. To educate students in an appreciation of the importance of developing Christian values, responsibility, and self-control; and
3. To help build a sense of Christian community. At Maria Regina School, our staff strives to work in a positive way with our students to help them appreciate and grow in respect and responsibility toward God, their country, themselves, and each other. Ultimately, a student is accountable for his/her behavior and will assume the consequences of his/her actions.

BEHAVIORAL EXPECTATIONS

The following expectations apply to students at **every level**:

- Students may not disrupt the classroom atmosphere by inappropriate behavior. This includes smart remarks to make others laugh, name calling, passing notes, chewing gum, or disruption of any kind.
- Students may not open mail addressed to their parents.
- No unauthorized use of school computers including disclosing your log-in information, using another student's log-in, or inappropriate searching on the Internet is permitted.
- The lunch area and other school areas must be kept neat and clean. Every student is responsible for the neatness of our school. All food must be eaten while seated in designated areas at recess, lunch, after school, and may not be eaten between classes or in the classroom.
- Students with uniform or haircut violations will remain in the office until their parent brings them the missing part of the uniform and/or takes them for a regulation haircut.
- Running on campus is never permitted unless you are involved in an organized activity.
- No students are allowed in any building including the Social Hall without an authorized adult.
- Sunflower seeds and gum are never permitted on the school property.
- Skateboards, razors, rollerblades, etc., are never to be used anywhere on the school property. These items will be impounded and released only to the student's parent(s) if this rule is violated.
- Fidget spinners, Rubik's cubes, etc., are not allowed at school (except when authorized by the discretion of the principal). These items will be impounded and released only to the student's parent(s) if this rule is violated. Repeat violation by a student will result in a detention that will count towards a disciplinary referral for breaking this rule.
- The defacing of school property is strictly forbidden. A referral and restitution or replacement is expected for these infractions.
- During school, students may not turn on or use cellular phones while on campus. Cell phones must be signed and turned in to your child(ren)'s homeroom teacher in the morning or after arriving in the classroom and be retrieved and signed out upon dismissal or leaving school for the day.
- Students may not use cellular phones during school-sponsored events. Electronic games, equipment, radios, iPods, laser pointers, etc., are not allowed at school. The school is not responsible for such belongings. The student will receive a detention that counts towards a disciplinary referral for breaking this rule. These items will be impounded and released only to the student's parent(s) if this rule is violated.
- Students are responsible for their belongings. If items are left out after 3:00 P.M., they will be taken to lost

and found.

YARD RULES

Recess is an excellent time for students to exercise and socialize. However, to insure **safety**, students must follow the following rules:

- Students should never be in a classroom when the teacher or other school personnel are not present.
- Students should not congregate in the corridor or bathrooms.
- Students should patiently wait their turn to play with equipment or facilities.
- Students should not exclude others who would like to join their activity. This is a form of bullying.
- Wrestling, tackling, and games involving pushing are not allowed.
- Students must follow the directions of the adult on duty without complaining or delaying.
- Students may play only with the toys and equipment provided by the school. Toys and equipment brought from home will be confiscated unless used with the principal's approval.
- Teachers will lead their classes to recess and back. While in the corridors on the way to recess and returning from recess, students must walk silently to avoid disturbing other classes in session.
- Students should stop playing immediately after the bell rings and line up without having to be told.
- Students are not allowed to go outside the gates to retrieve balls. This is the duty of the yard supervisors.
- When eating or drinking, students should be sitting in the designated lunch area. Students must not litter.

HALLWAY BEHAVIOR

- NO bouncing or throwing balls or other objects.
- NO hanging out during recess and lunch times.
- NO eating or drinking.
- NO loud talking or screaming.
- NO pushing, shoving, running, or jumping.
- Stay to the right when possible.

CLASSROOM BEHAVIOR

The usual rules of common politeness are to be observed in dealing with teachers and other students. Behavior that disrupts or in any way hampers class progress is unacceptable.

1. Students are to enter the classroom and be seated promptly. Students should not be opening or closing windows, or walking around. Students will be in their seats and on task when the bell rings. Students will have their materials in class (may not leave class to get materials).
2. Students who are detained by another teacher must bring a late slip from that teacher. If the student remains to speak with a teacher who has not initiated the conference, that student will be marked an unexcused tardy.
3. All classes will begin in prayer. Students will be held accountable for respectful silence during prayer and announcements.
4. Students may not engage in any activity that prevents the teaching or another student from learning.
5. Homework assignments must be ready to be handed in at the beginning of class. Students may not

- complete unfinished assignments during class time unless the teacher so advises.
6. No food or drink in the classroom (except for curricular related events approved by the appropriate administrator). No gum chewing, no reminders.
 7. All uniform regulations will be enforced. No grooming in class.
 8. **Students may only leave class for an emergency and then only one at a time and with a hall pass.**
 9. No disrespect, foul language or violent behavior will be tolerated.
 10. Students will not be allowed to leave trash on the floor.
 11. Vandalism and graffiti will not be tolerated.
 12. The school's policy on cheating will be consistently enforced at all times.
 13. Students will not sit on top of desks, tables or put their feet on desks or seats.
 14. Articles on or near the teacher's desk are not to be touched or removed without permission.
 15. No electronic devices (cell phones, IPod, computers, etc.)

Note: Additional policies and procedures are stated in the classroom by each respective teacher.

CONFISCATION OF STUDENT PROPERTY

Teachers have the right to confiscate and destroy notes and other papers of the student if such papers are interfering with the learning process of the classroom. Teachers may confiscate books and other material from a student if the student is using them in a way that distracts from the learning process.

The following property will be confiscated by the principal and held for the remainder of the year: video cameras, voice recorders, radios, earphones, cellphones, caps, book bags or notebooks with gang- like writing on them, all communication devices, text message units, and clothing items in violation of dress code. Student may retrieve these items during the last week of the academic year. Any items not retrieved at that time will be given away to charity.

The following items will be confiscated by the principal and disposed of: matches, markers, water guns, dice, pornography, firecrackers, alcohol, fake weapons, laser scopes, and illegal substances and weapons. (The latter three may be given to the police.)

CELLPHONE

Cellphones and other electronic devices are not permitted on campus. Anyone caught with one or any of these devices will have the item confiscated until the end of the year and disciplinary action will follow.

In the case that a child must bring a cell phone to school, it must be turned off and kept in his/her book bag or turned in to the homeroom teacher until the end of the day. Students are permitted to use their cell phones in the **parking lot area only after 3:15pm.**

******Disclaimer:** *MRS will not be responsible for any stolen or lost property.*

When these devices disrupt classroom instruction and the offender does not admit guilt or is not detected by the teacher, the principal can confiscate the cell phones of all students in the vicinity of the disruption even though their phones may have been hidden and turned off.

1. First offense: a **\$25.00** fee will be imposed and the phone will be returned to the student after payment is received.
2. Second offense: a **\$40.00** fee will be imposed and the child's parents **MUST** make an appointment with

the principal. The phone will only be returned to the parent upon receipt of the fine.

3. Third offense: a fine of **\$50.00** will be imposed and the phone will be returned at the end of the school year **ONLY** to the child's parents.

CHEWING GUM & SUNFLOWER SEEDS

Gum chewing and sunflower seeds are not allowed on school and parish grounds; if caught a **\$10.00** fine will be assessed.

DAMAGE

Students who damage or deface school property, books, school, sports equipment, articles of clothing belonging to another student will be asked to pay for repairs of the damaged property, etc. The school will not replace lost books until the school is reimbursed in full for the repairs or loss. Damaging school property is grounds for suspension.

BOOKS

All school books must be covered at all times to prevent damage . Book covers may only state child's name, grade, subject, and book number written in standard cursive or manuscript handwriting.

ABSOLUTELY NO MARKING OF ANY KIND ON THE OUTSIDE OR INSIDE OF THE BOOK IS ALLOWED. Fines will be levied for missing covers or marked/tagged covers.

Continued disobedience of uncovered or marked books will result in the following disciplinary action:

1st violation = verbal warning

2nd violation = written warning to parents

3rd violation = detention

4th violation = pink slip

Academic Dishonesty Policy

ACADEMIC DISHONESTY

Academic dishonesty will affect a student's grade and will have serious disciplinary repercussions. Maria Regina Catholic School considers the following as academic dishonesty:

- Lending or copying homework in or out of class.
- Giving or receiving answers to quizzes or tests.

PLAGIARISM

According to Merriam Webster's Online Dictionary, the definition of 'plagiarism' is: "*to steal and pass off the ideas or words of another as one's own; to use another's production without crediting the source; to commit literary theft; present as new and original, an idea or product derived from an existing source*" (Source: <http://www.merriam-webster.com/dictionary/plagiarize>).

Entering an academic testing situation or regular class work with an unfair advantage (for example, excessive parental involvement in completing assignments) constitutes as plagiarism.

The following list is illustrative of and not meant to be exclusive of academic dishonesty. These are matters of serious consequences, which will result in disciplinary action and a failing grade for the written assignment, test, quiz, or project. Any student who steals or accepts a copy of a stolen test is subject to immediate expulsion from school.

CHEATING POLICY

Teachers will impress upon their students that they have a moral responsibility to themselves and each other not to cheat. Plagiarism (taking ideas, writing, etc., from someone else and passing them off as one's own) and homework copying are to be placed in the same category as test cheating. Teachers will provide a classroom environment that is not conducive to cheating. Cheating is not ignored; action will be taken that will reflect in a lower grade. If a student is caught cheating, the teacher will take the following steps:

- Call the parent
- Issue a detention/pink slip
- Give a grade of "0" for the assignment
- Chronic cheating may result in serious disciplinary action by the vice principal or principal.

Chapter-9

LAW ENFORCEMENT

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REMOVAL OF STUDENTS FROM SCHOOL DURING SCHOOL HOURS

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified **law enforcement** officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

For more information on the archdiocesan policies on law enforcement related to students see below.

Chapter-10

ELECTRONIC USAGE POLICIES

USE OF ELECTRONIC DEVICES

SCHOOL

Cellphones and other portable communication devices (iPhones®, androids, iPads®, Apple watches, Samsung Gear watches, etc.) may be brought to school with written parental permission.

However, all portable communication devices **must be turned "OFF"** and stored in a designated area by teacher's directive and/or in a backpack, book bag, locker, or other place where the device is not visible with teacher's permission.

Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

This prohibition includes, but is not limited to, study hall, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.

Before and after the end of school, students may use portable communication devices, but not inside school

buildings that are still being used for school-related activities or on school buses with teacher's consent.

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student
- The device will be returned only to the student's parent or legal guardian
- Depending on the circumstances, the student may be denied the right to bring the device to school
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken

The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

STUDENT EMAIL

Students are provided a school email account. These email accounts are intended to be used for educational purposes, classroom instruction and school-related communication/collaboration needs. These email accounts are the property of the school and may be cancelled at any time without prior notice. Students' use of email and other electronic/online accounts are a privilege not a right. Students who misuse these accounts, or use them for inappropriate and/or illegal purposes including threatening others, sharing inappropriate messages and/or content, or for cyber-bullying may lose use of these accounts permanently or have their privilege suspended and will also receive a detention or pink slip. Further disciplinary action will be taken (at the principal and/or teacher's discretion) if behavior becomes repetitive.

PARENT MESSAGES AND TELEPHONE CALLS

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after-school pickup arrangements will not be delivered to class. Students can come to the school office to check their voicemail or text messages or to pick up an item parents have delivered for them.

TELEPHONE USAGE

- Students may not use the school office phone, extended care, or cell phones.
- In cases of emergency, the school office will notify the parent immediately. **Forgotten assignments, books, uniform including P.E. clothing, etc., do not constitute an emergency.**

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3. Third offense: a fine of **\$50.00** will be imposed and the phone will be returned at the end of the school year ONLY to the child's parents.

For more information on the archdiocesan policies on electronic communication, usage and devices see below.

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

PARENT-STUDENT POLICIES AGREEMENT FORM

After reading and reviewing this Parent Student Handbook, kindly print the form below. Send the completed form to the school office as acknowledgment and familiarization of the pertinent information, policies, procedures, etc., contained in this Parent Student Handbook. Thanks in advance for your cooperation.



