

St. Anthony of Padua Elementary School

Welcome

PARENT-STUDENT HANDBOOK

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you all to St. Anthony of Padua School! My name is Angela Grey, and I have been principal here since 2015. The faculty and staff join me in expressing how happy and excited we are to begin a new school year. We are confident this will be a successful, rewarding, and enriched year for you and your child(ren).

The pages of the handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office at 310-329-7170. We feel that open and clear communication between school and home is important to the success of our educational program.

Saint Anthony of Padua's mission is to help parents, as their children's primary educators, with the task of passing on the invaluable treasure of our Catholic faith along with a 21st century education. The faith and education passed on by the entire professional and dedicated staff at St. Anthony's will continue to pay out dividends for the rest of our students' lives.

We welcome your participation and support this school year and solicit your involvement in the various opportunities to volunteer and integrate yourself into our Catholic faith community. Working together, we will be able to reach our collective and individual goals and to celebrate the many great achievements of all our students.

Yours in Christ,

Angela Grey
Principal

Chapter-1

INTRODUCTION TO THE HANDBOOK

Saint Anthony of Padua School Parent/Student Policies Agreement Form

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has read the Saint Anthony of Padua School Parent/Student Handbook on the School Website at www.stanthonygardena.org. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook at any

policies and procedures stated in the handbook. we acknowledge that the school has the right to amend the handbook at any time during the school year as needed, and we agree to follow, support, and uphold the policies and procedures that may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date _____

Student/s Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____


Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

**After reading this with your student
Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files
*** Do not rip form from Student Handbook*****

Section-2-01

Mission Statement and Philosophy





Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

 [2 FAST 24x36 Posters r3.pdf](#) 



Section-2-03

History of the School

School History

St. Anthony of Padua School, a parochial school under the auspices of the Roman Catholic Archdiocese of Los Angeles, was established in 1940. The Sisters of Providence of St. Mary-of-the-Woods, Indiana, had administered and staffed the school since its early beginnings. The sixty-seven years since the foundation of the school have been times of significant and interesting changes.

The 1940's and 1950's were years of intense growth for the school and it reached its peak enrollment of 1,036 students in eighteen classrooms in 1963. By 1971, the enrollment had dropped to 600 students and space became available for use as music and art rooms, a library and a faculty room. Enrollment remained stable at about 500 students from 1984 until 1989.

Since the fall of 1989, St. Anthony of Padua School scaled down the number of classrooms by opening only one classroom per grade and filling the classrooms to greater capacity. Increased operational expenses and tuition increases affected the enrollment, and by 2001, there was an enrollment of 254 students in eight classrooms. Additional space made it possible to add quality programs including the Writing to Read computer lab in 1989, a counseling program in 1991 and an after school daycare program in 1992. The library was relocated and the office work area expanded. A music room was set up to accommodate music, band, and parish/school choirs. In 1999, a \$10,000 grant from Target was used to convert a room into a science lab that allows for more hands on activities and participation in the G.L.O.B.E. weather reporting project.

The years from 2001 to 2006 saw a leveling in enrollment at about 225 students. The school continues to offer sports programs and student government activities to involve the students and parents. The school continues to participate in the academic decathlon, numerous civic contests and writing and spelling competitions as well as track and other sports playoffs. In 2006, with the help of the PTO and graduating classes, the school was able to erect a new marquis on 163rd Street, to share upcoming activities with the local community.

At present, the school reflects the changing demographics typical of Southern California. The parish and school population is increasingly Hispanic with a good representation of Filipino, Hawaiian and Pacific Islanders and a few Caucasians and African Americans. The student body is 98% Catholic and the school staff is stable and well represented by parishioners and former students. In 2001, a new pastor was appointed to succeed Fr. Peter McGee, who was here for twenty-five years. Fr. Ed Dover was moved in the spring of 2006, and Fr. George Aguilera was appointed as new pastor.

St. Anthony retains a strong family spirit and together with an active parent-teacher organization and active student government continues to foster a warm and unique community of faith. Mother Theodore Guerin, foundress of the Sisters of Providence was canonized on October 15, 2006, in Rome. What a celebration!

In 2015, the school celebrated its 75th Diamond Anniversary on June 13, the feast of St. Anthony of Padua. That July, the school was voted Best Private School in the South Bay 2015, by the readers of the Daily Breeze newspaper. Sr. Ann Stephen-Stouffer was the last member of the Sisters of Providence to serve as principal at the school. She was succeeded by Ms. Maria Cunanan, and then by Mr. Micah Sumner, who later moved to Philadelphia to become a mission family with his wife and 5 children. When he left, Angela Grey was appointed as the 3rd lay person to serve as principal. Angela started as vice principal of the school in 2014 and has been the principal of St. Anthony of Padua since 2015 till today. The current pastor is Msgr. Sabato "Sal" Pilato.

St. Anthony of Padua School looks forward to many more years of service to Gardena's students, and is committed to providing the highest level of Catholic education to all who step on its campus. Its focus is on Faith, Stewardship, and Excellence. Indeed, the school is founded on Holy Ground. The faculty, staff, alum, and students will never forget the memory of our Foundresses, the Sisters of Providence, for their leadership and guidance through the years. It is on the shoulders of giants that we stand, and we continue to carry on the torch of their legacy into the next 75 years and beyond.

St. Anthony of Padua, Pray for Us.

Section-2-04

Accreditation

WASC and WCEA Accreditation

St. Anthony of Padua School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). In 2014, we received the highest accreditation for 6 years valid from 2014 through 2020. The review of the school by these organizations assures that our education program maintains high standards and is continuously improving. We must apply for reaffirmation of our accreditations every few years, depending upon our most recent evaluation. Our next visit was scheduled for March 2020, but due to the COVID-19 pandemic, it was postponed to October 2021. The school has been reaccredited for another 6 years (the maximum) from 2021 till 2027. You can see the Report of Findings on our website at www.stanthonygardena.org.

Section-2-06

School Personnel Lists

Archdiocese:

St. Anthony of Padua School is a part of the Archdiocese of Los Angeles Catholic School System
3424 Wilshire Boulevard, Los Angeles, CA 90010
Phone: 213-637-7300 Fax: 213-637-6140

Archbishop José H. Gomez:

Archbishop José H. Gomez, as chief administrator of the Archdiocese, oversees the good order of the teaching mission. With respect to the schools, he shares his regulatory responsibilities, including policy-making, with the Catholic School Board and his supervisory responsibilities with the Superintendent.

Superintendent: Paul Escala, Phone: 213-637-7234

The superintendent is directly responsible to the Catholic School Board for the organization, administration, and supervision of the schools of the Archdiocese.

Local: St. Anthony of Padua Parish and School, Gardena, CA

Pastor: Msgr. Sal Pilato

The Pastor is chief administrative officer of the school. He has administrative, personnel and spiritual responsibilities in relation to the school.

Principal: Mrs. Angela Grey, Phone: 310-329-7170, ext. 315

E-Mail – agrey@stanthonygardena.org

The principal has, as delegate of the pastor, immediate responsibility for implementing the philosophy of the school in its regular operation. This responsibility has three basic aspects:

- Supervising the staff and the instructional program
- Administering the entire school program
- Relating with the parents/guardians, the parish and the general public

PHONE EXTENSIONS (310) 329-7170

Kindergarten 702

Kindergarten 402
1st 403
2nd 404
3rd 405
4th 406
5th 407
6th 408
7th 410
8th 409
Music 405
Daycare/PE 606
Daycare/707
Library/Rm 808

Section-2-07

School Schedule and Calendar

School Day Schedule

Regular Day Schedule: Monday, Tuesday, Thursday and Friday- school begins at 7:50 AM until 3:00 PM (teachers are on duty starting at 7:30am)

There is no Morning Daycare so students will not be supervised by staff until 7:30am

Early Dismissal Schedule: Wednesday, school begins at 7:50 AM until 1:30 PM for all grades K-8, Special Dates as noted in the school calendar

Kindergarten usually has 12 Noon Dismissals the first 2 weeks of school

Some days will be a minimum day (during Parent Conference week, Parish Fiesta week in May, the weekend after Mother's Day, and before holidays like Halloween, Thanksgiving, Christmas, Special Persons' Day, or the last week of school.)

Section-2-08

School Map












 [2023 Evacuation Maps.pdf](#)

Section-2-09

School website and social media

School Website and SAP Social Media Accounts

School Website: <http://www.stanthonygardena.org>

Facebook: <https://www.facebook.com/saintanthonyofpaduaschool/>

Instagram:

handle: stanthony_gardenaschool

Twitter:

handle: @SAPtrojans

Youtube: sapyoutube@stanthonygardena.org

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

Section-2-14

Dress/Uniform Code



Personal Appearance of Students

Parents/guardians and students are expected to cooperate with the school's uniform code, based on the guidelines set forth by the Archdiocese of Los Angeles. If there is a disagreement about a student's acceptable appearance at school, the principal will make the final decision.

At his or her discretion, the principal may deem unacceptable any particular item of student dress or appearance that is not specifically mentioned in the parent/student handbook but is inconsistent with the school's regulations.

If a student frequently violates the published standards of dress, grooming, or hygiene, and the school has asked the student to follow the standards, the school should seek cooperation from the parents/guardians to ensure compliance with the standards.

In questions of personal appearance, it remains the principal's discretion to send the student home for the remainder of the day. If a student is inappropriately dressed, the school may also reserve the right to require that parents/guardians bring an appropriate change of clothes to school.

Uniform Dress Code

School Uniform Policy

Purchased through Vicki Marsha Uniform Company

5292 Production Drive, Huntington Beach, CA 92649

Phone: (714) 895-6372, Fax: (714) 890-9959

www.vickimarsha.com ~ School Code: SAP7170

Pants, skirts, jumpers, shirts

Winter and Cold day options

School jacket

- Navy blue pullover sweater with School logo
- School sweatpants

Teachers strongly recommend you mark your child's jackets and sweaters in multiple locations on the item with your child's first and last name.

Worn on Fridays, special mass days, and formal events

Required Apparel:

- White round collared blouse with school logo on the collar
- Continental tie (Please label with your child's name)
- Black dress shoes
- White or navy knee length socks
- Cardigan sweater with school logo (Please label with your child's name)

Bottom Options

- Plaid skort
- Plaid jumper

Boys' Daily Wear

Worn every day except on Mass and PE days

Top Option

- Gray Polo with logo
- Blue Polo with logo

Bottom Options

- Pleated navy shorts
- Pleated navy pants

Required:

Black shoes and white crew socks

Winter and cold day Options

All jackets and sweaters must have the school logo

- Knitted pullover vest
- Knitted pullover sweater
- School jacket
- Navy blue pullover sweater with school logo

Teachers strongly recommend you mark your child's jackets and sweaters in multiple locations on the item with your child's first and last name.

Boys' Mass and Formal Uniform

Worn on Fridays, special mass days, and formal events

Required Apparel

- White pointed collar dress shirt with school logo
- Pleated navy pants
- Navy blue strap clip-on tie (Please label with your child's name)
- Black dress shoes
- White crew socks
- Knitted pullover vest **OR** Knitted pullover sweater

Teachers strongly recommend you mark your child's jackets and sweaters in multiple locations on the item with your child's first and last name.

Purchased through the school's official uniform company Vicki Marsha Uniform Company (no old school logos allowed, only current SAP School Seal)

Girls Uniforms:

- a. Navy twill pants; must be fit to size (no saggy/baggy pants/no skinny pants)
- b. Grades K-4 plaid Bib Top: 2-pleat Skirt must touch middle of knee or Plaid Double Wrap Skort.
- c. White round collar blouse or blue or grey Polo Shirt.
 1. Choice of white pointed collar blouse or blue or grey Polo Shirt with current school logo.
- d. **Mass Days- Formal Uniform (provided by Vicki Marsha Uniform)**
 - Girls: K - 4th Grade:** White Round Collar Blouse: SAS Collar, Continental Tie, Plaid Jumper or Skort & Navy Cardigan with Emblem. (see photos below)
 - Girls: 5th – 8th Grade:** White Oxford Blouse: Logo on Pocket, Plaid Prep Tie, Plaid Skirt or Skort & Navy Cardigan with Emblem. On days that it is very hot, students may decide not to wear cardigans (no PE sweatshirts, windbreakers, class sweatshirts, or hoodies allowed at Mass)

***Girls must wear modesty shorts under their jumpers and skirts

<https://vickimarsha.com/st-anthony-of-padua-school/girls-uniforms/kindergarten.html>

- No Navy skirt or pants for Mass days. ONLY plaid skirt to look uniform with the whole

NO Navy skirt or pants for Mass days, ONLY plain skirt to look uniform with the whole school. Girls skirts should not be too short for all grade levels. Girls' length - 2" above knee (no shorter)

NO Leggings should be worn under jumpers unless they are official uniform tights (white or navy for girls)

Boys: K – 8th Grade: White Oxford Shirt: Logo on Pocket, Custom Navy Tie with school logo, Navy

Official Vicki Marsha Navy Blue Pants, Belt & Navy V-Neck Pullover or Vest w/Emblem.

School belt is optional for Kindergarten boys to 2nd grade. All boys in grades 3-8 should have shirts tucked in and a school belt. No non-uniform shirts may be worn under the Oxford shirts (ex: long sleeve cotton shirts)

Sweaters and jackets for Mass: Boys must wear Vicki Marsha sweater vest (short or long sleeve) for Mass. Girls do not have to wear cardigan sweaters, but it is optional if it's cold. PE sweatshirts are not allowed for Mass, they can wear them after Mass. All students must wear white collared blouses/white Oxford shirts and ties.

Note: Mass attendance for Kindergarten begins the 2nd to last week of October annually. Junior high students attend Mass daily starting September 2022. Mass uniforms are mandatory for all students on All School Masses (at least once a week). No FREE DRESS passes can be used on All School Mass days.

e. Shorts – navy twill walking shorts sold by official uniform company Vicki Marsha Uniform (VMU)

1. Girls' length - 2" above knee (no shorter)
2. Boys' length - knee-length (no longer)

f. Belt is REQUIRED for all boys except Kindergarten to 2nd grade, where belts are optional ***

g. Shirts for Regular Uniform days***– grey or blue short sleeve polo with current school logo imprinted on shirt provided by Vicki Marsha Uniform Co.

1. Shirts must be tucked in at all times.
2. Students may ***not*** wear shorts on Mass days unless otherwise noted by administration because of extreme heat (this is the exception, not the rule)

***ONLY current official school uniforms and logos will be accepted (for sweaters: 8th Grade sweatshirts and Student Government sweaters are acceptable on cold days). Students can redeem a FREE DRESS pass if they are considered out of uniform (FREE Dress days should be obvious and appropriate, the uniform day is not an opportunity to come in free dress).

2. Jackets, sweatshirts, sweaters, scarves, hats and gloves

a. Navy jacket or windbreaker with school logo from Vicki Marsha Uniform Co. (see uniform list above)

b. Navy blue sweatshirt with school logo from Vicki Marsha Uniform Co.:

- 1) Navy blue school sweatshirt with SAP logo
- 2) FAST grey sweatshirt (Student Learning Expectations: sweatshirt was a limited edition from VMU)
- 3) Current 8th grade sweatshirts/class shirts acceptable when 8th grade teacher approves it
- 4) The St Anthony Trojans Navy Blue Sweatshirt for current athletes only (for sports teams to use on designated days)
- 5) Current Student Government sweatshirts if there is one for current year (Enforcement of this begins in the classrooms too. Sweatshirts #3 and #4 are privileges and should only be worn by current 8th graders and current athletes on NON-Mass days) Vests for boys must be worn on Mass Days or official VMU windbreakers on rainy days.

- c. Students who do not have official school jackets must either purchase official jackets or wear plain navy blue jackets/windbreakers. It must match the uniform or students may be sent to the office until parents bring their proper attire. No jackets with designs. On winter days, students may wear heavier jackets, but the color must match the uniform. If a uniform is in question, parents will be notified immediately.
- d. No prints. Logos, sequins/glitter on attire. Hair accessories should be from Vicki Marsha and must match school colors- Black, White, Navy or Gray, no hats or gloves allowed, unless approved by administration for inclement weather.

3. Socks, shoes

- a. ***Athletic or walking shoes MUST be predominantly **Black, Grey, White or Navy Blue (not royal blue, and accent colors on shoes must be in the uniform's color scheme. No fluorescent accents)**. No UGG boots or combat boots, no Crocs or open toed shoes are allowed on regular uniform days. Shoelaces MUST match the shoe color. A solid color is preferred, but white trim is acceptable. **Black and white Checkered VANS or shoes with loud prints are not allowed with the regular uniform.** For PE, no Converse shoes or VANS are allowed because it could lead to injury. No extreme colors are allowed (ex: fluorescent-colored shoes or logos, or bright red, purple, or royal blue and yellow shoes). In the winter, students may wear rainboots that follow normal guidelines of colors that match the uniforms, if faculty and staff approve this in advance for particular days (this is not the norm). No sparkles, designs or sequins on shoes allowed. On rainy days or extremely cold days, boots that match the uniform may be allowed if pre-approved by administration. **Free dress passes may be redeemed if a student is at risk for receiving a uniform infraction. Regular uniform days may not be seen as an opportunity to stand out from the rest or have attire reserved only for FREE dress days.**
- b. Socks must be white, black, or navy blue
 - i. Girls' – knee high or crew socks or official tights from Vicki Marsha Uniform (black, white, or navy) No loose pants or unofficial leggings may be worn
 - ii. Boys' – crew socks only

*** *No ankle socks allowed* ***

****Indicates a change has been made*

4. Hair, Jewelry, Make-up

Hair- moderate hairstyles allowed

Boys' no shorter than #3 cut– must not touch collar no extreme or over the ear styles, no hair coloring, no mohawks or designs in hair, eyes and ears must be visible. Students should look presentable, neatly groomed, and clean.

Girls'– moderate style – no extreme styles or hair color of any kind, shaved heads or designs, highlights, dyed hair is not allowed.

(Only girls may wear single earrings), no hoop or dangling earrings allowed, especially for safety on PE days and at recess/lunch

Makeup – no makeup is to be worn on regular days; no nail polish, fake or long nails, no lipstick, no lip gloss, Chapstick is acceptable (8th grade girls may wear light, naturally makeup on special occasions like May Crowning, the 8th grade brunch, the 8th grade dance, and the 8th grade Mass and graduation)

Wallet chains that connect to the belt buckle are permitted for free dress days only, and on the condition that they are used specifically for this purpose. They may not be used as a weapon or made use as any type of disruptive action or distraction.

5. P.E. Uniforms

Bottom Option for boys and girls:

- e. o Jersey short, Navy blue mesh or cotton shorts- VMU company provided , Navy sweat pants with Official school logo from VMU (especially during cold weather, optional)
Required Top: Navy blue PE T-shirt with school emblem- Sold in School Office for \$10 each (see office staff for purchase)
Required socks and athletic shoes: Crew socks and athletic shoes (NO converse shoes) Proper tennis/athletic shoes should be worn; tie or Velcro accepted, no extreme colors or patterns on shoes (no checkered Vans, Converse, or any shoes that could lead to injury)

*Students must be in full uniform to participate in PE (Proper Uniform is part of their grade, see **PE Syllabus**)

Student Free Dress Code

Non-uniform dress is a privilege granted to students at different times during the year. Non-uniform dress clothing must be neat and modest. Parents/guardians are responsible to ensure that students are dressed in a manner suitable for Catholic school students.

Students should observe good habits of grooming and personal hygiene and appropriate attire at all times.

The following are not appropriate at any time:

- ♣ Attire with inappropriate text or images
- ♣ Crop tops, tank tops, sleeveless shirts or spaghetti straps, midriff shirts
- ♣ Flip-flops, open toed shoes or bare feet
- ♣ Overly torn/frayed, sagging pants, ripped jeans, jeans with holes
- ♣ Colored/Dyed Hair or Extreme hairstyles
- ♣ Nail Polish or fake nails
- ♣ Long dangling earrings or large hoops

Certain school events may call for different attire. In these cases, appropriate attire may be worn within guidelines given (such as Halloween or Dress up Days).

Our objective is to have students who look neat and presentable, who show respect for themselves by looking and acting their best. Students attend a private, Catholic school where all students are required to wear a uniform and have a consistent look across the board. Therefore, the overall look should be uniform at first glance.

Repeated violations will result in students getting uniform infractions. **3 infractions equals one detention.** This will affect a child's Work Habits grade and the ability to earn the Citizenship award. In rare cases, it could result in the child being sent home to change. We appreciate the help of parents/guardians. On occasion, Free Dress days will be allowed, but it is encouraged that classes will have Free Dress days on Wednesdays, short days, not on Mass days. There may be days where Jeans may be allowed, but only when pre-approved by administration (ex: green and jeans day on St. Patrick's day, or when Student Government has fundraisers where students pay \$1 to wear jeans to school). No ripped jeans are ever allowed.

Lost and Found:

All articles of clothing or personal items subject to loss should be **clearly marked and permanently labeled with child's name.** Lost and found articles of clothing are placed in the office or in the daycare room (Rm 7). If unclaimed for over a month, these articles are turned in to the school uniform exchange or may be donated/recycled.

SEE EXAMPLES OF UNIFORMS BELOW:

Vicki Marsha Uniform Info from website:
<http://www.stanthonygardena.org/wp/uniforms/>

Vicki Marsha Uniforms
5292 Production Drive
Huntington Beach, CA 92649
Phone: (714) 895-6371
Fax: (714) 890-9959
www.vickimarsha.com

Click here to see detailed information on the [school uniforms and their cost](#).



Girls' Daily Wear

Worn every day except Mass and PE days

Top Options

- White blouse
- Gray Polo with logo
- Blue Polo with logo

Bottom Options

- Plaid skort
- Plaid jumper

Required:

Black shoes and knee socks (white or navy blue)

Winter and cold day Options

All jackets and sweaters must have the school logo.

- Cardigan sweater
- School jacket
- Navy blue pullover sweater with school logo
- Navy blue or white full leg stockings

Teachers strongly recommend you mark your child's jackets and sweaters in multiple locations on the item with your child's first and last name.

PE Uniform for Boys and Girls: All Day on PE Days

Free Dress Guidelines

Free Dress attire should be appropriate and in line with Catholic values. It will be up to the administration's discretion to deem what is appropriate for free dress. A child may be sent to the office to change or have a parent bring them extra clothes if an outfit is questionable. No advertising for anything offensive should be worn on students' clothing and should follow uniform guidelines for appropriate length of shorts worn even on Free Dress days. For example:

Shorts – walking shorts sold by official uniform company Vicki Marsha Uniform (VMU)

1. Girls' length - 2" above knee (no shorter)
2. Boys' length - knee-length (no longer)

Uniform policy for shoes and hairstyles

On July 3, 2019, Governor Gavin Newsom signed into law Senate Bill No. 188 a.k.a. **"The Crown Act."** The Crown Act was enacted to "ensure protection against discrimination in the workplace and schools based on hairstyles by prohibiting employers and schools from enforcing purportedly 'race neutral' grooming policies that disproportionately impact persons of color." The bill goes into effect on January 1, 2020 and is focused on addressing workplace dress code and grooming policies that prohibit natural hair, including afros, braids,

twists, and locks, which could potentially have a disparate impact on individuals of color.

ADLA Student Hair Policy:

Hair must be properly groomed, clean, neat in appearance and must be a **natural color (no highlights, bleach, or dyed hair)**. **Exaggerated or extreme hairstyles**, hair that hangs in the face, or that emulates gang or criminal affiliations distract from the educational experience and are not permitted. School administration shall determine if a student's hairstyle violates this policy. The principal will have the final decision on what is acceptable.

Section-2-15

Relationship of School to Parish

School Governance

The focus for efforts and attention in the Department of Catholic Schools at the elementary school level starts with the Vision Statement: leaders establish a collaborative, ongoing culture of growth to ensure vibrant Catholic schools for future generations. The three foundational areas of faith, excellence, and stewardship also have Vision Statements that provide direction for goal-setting, planning, and evaluation of the elementary schools. These foundational areas support growth and innovation in all curricular and extracurricular school programs.

Faith: Administration and faculty are engaged in ongoing faith formation and extend that formation to every student so that they value and live the Catholic faith. Excellence: Administration and faculty exhibit professional competency and engage in ongoing professional growth so that every student masters all essential standards for every grade. Stewardship: Administration communicates the mission, exhibits financial competency, and ensures presence and future sustainability of the school

Topic-2-16-3

Additional School governance information

 [Organizational-Chart_2020.pdf](#)

Topic-2-16-4

School Boards

St. Anthony of Padua School-PLC COMMITTEE CHARTERS (2019-2020)

BEAUTIFICATION/MAINTENANCE: *Jeric De Leon, Pablo Flores, Julio Castro, Tini Grey, Ruben Perez

1. Learning lab/library, (move furniture, care for A/Cs installed, area rugs, paint, exterior paint touched up as needed) Measurements of the wall: 20 feet x 8 feet for the big wall and 7 feet x 8 feet for the one on the left after the doorway. 27x8 total with the door.
2. Landscaping, gardening, high power washer for hall floors and windows, 2x/year, clean gutters, water fountains, update restrooms (upgrades to faculty restrooms, sinks, etc.)
5. Paint the classroom doors brown: summer project (inside and outside)
6. Paint Frame of the roof above the lunch tables
7. Hall, A/C vents
8. Work with Interior Maintenance PLC and Student group Trojan Cleaners for clean up days

CATHOLIC SCHOOLS WEEK/OPEN HOUSE (begins last Sunday of January): *Mrs. Grey agrey@stanthonygardena.org *Mr. Grey tini@isleentertainment.com

Open House (Sunday, Jan 26, 2020): 11am Family Mass (school choir to sing, Mrs. Grey to speak during announcements), 8th grade hosts bake sale as fundraiser, Student Government leads Classroom Tours, Refreshments (goodie bags/giveaways), End in office for parents to qualify for a raffle for referrals: Registration/Application Folders, balloons, entertainment in courtyard such as Trojan Jammers Ukulele group, Folklorico group performs.

Catholic Schools' Week Jan 27-Jan 31, 2020: Monday, Student Appreciation Day; Tuesday, Teacher Appreciation Day; Wednesday, Administration Appreciation Day; Thursday, Parent Appreciation Day; Friday, Special Person's Day, noon dismissal, dress up days are decided by Student Government: ex: Monday is Pajama Day, Tuesday is Switch Day, Wed is Sports Day and teacher-student volleyball game, Thursday is Fictional Character Day, and Friday is Fancy Friday/Sunday Best.

CHILD CARE: * Gabriela Gonzalez, Brenda Moreno, Lourdes Islas, Monica Rubalcava, Sarah Ray.

Mrs. Gonzalez to help garner donations like food for special events, games, art supplies, etc. Manage/Coordinate After-School Child Care and billing; Provide Child Care available for Special School Events (Back to School Night; Parent meetings, evening events/retreats: General Meetings, etc.)

PERFORMING ARTS: *Jessica Garcia, Laura Alpuche, Geneva Varquez Veronica and Geneva will assist Mrs. Garcia in the preparation for the Christmas Program and will assist in the planning, costume and stage set up, etc. of the Spring Play. SCHOOL CHOIR/PIANO: Jessica Garcia, Erick Rubalcava, Giuseppe D'Eliseo Coordinate School Choir rehearsals and schedule. Choir to sing during school Masses and Masses outside of school hours like Open House, First Communion, PMA Masses, Tree lighting, etc.

COMMUNITY SERVICE OPPORTUNITIES & PARTNERSHIPS/SPONSORSHIPS: *Jennifer Galindo Bersales, Julia Arteaga, *Laura Alpuche, Claudia Guzman, Veronica Patel Research and follow up on Loyola High School student volunteers, Serra HS for tutors, reach out to UCLA and Fullerton (library interns to help us build our library catalog system), help find Community Service opportunities for Junior High Student to gain service hours in the surrounding community, Girl Scouts, Gardena Valley Lions Club, Senior Club, ICF, Senior Homes, Environmental Gardens, Growing Great, etc. Make a connection in

the community; Get local businesses to get to know our school; get Pizza Hut or John's Incredible Pizza Company to help reward student accomplishments; LA Galaxy, AR Reading Rewards for goals reached, Target, Walmart, Six Flags, Miniature golf, Wells Fargo, B of A, Vicki Marsha, Costco, Sam's Club Chuck E. Cheese, Barnes and Noble, Mimi's Café, Jamba Juice, Ruby's, Souplantation, roller rink, Boomers, etc. (discount coupons: Buy one get one free, free kids' meal with adult purchase)

DANCE COMMITTEE: (Performing Arts) Ms. Nicole Martinez, Ms. Martha Zambrano heads the Folklorico group

Ms. Martinez helps with choreography for the Theater Spring Musical. Ms. Martha ambrano runs a separate after school dance program under this committee. Both dance groups charge a minimal fee for participation. Sporadic performances are TBD by instructors. Could be school performances, local parades, or at Knotts Berry Farm, etc.

DEVELOPMENT/ENROLLMENT MANAGEMENT TEAM: *Jenny Franco, Erick Rubalcava, Ms .Grimaldo, Mr. Aguilar, Ms. Hernandez, Martiza Garcia, Mr. and Mrs. Grey

1. Update and Print new Registration folders for upcoming year and for Kinder class Deadline: 1st week of November: needed for Kinder New Enrollment and Open House in January.
2. Open House: Jan 26, 2020 All registration folders must be updated and printed in color
3. Pass out folders at Fiesta booth in May (weekend after Mothers' Day): PLC members can work the school booth for their Mandatory 8 hours for Fiesta to help attract new students
4. Revamp and update Tuition Contract for each new year, streamline process for new students and parents (give administration feedback on the new Fillable PDF form so parents can do this online and print it out to bring to registration.)
5. Development Committee and office staff will put together folders with updated sheets.
6. Look into Grants and focus on grant writing, reaching out to community, keep database updated (mailchimp) with alum and donor info database for annual appeal.
7. Work to promote Shopwithscrip.com as a valuable fundraiser for school: make it attractive for parents to participate on a regular basis (Carlos Aguilar to help with this)
8. Work in cooperation with Marketing and Publicity PLC
9. Project: Work on main entrance Signage/Digital Marquis (find a grant like Seaver) or target a fundraiser for \$10,000 for the new sign and all permits for the street
10. Meet in Fall before each school year (sometime in August before school is back in session) to discuss goals for the new year: aim to target the 2015 75th anniversary attendees to thank them and send an annual appeal to help raise funds for ST Math renewal each year (\$3000 a year). Erick Rubalcava to lead the EMT sessions to work on strategic plan for WASC and create enrollment events monthly (RE, preschools, siblings, etc.).

FIESTA CLEAN-UP: * Pablo Flores, Julio Castro, Ruben Perez, Trojan Cleaners, Mr. Perry/Mrs. Navia (for junior high service hours)

Form a group along with the Fiesta Committee to ensure that this group exists and at least 8-10 parents sign up for this as their 8 FIESTA hours accounted for upon completion. Pablo Flores to help in this effort. Junior high students in grades 6-8 are encouraged to serve their community service hours this day to get credit in Religion courses, with Mrs. Dyogi's approval.

FUNDRAISING MANAGEMENT: *Leah Nakayama, Angelic Nunez, Amy Lucas Palanca, Theresa Pavon

Oversee and manage the fundraising opportunities such as ShopwithScrip, Chocolate Sales and Trojan

Letters Drawing/Pep rallies, Hawaiian Raffle coordination and promotion between church and school (parish bulletins), Box Tops (Maritza Torres), Food Trucks (Tastyblock/Coastal Coffees) for Special occasions, Pump it Up or Shakey's/Chuck E Cheese days, Family Movie Night, Date Night sitting for parents, Rally different cultural groups to create events or run special bake sales or Spaghetti dinners (partner with K of C or Gardena Valley Lions Club), El Pollo Inka fundraisers, pancake breakfast benefiting the school, collect goods for a rummage sale during school year or during Fiesta (talk to Patty Sanchez), fashion show fundraisers in Hall, daddy-daughter/Special Persons' Dance, (Mommy Daughter Princess dress up day, makeover: hair/makeup with photos), BBQ Chicken plates sold at Open House, Jamba Juice fundraisers, Spirit Gear (online store: e-commerce), Jog-a-Thon, etc.

HOSPITALITY: *Francisca Gonzalez, Claudia Guzman

Set-up and provide refreshments when appropriate for meetings and other school functions as determined by the principal. This includes, but is not limited to: first day of school coffee talk Meet and Greet, balloons for special events like Open House, Trunk or Treat, faculty meetings, Catholic Schools' Week teacher and staff appreciation days, Kinder registration, re-registration events, mandatory parent meetings, new parent orientation meetings, Spring Shows, Christmas shows, musicals, etc.

INTERIOR MAINTENANCE: *Claudia Guzman, Priscilla Ortiz, Froilan Alvarez

Oversee and maintain the cleanliness of the school grounds, especially areas utilized by the children during their everyday attendance (lunch room tables, restrooms, offices) as assigned by principal. This can include classrooms, the overall physical plant for trash pick up, oversee community service clean up projects that are student-led (Trojan Cleaners, a student group of 40 kids is overseen by Mrs. Alicia Navia during lunch hours), deep cleaning of Faculty Room, restrooms, or daycare room, library, learning lab, and other shared spaces as needed. Service hours (\$10/hour) can be given to parents for the donation of cleaning supplies on the wish list for this group.

LEARNING LAB/LIBRARY: *Claudia Garcia, Lourdes Islas, Pattie Padilla

Parents will help in coding and labeling all new books to be ready for our Accelerated Reader (AR) program. Parents will also coordinate the organization of newly donated books (Scholastic Book Fair or gently used books that are donated) and help as volunteer librarians during teachers' assigned library times, to make sure books are returned to proper place and the library is kept clean and orderly. (Keep in mind that the library is shared space with parishioners for the Fiesta and may be used for our annual Scholastic Book Fair). Students and teachers will have access to both the Learning Lab and Library throughout the school year on a rotating schedule. Teachers have a manual to follow for policies and procedures and should supervise their classes at all times. All volunteers must be Virtus-trained and ADLA fingerprinted/cleared to help out whenever children are present. Volunteers are not expected to teach, lead, or take care of classes without a faculty or staff member present at all times. All volunteers should read Parent/Student Handbook and be made aware of school emergency procedures like Lockdown, Earthquake, and Fire Drills. Procedures must be practiced and followed in case of a real emergency. Drills are done one time a month.

MARKETING: *Tini Grey, Mrs. Grey, Paul Bay, Pattie Padilla (Social Media: Veronica Patel, Lorena Lakey, Jamison Mahar)

Update school website as needed to be sure it is accurate and user-friendly. It should have the latest news and school events. Add pictures and videos (only with students that have full media clearance from parents), General Parent meeting slide shows, Principal Message every week from school bulletin, News and Events, update photo gallery, be present at the school table/booth at Fiesta and at Open House

and events, update photo gallery, be present at the school table/booth at Fiesta and at Open House. Sign up parents for email list in Learning Lab (to help us vote for Daily Breeze and GVN Best School contests), work with social media team to make sure all announcements are disbursed to parents, and encourage overall registration for new families in a timely and effective manner #sapschoolgardena. Encourage all parents to follow us on Facebook and Twitter.

FUNDRAISING ANNUAL SOCIAL: * Angelic Nunez, Theresa Pavon, Sponsorship: Claudia Guzman, Jennifer Galindo, Amy Lucas Palanca

Plan event and logistics, get donations, decorate, and coordinate all events before, and during Special Persons' Dance/social. After event, follow up with thank you letters to sponsors and donors, giving school tax id numbers for tax purposes. School Tax ID number to be kept highly confidential. Make sure that all income and expenses are tabulated and that profit is reported back to stakeholders in the May General Parent Meeting. This event will need a Sponsorship Committee dedicated to get sponsorship for the event, and would possibly require garnering multiple donations for a silent auction (minimum of 20 baskets).

PUBLICITY/PHOTOGRAPHY: *Mr. and Mrs. Grey, Jeric DeLeon, Hilda Owusu

Media liaison between school and Gardena Valley News, Daily Breeze, ADLA (Tidings), city officials, TV/news stations for any press releases to get positive info out to the community about school. Frame any newsworthy items like articles, Proclamations, etc. for the office and school. Writers and photographer needed from this committee to help with press releases, articles, take pictures of events as needed, etc. Work with School Photographer and Paul Bay, school web master.

ROOM PARENTS: *Lorena Lakey

Coordinate and unite all Room Parents as they are being called on to assist with execution of class/grade specific activities. Using the Room Parent Manual as a guide, work with parents to help classroom teachers as needed with various school events throughout the year. Collect all monetary donations at the beginning of the year in a "one-time fee" as a PLC Fee to cover all activities for the year ahead (bake sales, teacher/staff bday gifts, Fiesta, etc.)

SAFETY/SECURITY: * Mrs. Navia, Maria Grimaldo and Pablo Flores

Create and update safety binders annually for our staff and parents, update escape routes with emergency exits in every classroom, update red backpacks each year with fresh supplies (bandages, gloves, gauze, etc.), make sure school walkie talkies are working at all times with extra batteries/chargers (unplug when not in use), emergency lights in all rooms in case of blackouts, make sure we have enough Traffic guards on AM and PM carline duty watching crosswalks, recess duty, lunch duty, insure all security cameras are working properly, large trash cans and earthquake kits in all classrooms, extra water bottles available as needed, schedule regular fire and earthquake drills, intruder alerts/lockdowns in different scenarios, secure gates before and after school, make sure physical plant is safe, protected, and up to code. Direct contact with Gardena Police Dept., Fire Dept. city officials (water, gas, and electric company, in case of leaks or power outages). Get all stakeholders in school a list of students with special health needs and allergies so all staff and volunteers are aware. Schedule First Aid and CPR sessions every 2 years for faculty and staff, to ensure current certification. Many Parent volunteers needed for yard duty schedule!! Please call office to sign up for shifts. Must be Virtus-trained and ADLA fingerprinted.

CHURCH LIAISON/SAFEGUARD THE CHILDREN: *Angelica Gomez, Marianne Dyogi, Lorenzo Molina, Melvin Galicia

Attend Safeguard the Children meetings with pastor and parish staff at least 2 times a year, make connections with leaders of different church ministries, Religious Ed, Lions Club, Knights of Columbus, see if they would be willing to host a breakfast sale, pancake breakfast, or spaghetti dinner with proceeds going to scholarships/tuition for school, coordinate Goodwill drives to benefit school. Meet with pastor on a regular basis to discuss school projects and schedule Hall and church for school functions through Cathy Kelly. Work with the school office to get weekly school updates in the church bulletin, update the bulletin boards in the church with school happenings. Coordinate parent/student speakers or alumni for 11am Monthly Family Masses during announcements. Work at the school table after Mass to market and promote the school.

SPORTS/COACHING/ATHLETIC DIRECTOR (Athletic Banquet): *Jamison Mahar, Sean Perry, Leah Nakayama

Coordinate all Sports Teams, get permits, represent school at sporting events, coordinate coaches and referees. Collect fees, design athletic sweatshirts, team uniforms, coordinate practices, communicate to parents about games and practices, Plan and Coordinate Athletic Banquet and any sports recognition events (including St. Sebastian Sports Project events), parent volunteers needed for coaches to earn service hours. Volunteer Parent coaches needed to build our sports program!

FACULTY LIFE: *Sonia Martin, Ms. Barimah, Angelica Gomez, Jamison Mahar, Rebecca Strohm, Carlos Aguilar

Work with principal to ensure that throughout the year, teachers are recognized, acknowledged, and taken care of, especially on their birthdays. Get gift cards, balloons, flowers for all staff members on their special day, recognize them at assembly and work with teacher/Spirit Coordinator on staff to have students make cards and present gifts at assemblies/Mass. Help with wish lists of teachers for books, school supplies, cleaning supplies. Help stock the Faculty room on a regular basis, with periodic snacks or lunches, or bare necessities, for faculty and staff (paper goods, coffee pods, creamers, etc.), coordinate during Catholic Schools' Week for Teacher Appreciation Day and in May for National Teacher Appreciation Week.

TECHNOLOGY: *Sean Perry, Manny Garcia, Andy Ly, Carlos Aguilar, Mr. Simon Kaiklian, Pablo Flores, Mr. Patel, Erick Rubalcava (parent education, social media awareness, internet safety)

Be leads for making sure technology is implemented in the classrooms and that all needs are met to make sure that parents are knowledgeable about benefits and pitfalls. Set up projectors and screens for General parent meetings in Hall and meetings in faculty room, make sure all technology is working properly and repaired/maintained as needed. Coordinate and attend meetings for parent education, internet and social media safety, teacher parents how to become an administrator on their iPad account, making parameters for iPads at home and at school. Limit access based on research. Be knowledgeable about apps, chat rooms, social media, know all kids' accounts and tie it into Apple ID. Help with music for JAT, student events, spreadsheets

STUDENT LIFE: Sean Perry, Alicia Navia, Pattie Padilla

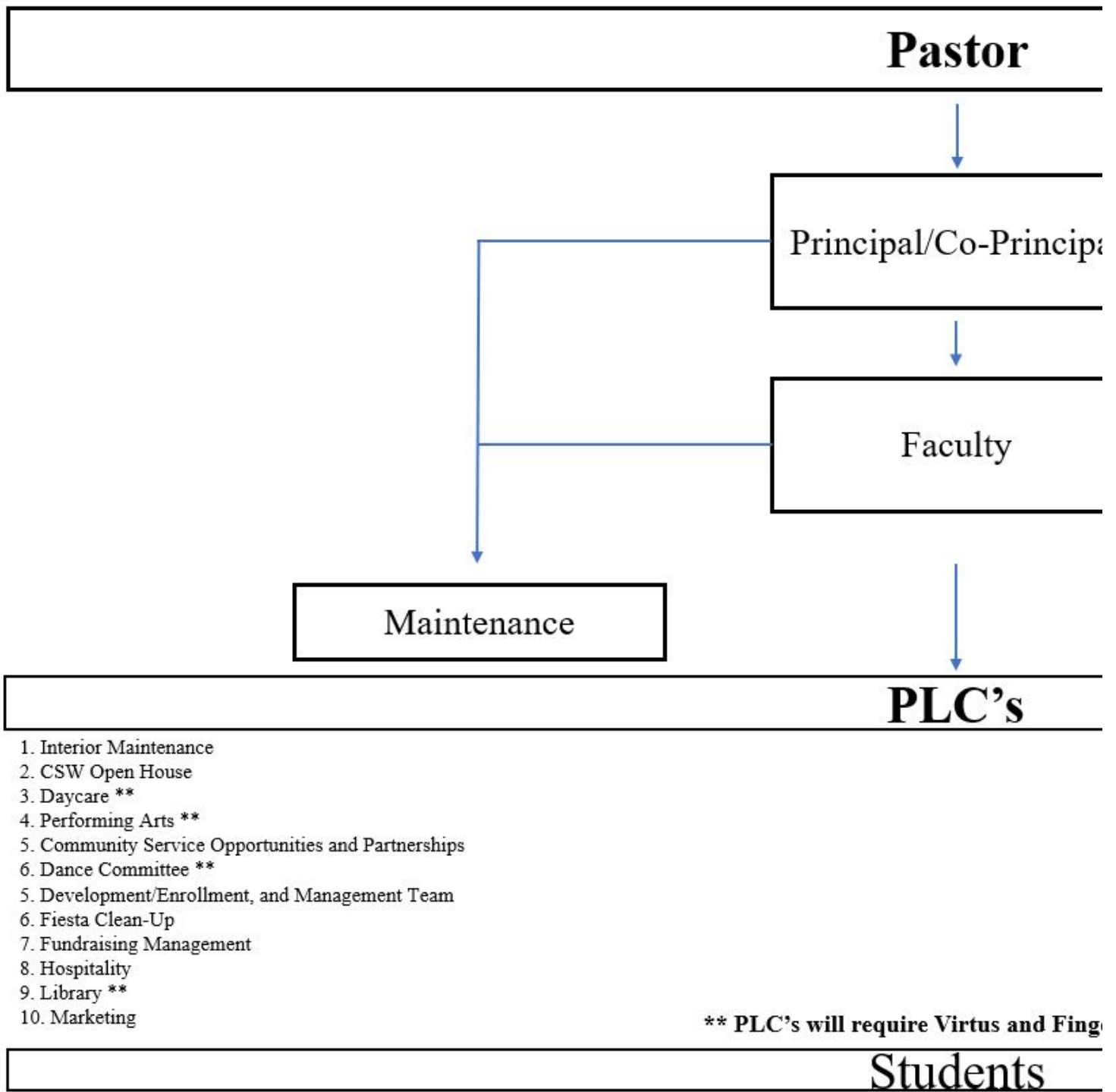
Parents and volunteers will help with tutoring after school as volunteers. Parents can help run the Yearbook Club, will assist in Student Government activities: this may include helping to run concession stands and snack and food sales throughout the school year: assist Student Government as needed in selling (candy grams, sell popcorn/nacho/shaved ice, Popsicle Wednesdays, etc.), selling school gear, helping to promote the Scholastic Book Fairs, selling items from assemblies (NED) assisting with the Holy Thursday retreat (passing out pretzels/waters, serving students), coordinating movie night, puppet

shows, schedule Imagination Machine or other free school assemblies, street painters, flea market/spirit gear or St. Anthony cart as a daily fundraiser, Mini Society (entrepreneurial opportunities for students to learn about finance.)

Topic-2-16-5

Parent or Parent-Teacher Organizations

ST. ANTHONY OF PADUA



St. Anthony of Padua School-PLC COMMITTEE CHARTERS (2024-2025)

BEAUTIFICATION/MAINTENANCE: * Pablo Flores/Custodian

1. Cleans and maintains all classrooms in building (move furniture, care for A/Cs installed, area rugs, paint, exterior paint touched up as needed)
2. Landscaping, gardening, high power washer for hall floors and windows, 2x/year, clean gutters, water fountains, update restrooms (upgrades to faculty restrooms, sinks, etc.)
5. Paint the classroom doors as needed
6. Paint Frame of the roof above the lunch tables as needed
8. Work with Interior Maintenance PLC and Student group Trojan Cleaners for clean up days, work with

CATHOLIC SCHOOLS WEEK/OPEN HOUSE (begins last Sunday of January each year): *Amabella

Lucas Palanca, Mrs. Grey agrey@stanthonygardena.org Open House (Last Sunday in January):

11am Family Mass (school choir to sing, Mrs. Grey to speak during announcements and PLC lead to recruit parents and former students for 3 min. testimonials to celebrate Catholic schools), 8th grade hosts bake sale as fundraiser, Student Government leads Classroom Tours from 12-2pm, Refreshments (goodie bags/giveaways outside church and at office), End in office for parents to qualify for a raffle for referrals: Registration/Application Folders, balloons, entertainment in courtyard, Folklorico group, choir, face painting, instrumental groups perform (these are just ideas of what has been done before).

Catholic Schools' Week (dress up days subject to change): Monday, Student Appreciation Day; Tuesday, Teacher Appreciation Day; Wednesday, Administration Appreciation Day; Thursday, Parent Appreciation Day; Friday, Special Person's Day (10am Mass, lunch with loved ones, and noon dismissal), dress up days are decided by Student Government: ex: Monday is Comfy Clothes Day, Tuesday is Switch Day or Twin Day, Wed is Sports Day and teacher-student volleyball game, Thursday is Fictional Character Day, and Friday is Fancy Friday/Sunday Best.

CHILD CARE: * Wendy Andrade, Lupita Zepeda, Maria Rendon, Raquel Arreola

Pattie Padilla is Daycare Coordinator. Parents help volunteer and care for the students in afters school day care, garner donations like food for special events, games, art supplies, etc. Manage/Coordinate After-School Child Care and billing; Provide Child Care available for Special School Events (Possible Childcare for Parent meetings and faith formation events, evening events/retreats, etc. if applicable).

PERFORMING ARTS: *Jessica Garcia Parents will assist Mrs. Garcia in the preparation for the Annual Christmas Program/Tree Lighting and will assist in the planning, costume and stage set up, etc. of the Spring Play (Aladdin, Jr this year.) The SCHOOL CHOIR returns in 2024: Jessica Garcia, Erick Rubalcava, Coordinate School Choir rehearsals and schedule. Choir to sing during school Masses and Masses outside of school hours like Open House, First Holy Communion, Off Campus school Masses, Tree lighting at PMA or other sister high schools, etc.

TRAFFIC DUTY (AM and PM Carline): *Jeah Avila, Tellecheas, Froilan Alvarez

Parents assist in directing traffic and allowing families to cross the street safely on 163rd St. Those on traffic duty wear vests and hold signs to direct traffic and help people cross safely using school crosswalks. They also remind families to use the pedestrian gates and walkways and slow down on campus, driving at 5MPH. This team helps during morning drop off and afternoon pickup. They work with Custodian and teachers to make sure students enter and exit cars safely.

LUNCH YARD DUTY: Nancy Chavarria

Topic-3-1-1

Introduction

In recognizing the importance of teaching the “Whole Person” and that faith is the backbone to a happy and fulfilling life, St. Anthony’s keeps the faith and spiritual formation of each student as the highest priority by integrating our Christian beliefs throughout the curriculum.

Religion as a formal subject is taught daily and students attend weekly mass with their teachers and peers. Prayers are said throughout the day and students are taught to not only be aware of their faith, but to live it daily. St. Anthony school works directly with the larger parish in faith formation and to prepare our students for their sacraments as well as a deep knowledge and understanding of the richness of our faith



Topic-3-1-3

Additional Practices

ST. ANTHONY OF PADUA SCHOOL
PARENT PLEDGE (2.5.19)

Because I believe that Catholic education at St. Anthony of Padua School is important for my son/daughter, I agree to strive for the following and I understand that this is an excellent way to work with the school in supporting what we are trying to accomplish together for my son/daughter:

Our family will be dedicated to attending our church weekly in accordance with God's Command. I will also strive to be an active member of my church/parish.

Print Student's Full Name Grade

I will support and encourage my son/daughter's Catholic educational and formational goals as expressed in the school's mission statement.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Students entering 2nd grade will prepare for the sacraments of First Reconciliation and First Holy Communion throughout the course of the year. Students in grades K-1 are encouraged to be baptized **before** they enter 2nd grade and receive these 2 sacraments. Students in grades 3-8 who wish to receive the sacraments, are also welcome to prepare for the sacraments with the 2nd grade class and teacher, in cooperation with the Religious Education program provided by St. Anthony of Padua Church.

When students graduate from our 8th grade, they are encouraged to sign up for Confirmation classes at the parish starting Year 1 their Freshman year, and Year 2 their Sophomore year. They will ideally prepare for the Sacrament of Confirmation at the end of their 10th grade year.

Section-3-5

Christian Service Program

St. Anthony of Padua students take part in a variety of service projects both on and off campus. The Student Government leads activities like Pennies for Patients, Rice Bowls, and programs that feed the homeless or help those in shelters or pregnancy centers, to name a few. Students in grades 6-8 must earn Christian service hours as part of their Religion grade. Our students are encouraged to be Followers of Jesus through acts of service for others.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

Attached are the State of California Requirements for Immunizations.

Parents are asked to contact their child's pediatrician in order to update Immunizations for students in grades K-8

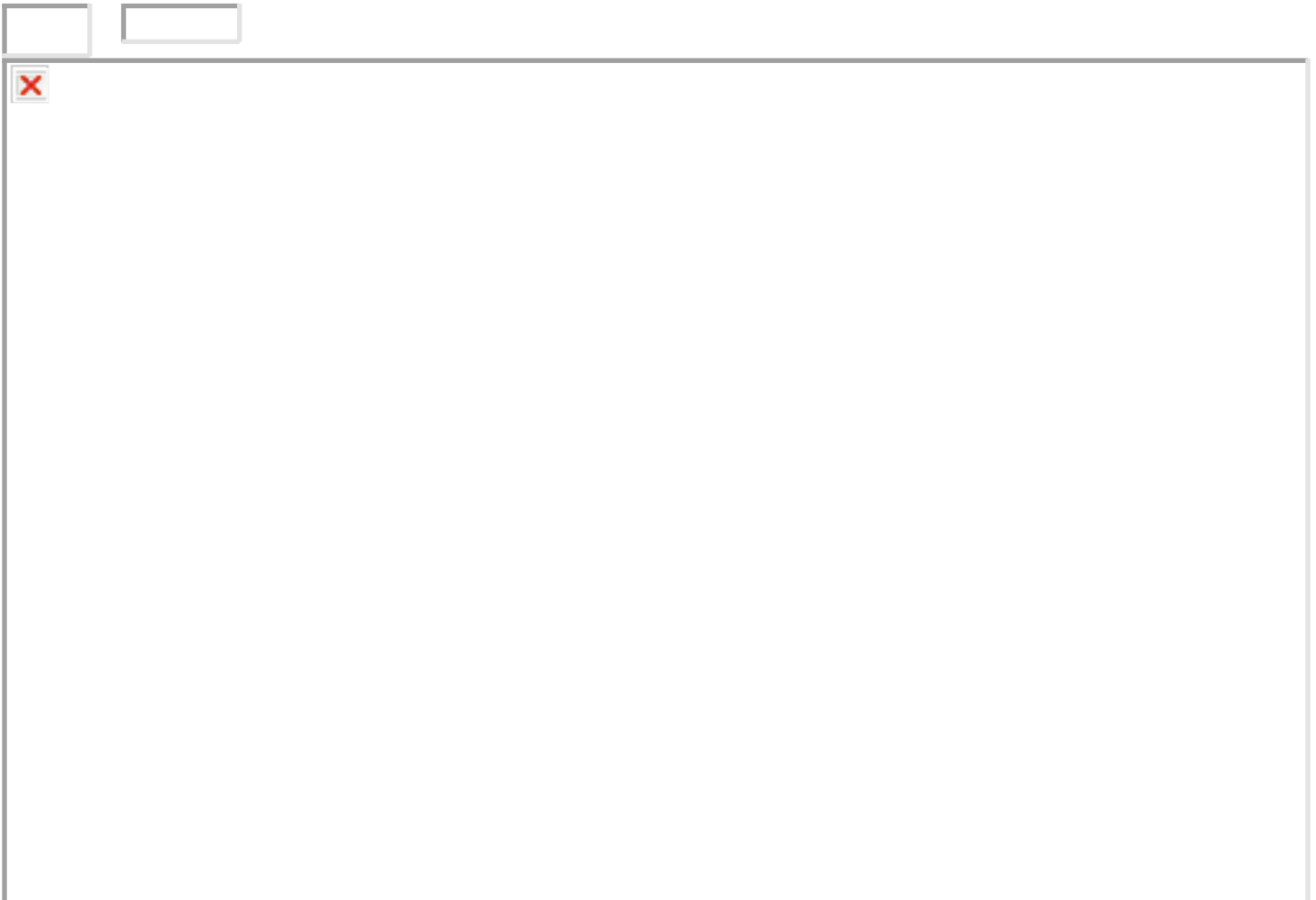
An updated Immunization record will need to be brought into the office.

A copy will be made of the updated record and placed in the child's school file.

CALIFORNIA IMMUNIZATION REQUIREMENTS FOR

K – 12TH GRADE

(including transitional kindergarten)



1. Requirements for K-12 admission also apply to transfer pupils.
2. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
3. Any vaccine administered four or fewer days prior to the minimum required age is valid.
4. Three doses of polio vaccine meet the requirement if one dose was given on or after the 4th birthday.
5. Four doses of DTaP meet the requirement if at least one dose was given on or after the 4th birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the 7th birthday (also meets the 7th-12th grade Tdap requirement. See fn. 8.)

One or two doses of Td vaccine given on or after the 7th

birthday count towards the K-12 requirement.

6. For 7th grade admission, refer to Health and Safety Code

section 120335, subdivision (c).

7. Two doses of measles, two doses of mumps, and one dose of

rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the 1st birthday meet the requirement.

8. For 7th-12th graders, at least one dose of pertussis-containing vaccine is required on or after the 7th birthday.
9. For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.
10. The varicella requirement for seventh grade advancement expires after June 30, 2025.

DTaP/Tdap = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine
 Hep B = hepatitis B vaccine
 MMR = measles, mumps, and rubella vaccine
 Varicella = chickenpox vaccine

INSTRUCTIONS:

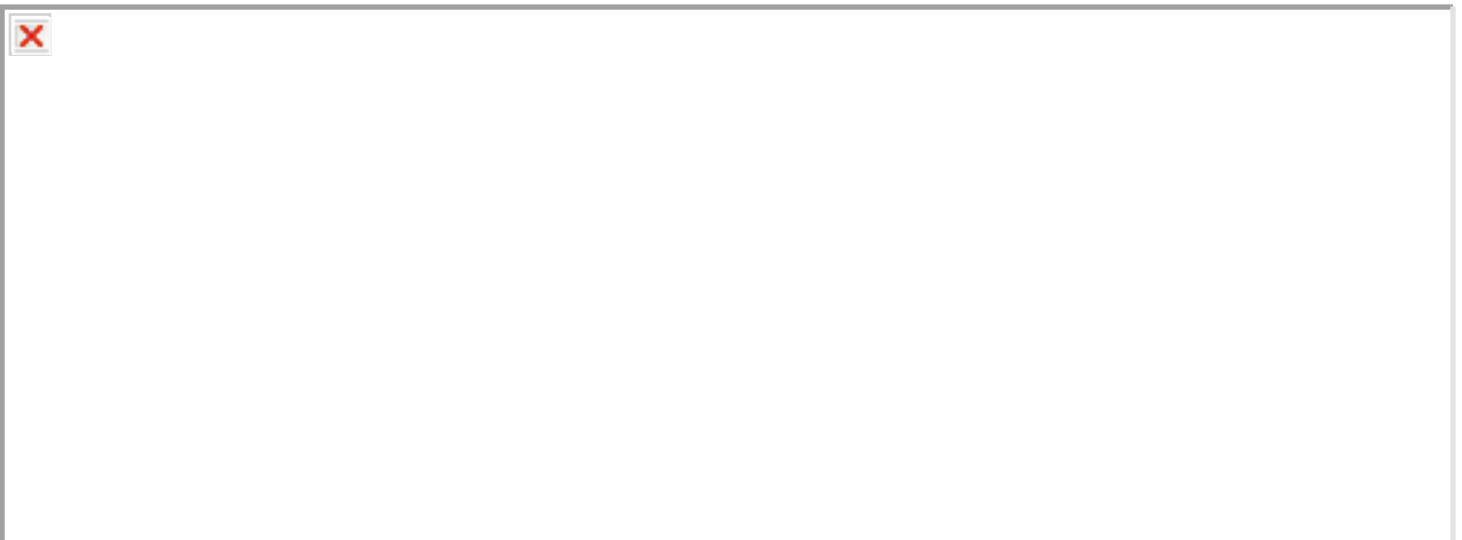
California schools are required to check immunization records for all new student admissions at TK /Kindergarten through 12th grade and all students advancing to 7th grade before entry. Students entering 7th grade who had a personal beliefs exemption on file must meet the requirements for TK/K-12 and 7th grade. See shotsforschool.org for more information.

UNCONDITIONALLY ADMIT a pupil whose parent or guardian has provided documentation of any of the following for each immunization required for the pupil’s age or grade as defined in table above:

- Receipt of immunization.
- A permanent medical exemption.*
- A personal beliefs exemption (filed in CA prior to 2016); this is valid until enrollment in the next grade span, typically at TK/K or 7th grade.†

CONDITIONALLY ADMIT any pupil who lacks documentation for unconditional admission if the pupil has:

- Commenced receiving doses of all the vaccines required for the pupil’s grade (table above) and is not currently due for any doses at the time of admission (as determined by intervals listed in Conditional Admission Schedule, column entitled “EXCLUDE IF NOT GIVEN BY”), or
 - A temporary medical exemption from some or all required immunizations.*
- IMM-231 (1/21) California Department of Public Health • Immunization Branch • ShotsForSchool.org





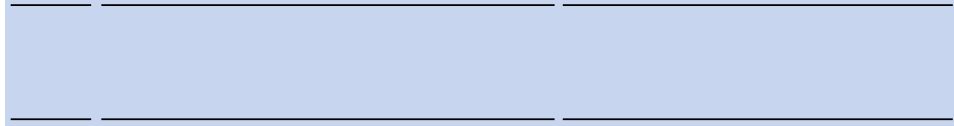


CALIFORNIA IMMUNIZATION REQUIREMENTS FOR K-12TH GRADE (continued)



CONDITIONAL ADMISSION SCHEDULE FOR GRADES K-12

Before admission a child must obtain the first dose of each required vaccine and any subsequent doses that are due because the period of time allowed before exclusion has elapsed.



Polio #2 Polio #3¹ Polio #4¹ DTaP #2 DTaP #3² DTaP #4 DTaP #5 Hep B #2

MMR #2

4 weeks after 1st dose

4 weeks after 2nd dose 6 months after 3rd dose 4 weeks after 1st dose

4 weeks after 2nd dose 6 months after 3rd dose 6 months after 4th dose 4 weeks after 1st dose

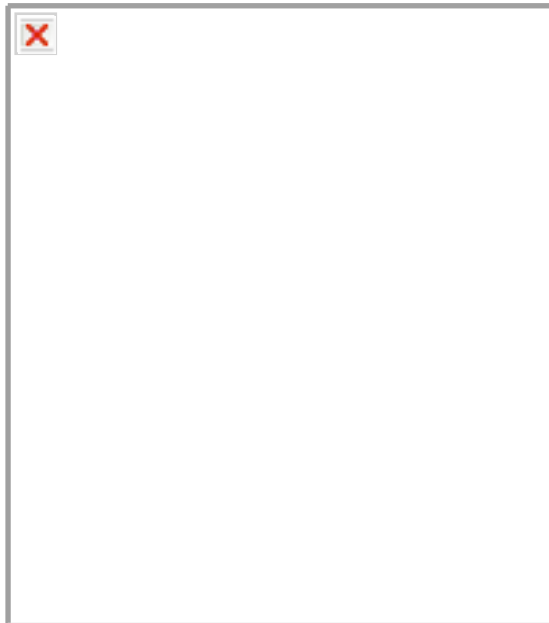
4 weeks after 1st dose

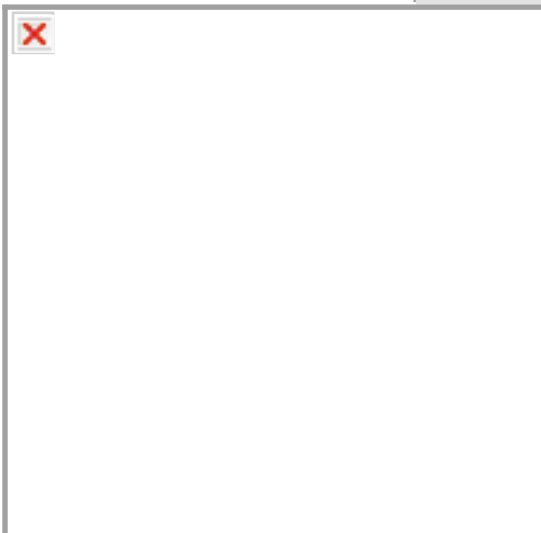
8 weeks after 1st dose

12 months after 2nd dose 12 months after 3rd dose 8 weeks after 1st dose

8 weeks after 2nd dose 12 months after 3rd dose 12 months after 4th dose 8 weeks after 1st dose

4 months after 1st dose







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		12 months after 2nd dose
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1. Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday. If polio #3 is the final required dose, polio #3 should be given at least six months after polio #2.
2. If DTaP #3 is the final required dose, DTaP #3 should be given at least six months after DTaP #2, and pupils should be excluded if not given by 12 months after second dose. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

Continued attendance after conditional admission is contingent upon documentation of receipt of the remaining required immunizations. The school shall:

- review records of any pupil admitted conditionally to a school at least every 30 days from the date of admission,
- inform the parent or guardian of the remaining required vaccine doses until all required immunizations are received or an exemption is filed, and
- update the immunization information in the pupil's record.

For a pupil **transferring** from another school in the United States whose immunization record has not been received by the new school at the time of admission, the school may admit the child for up to 30 school days. If the immunization record has not been received at the end of this period, the school shall exclude the pupil until the parent or guardian provides

documentation of compliance with the requirements.

* In accordance with 17 CCR sections 6050-6051 and Health and Safety Code sections 120370-120372.

Questions?

See the **California Immunization Handbook** at ShotsForSchool.org



† In accordance with Health and Safety Code section 120335.
IMM-231 (1/21) California Department of Public Health • Immunization Branch • ShotsForSchool.org

Topic-4-04-1

Absence

ABSENCE

Absence: Parents/Guardians of students are to notify the school office and the classroom homeroom teacher by phone, email, or in person before 8:30am on the day of each absence and state the reason. To ensure safety and whereabouts of the child the office staff or teacher personnel may contact you to confirm the absence by phone or email. Parents must turn in a doctor's note on the day it is received to have the child's absence excused. It is the responsibility of the parent/guardian to contact the child's teacher and front office each day about a child's absence.

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

Topic-4-04-2

Absences with Acceptable Excuse

ABSENCES

Absences due to travel - if a student is traveling for vacation during the school year, it may be considered an unexcused absence depending on the reason for travel. However, if a student is traveling for a funeral, medical reasons, or has to take time off due to a COVID-quarantine, that would constitute an excused absence. Medical notes must be given on the first day the doctor lists as the excused date.

Any student who is absent is required to present to the homeroom teacher a written excuse signed by a parent/guardian stating the reason for the absence. We need to know the reason for an absence on the day the child is absent. Doctor notes should be given to the school and/or office on the day it is issued by the doctor. These excuses shall be kept on file until the end of the school year. Any prolonged absence without prior notification to the school, exceeding 3 days requires a written note to be put in the student file. If a child is absent at the end of the trimester and it is not possible to make up the work because grades have closed, any concessions will be at the discretion of the teacher. Parents should talk to the teacher to discuss options.

Absences due to family emergencies, funerals, or bereavement - Families needing to travel OUT of the COUNTRY for funerals/bereavement, students will be given 10 days excused absence. Families needing to travel within the US for funerals/bereavement, students will be given 5 days excused absence. Teachers will let the parents know their child's classwork and homework will be found on the class blog (and/or on Seesaw or Google Classroom) and needs to be uploaded by the deadline for missing work to be accepted and graded by the teacher. Late work will not be accepted past the posted deadline for unexcused absences. The child's parents are responsible for making sure the office and teachers are notified of these special absences and must work with the teachers to ensure their child does not fall behind in their studies. Extended absences over what is allowed, may result in a child falling behind, requiring an academic contract, a possible registration hold and possible dismissal from the school the following school year, if it affects the number of school days a child is in school (see truancy policy).

If a student has had any **contagious or communicable disease, a note from a doctor or health department must be presented before the student is re-admitted to class. If a doctor note is presented after the prolonged sickness, this note will allow the child to return to school.**

If a student of grades K-8 has been absent or WILL BE absent for a number of days, a parent/guardian needs to clear this in

writing with the principal and give teachers adequate time to prepare assignments before the absence, not after the child has returned. This makes it hard for the school to allow the child to make up work missed. These absences should be kept to a minimum since the student misses the instruction that precedes the assignments. Additional work may be required upon the student's return. Parents and students are responsible for asking teachers for all missed work and working with the teacher to complete all makeup work and tests missed in a timely manner. For every day a child is absent, they have one day to make up the work if it is an excused absence. If this happens at the end of the trimester, the parents must meet with the teacher to discuss fair options. Prolonged unexcused absences can result in a low Work Habits grade, which affects the Citizenship award. Students must earn an O or A in Work Habits and an O or A in Behavior to earn the trimester Citizenship award.

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

If a student is habitually truant and parents cannot be reached by email or phone, this could affect the student's academic standing and promotion to the next grade level. This could also signal law enforcement and trigger a call to the Department of Child and Family Services (DCFS).

Schools may establish their own policy for determining what constitutes excused and unexcused absences. Excessive unexcused absences may result in the loss of academic credit. Care must be taken to monitor how many excused absences your student has accumulated. Excused absences contribute to excessive absenteeism, as do unexcused absences. Having more than 14 unexcused absences is considered excessive, following district guidelines.

To report an absence:

Parents/guardians may call the front office at 310-329-7170 starting at 7:30am to report a student absence that day. They may also email the front office AND the child's teacher by 8:30am that morning to report an absence. If you call and no one answers, please email this info to contact@stanthonygardena.org.

This info must be included:

1. Your name and relationship to the student
2. Your student's name and grade
3. Reason for the absence
4. The dates of absence being reported.

Attach all relevant documents to any email to excuse the absent date(s) in question. Note that over 14 excused or unexcused absences at this school is considered excessive and can lead to a registration hold or dismissal.

Valid Excused Absences Under California State Law

Excused absences are ones that occurs for reasons which are considered valid under California state law.

Care must be taken to monitor how many excused absences your student has accumulated. Excused absences contribute to excessive absenteeism, as do unexcused absences. Having **more than 14** excused absences is considered **excessive**, following district guidelines.

Excusable Absences

Under state law, *Education Code Section 48205* allows absences to be excused for the following reasons:

1.

Student illness, including an absence for the benefit of the pupil's mental or behavioral health.

2.

Quarantine under the direction of a county or city health officer

3.

Receiving **medical, dental, optometrical, or chiropractic** services.

4.

Attending **funeral services of a member of the student's immediate family**, for no longer than one day if services take place in California, and three days if services are held out of state.

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (*Education Code 45194, 48205*)

5.

Student's **jury duty** service in the manner provided for by law.

6.

Illness or medical appointment during school hours of **a child of whom the student is the custodial parent**, including absences to care for a sick child.

7.

Upon advance written request by the parent/guardian and the approval of the principal or designee, **justifiable personal reasons** including but not limited to:

o

Appearance in court

o

Attendance at a funeral service

o

Bereavement for an immediate family member

o

Observation of a holiday or ceremony of his/her religion

o

Attendance at religious retreats not to exceed four hours per semester

o

Attendance at an employment conference

o

Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

o

Other reasons requested in writing by the parent/guardian and considered legitimate by the principal or his/her designee



Such absences shall have prior approval of the principal or his/her designee. Students who contemplate absence for reasons other than those listed above, should request projected absence be excused by presenting a note from their parent/guardian to indicate approval or disapproval or disapproval with reasons for disapproval if the request is denied.



A request from a parent/guardian that a student's absence be excused shall not be granted if the principal or his/her designee believe that such approval would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students.

8.

Serving as a member of a precinct board for an election pursuant to *Education Code Section 12302*.

9.

Spending **time with a member of the student's immediate family who is an active duty member of the uniformed services**, as defined in *Education Code Section 49701*, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

10.

Attending the **student's naturalization ceremony** to become a United States citizen.

11.

Participating in a **cultural ceremony** or **event**.

12.

The student's engagement in a **civic** or **political event**, provided that the the school is notified ahead of the absence.

13.

Absences authorized at the discretion of a school administrator, as described in *subdivision (c) of Section 48260*.

Education Code Section 46014 allows absences to be excused for the following:

14.

Participation in religious exercises or to receive moral and religious instruction in accordance with district policy.

- In such instances, the student shall attend at least the minimum school day.
- The student shall be excused for this purpose on no more than four days per school month.

Topic-4-04-3

Extended Absences

If parents/guardians wish to temporarily take their child out of school for family reasons or for vacation, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. These could be considered unexcused, and students may get partial credit, if at all, at the discretion of the teacher. Anything past 14 absences would warrant a meeting with the principal to discuss a student's progress. Parents must notify the office and teacher of any absences ahead of time and on the days they are absent, give the office a reason for the absence each day they are out. Ideally, any medical notes must be provided on the day of the first absence as listed on the doctor's note. Anything over 14 excused or unexcused absences could lead to a registration hold or dismissal from the school.

Topic-4-04-4

Leaving School Early

Leaving School Early

Topic-4-04-5

Tardiness

Tardy:

A student is considered TARDY if he/she is not in line at morning assembly when the school bell rings at 7:50 a.m. Teachers will record daily attendance before morning prayer. Students must check in with the office and get a tardy slip if they arrive after morning assembly or when attendance has been taken in classes on Mass days. Tardiness is recorded daily by teachers at 7:50 am and then recorded on Gradelink on a student's official attendance register, which is a legal document.

Teachers will record attendance by 8:30am daily. If tardies are excessive (over 14 excused OR unexcused absences) in a school year, it could lead to a registration hold in February, suspension, or dismissal, since low attendance is disruptive and directly affects a child's learning and teaching. Excessive tardies can affect a child's Work Habits Grade, and will also affect the ability to earn the Citizenship Award at the trimester Awards Ceremonies. Parents will be notified of a possible truancy violation and the school will follow all CA compulsory laws and CA truancy laws by contacting the local authorities.

A family will be notified for excessive tardies, as it could affect their good standing at the school. Excessive tardies is a poor work habit and will be reflected in the Work Habits grade on the report card, which affects earning the Citizenship Award. Families should also be aware of the ADLA Administrative Handbook **Truancy policy that all Catholic school principals must follow**, when it comes to tardies, early pick ups and unexcused absences. Teachers can also let families know their rubric or grade level policy on how many unexcused tardies or absences will result in a lower grade in Work Habits and disqualify a child from receiving the Citizenship award. Even if the principal approves an excused absence, a child may not exceed 14 total excused or unexcused absences in a year without consequence.

Important: Both excused and unexcused absences count toward your student's absence rate.

Important: Both **excused** and unexcused absences count toward your student's absence rate. Absences cleared in Saturday School count as days present in school, and do not contribute to individual student absence rates.

***Regarding after school dismissal, the children have a 15 minute (3:00-3:15 pm) grace period from their allotted pick-up time before being sent to Daycare and being charged \$20 a day per child.

[Handbook Index](#)

Topic-4-04-6

Truancy

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

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

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

If a student has been absent without excuse, and it is impossible to contact the parents/guardians within 24 hours.

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

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

Topic-4-05-2

Parent Messages and Phone Calls

Parent Teacher Communication

Communication between parents and teachers is imperative for student success. Parents are encouraged to email teachers or call the teacher's extension and leave a message during school hours while instruction is taking place. Parents are asked to set up a phone or in-person meeting via email. Email correspondence is not for personal or in-depth conversations and should always be in a respectful tone addressing our professional educators, especially during the school day, when a teacher's time is reserved for tending to the education and care of children. There should never be parent teacher meetings held during

instructional time when students are seated in classrooms waiting for instruction, or during carline drop off or pick up.

Topic-4-05-3

Parent to School Communication

Teachers will get back to you about your concerns within 24 hours. This 24-hour policy does not include weekends. Teachers days off are Saturday and Sunday. Please do not expect a response from teachers on weekends. If you call leave a message on Friday, teachers will get back to you sometime on Monday. If you leave voice messages for teachers, they will check it after the school day

*Chain of command is for parents to speak to Teachers first, then administrators, but it is important to always keep Mrs Grey aware of issues and remember that she always has an Open Door Policy.

Section-4-07

Safety and Security Procedures

Admissions Policy

The following admission guidelines apply:

Each school should establish procedures for admission and enrollment.

Preferences shall be given to active members of the parish.

Section-4-08

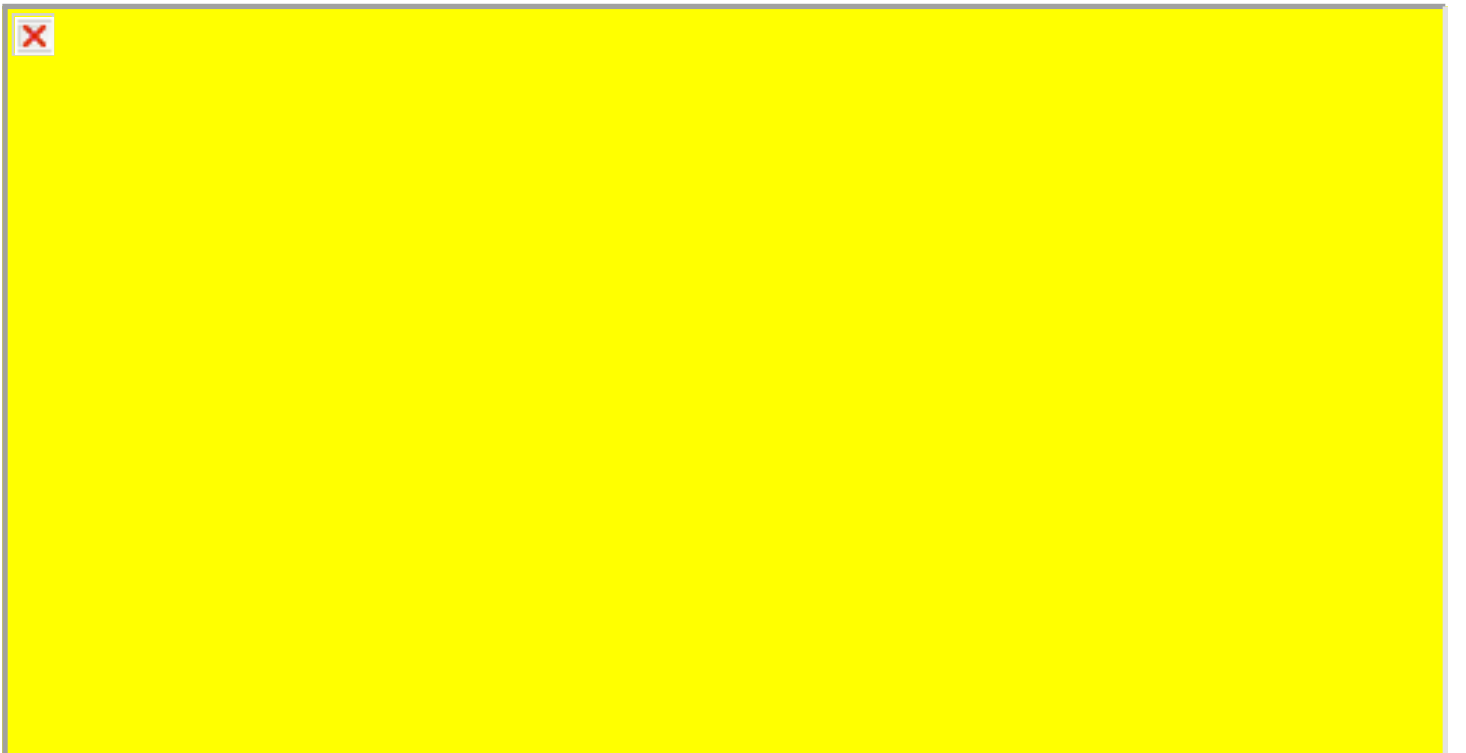
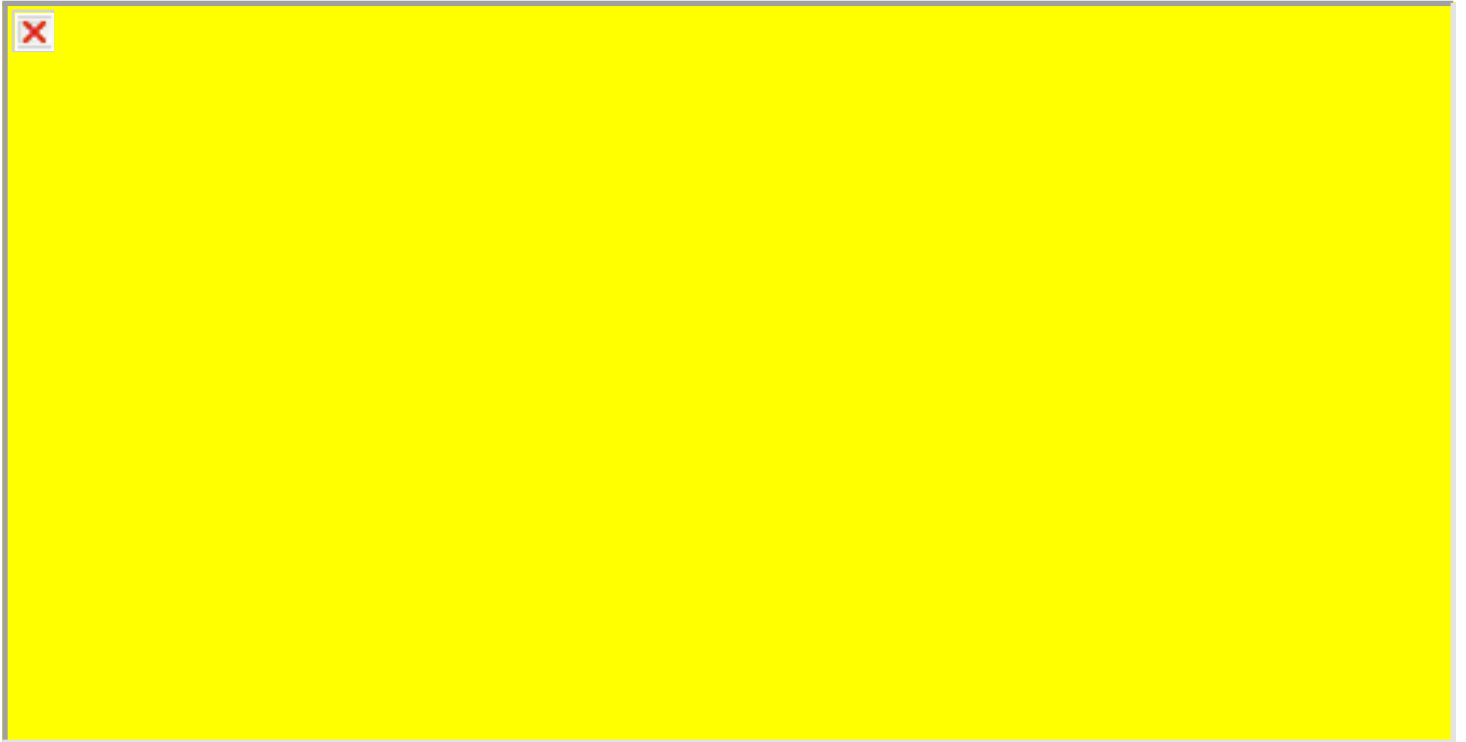
Arrival/Dismissal Procedures

Carline Drop off in morning:

Always enter on Berendo St. gate only. Follow cones and directions of traffic safety guards. Be careful for children crossing or playing. There is only one exit out the gate open that leads to 161st St. Parking area is designated below. Those families with young children or people with disabilities may be directed to the handicap parking for easy access to the office or school building, so they can avoid crossing the street using a designated crosswalk. Kindergarten and First grade students must be dropped off and picked up at the Kindergarten and 1st grade classroom by an adult. Students may not be left at the gate or in the parking lot to walk to class alone if they are in Kindergarten or first grade for safety reasons. Please adhere to specific directions given by your child's classroom teacher.

Section-4-09

Automobiles/Parking Lot



Topic-4-11-04

School Procedures for Immunization and Screenings

Health Records: Upon registration, each parent/guardian is asked to supply for their child, verification of immunization for polio, measles, rubella, mumps, diphtheria-tetanus, a Mantoux TB skin test and Hepatitis B. Students entering Grade K and new students in grades 1-8 are required to present a certificate from a physician describing results of a physical examination of the child, given during the last six (6) months. In the absence of such a certificate, parents/guardians must sign a waiver to indicate that they have strong reasons for preventing such an examination. Proof must be on file by September 15 or the child will have to remain at home. Given the recent law that was passed in CA regarding immunizations, new students may not be accepted, based on a lack of proof of immunization. Returning students may be required to get immunized, unless you were already here and were grandfathered in, if they want to continue their education at St. Anthony of Padua School

Topic-4-11-09

Allergies

https://handbook.la-archdiocese.org/Handbook%20Resources/medication_authorization_and_permission_form.pdf

Topic-4-11-12

Accident Procedures

Emergency Procedures

St. Anthony of Padua School

Disaster Procedures

Initial Response to Earthquake

Inside of a Building: Response by all persons (students, teachers, parents, staff)

1. **Drop down** to knees with back to windows.
2. **Duck and Cover** under desk, chair, or table if available. If not available drop where you are and assume classic “Earthquake Position” with arms covering back of head.
3. Hold furniture securely with both hands, when taking cover under it.
4. Evacuate upon your own discretion when shaking has stopped.
5. After evacuation, have students be seated in Student Control area facing away from the school, so students will not watch any emergency procedures that may take place. The teachers will take roll. Any persons unaccounted for should be noted on the roll sheet. Teacher will then hold up a

green card signifying all present or a red card signifying missing student(s).

6. When student is absent or not present at roll call teacher should immediately write the status of that student on their sheet and that sheet goes to the incident commander (Principal) at the appropriate time.
7. All teachers should report to the commander (Principal) to hand in status sheet.
8. Once all information has been gathered from the status sheets by the commander, the commander will deploy each team where they are needed.
9. Each team will be contacted by the commander on a periodic basis for status reports. The “school communication code” will be used.

Outside of Building (School yard):

Response by all persons (students, teachers, parents, staff)

1. Drop, Duck, Cover and Hold position.
2. Go to the middle of the yard, away from buildings (Due to possible broken glass and falling articles) vehicles and over hanging wires.
3. Students should be seated in Student control area facing away from the school, so children will not watch any emergency procedures that may take place. The teachers will take roll. Any missing, injured or trapped persons should be noted on the roll sheets.
4. While teachers are taking roll call, identify any student in immediate need, those students shall be directed to the commander.
5. All teachers should report to the Commander to hand in status cards to the Commander, if any and give class status.

Last updated: 1/19/2023

6. If teachers are not with their class during time of emergency, teachers should immediately go to where their class has been pre-instructed to meet after emergency.
7. Once all information has been gathered from the status cards by the commander (Principal), the commander will deploy each team where they are needed. Special note* Child control captain and their team should be the first to be deployed, immediately.
8. Each team will be contacted by the commander on a periodic basis for status reports. The “school communication code” will be used.

Fire Procedures

Inside of a Building:

Response by all persons (students, teachers, parents, staff)

1. Teachers take the emergency bag and lead students out of the building as quickly and calmly as possible.
2. After evacuation, have students be seated in Student Control area facing away from the school, so students will not watch any emergency procedures that may take place. The teachers will take roll. Any persons unaccounted for should be noted on the roll sheet. Teacher will then hold up a green card signifying all present or a red card signifying missing student(s).
3. When student is absent or not present at roll call teacher should immediately write the status of that student on their sheet and that she goes to the incident commander (Principal) at the appropriate time.
4. All teachers should report to the commander to hand in the status sheet.
5. Once all information has been gathered from the status sheets by the commander, the commander will deploy each team where they are needed.
6. Each team will be contacted by the commander on a periodic basis for status reports. The “school communication code” will be used.

Outside of a Building (School yard): Response by all persons (students, teachers, parents, staff)

1. Students meet teachers at Student Control area.
2. After evacuation, have students be seated in Student Control area facing away from the school, so students will not watch any emergency procedures that may take place. The teachers will take roll. Any persons unaccounted for should be noted on the roll sheet. Teacher will then hold up a green card signifying all present or a red card signifying missing student(s).
3. When student is absent or not present at roll call teacher should immediately write the status of that student on their sheet and that she goes to the incident commander at the appropriate time.
4. All teachers should report to the commander to hand in the status sheet.
 Last updated: 1/19/2023
5. Once all information has been gathered from the status sheets by the commander, the commander will deploy each team where they are needed.
6. Each team will be contacted by the commander on a periodic basis for status reports. The “school communication code” will be used.

Intruder/Lockdown Procedures

Response by all persons (students, teachers, parents, staff)

1. In plain language, make it known an intruder is on campus.
2. Everyone will run to the nearest door to hide from intruder.
3. Immediately close and lock doors without negotiation. Close all windows, turn lights/ fans off, block any windows on doors, and remain as quiet as possible.
4. Keep students inside huddled towards the nearest wall.
5. All students who may be in the bathroom, run to the nearest classroom, or hide in the bathrooms or anywhere else they can find.
6. Doors remained locked without negotiation until police or administration opens the door. 7. Use your best immediate discretion to preserve the safety of students.
8. If the lockdown is for a prolonged period of time, take out water and snacks for the students.

Last updated: 1/19/2023

CPR

Emergency Action Plan (EAP) St. Anthony of Padua:

Sudden cardiac arrest can happen to anyone in the school, mostly to adults, sometimes to children of any age, and not just student athletes. When there is a student with a known cardiac condition that puts him/her at increased risk for a sudden cardiac arrest, the plan is critical. Identify students ASAP.

*The most important thing is to be able to recognize an SCA (sudden cardiac arrest), so that 911 can be called and CPR can begin immediately. Sudden witnessed unresponsiveness, or finding someone unresponsive, is the first sign for all potential witnesses to know. There is also no purposeful breathing or respiratory movements observed. This means a sudden cardiac arrest until proven otherwise, and requires a 911 call, CPR for the victim and use of the AED. It's also important to know that:

- If the victim is not breathing normally (or is just gasping), CPR should be started immediately

- The victim may have some jerking movements that might make you think of a seizure • A blow to the chest can cause sudden cardiac arrest
- If there is any doubt, it's better to start CPR--you will not hurt the victim

*If these things are true, begin CPR with hard and fast compressions to the middle of the chest (on the lower half of the breastbone). Compressions should be 2 inches deep, and at a rate of at least 100/minute (to the beat of the song "Stayin' Alive"). **If others are present send one of them to call 911, and get the school's AED.** Someone else should be sent to the front of the school to direct EMS when they arrive. If no one else is around, the witness should call 911 before beginning compressions.

*For an adult or teen victim, the AED should be turned on, following the prompts and applying pads as soon as it arrives. For an elementary-age child, give CPR for 2 minutes, then turn on and apply the AED. You cannot hurt the victim with CPR or the AED. It will not shock someone who does not need to be shocked, so don't hesitate at all to put it on. Continue following AED prompts, providing CPR after every shock if prompted, and switching rescuers every two minutes until EMS arrives. Effective CPR buys you time, causing circulation and protecting heart and brain cells, until the AED can be used to jump start the heart's natural beat. ***Emergency Plan when a victim has been identified:**

1) Call/Yell "911 Emergency" or "CPR Emergency" to students or staff and the designated first responder team will notify other staff using overhead PA and/or walkies. (Maria, Angela, Carlos, Kelli, Nichole, Jessica G, Pablo) – Ensure 2 persons remain with victim.

2) Call 911 – (Sara, Angie, Carlos, Genesis, Angelica, Pablo)

3) Send the AED to the victim – **TURN IT ON!** (Sarah, Angela, Carlos, Kelli, Genesis, Marianne, Pablo)

4) Send someone to the front to direct EMS when they arrive and unlock gates (Sara, Angie, Carlos, Thomas, Steven)

5) Administer CPR within 1 minute if possible – 30 Compressions: 2 Breaths: 5 cycles

Last updated: 1/19/2023

Emergency Team

Team #1 Emergency Operations Center (EOC)

Commander: Angela Grey

2nd in Command: Thomas Lynch, Carlos Aguilar

Team #2 Search and Rescue/First Aid Staff

Team Captain – Michael Zahn

Member: Nicole Martinez

Member: Sr. Tho Pham

Member: Genesis Garcia

Team #3 School Hospital

Team Captain: Carlos Aguilar

Member: Angelica Gomez, Steven Richardson, Angelica Gomez

Team #4 Utility Mobile Team

Team Capitan: Pablo Flores

Member: Angie Grey, Thomas Lynch

Team #5 Child Control

Team Captain: Kelli McCabe

Member: Jessica Garcia, Monica Rubalcava, Marianne Dyogi Teacher aides

Team # 6 Parent Control/Release

Team Captain: Sarah Ray

Member: Marianne Dyogi

Emergency Vehicle Entrance Capabilities: Michael Zahn, and Pablo Flores

Last updated: 1/19/2023

Emergency Operations Center (E.O.C.)

Commander:

- a. Assumes overall command of the disaster, and manages the other teams
- b. Activates and manages the pre-designated command post site
- c. Responsible for presence and condition of staff and students
- d. Recruit any incoming parents
- e. Should interface with emergency agencies as they arrive on campus. Show map of school, indicate any injuries, and point out any hazards
- f. Commander should make all public statements to the press and disseminate information to the school community

Search and Rescue Team:

- a. Report to Commander
- b. Determine the number of missing students
- c. At the Direction of the Commander:
 - . Command Search of missing and trapped personnel
 - . Avoid going back into the building unless deemed possible and necessary by the commander.
- d. When search and rescue team approach rescue area, team members should separate by 5-10 feet and give walkie-talkie to the last member in line
- e. When searching for a missing person captain should try to identify where missing person was last seen.
- f. Captain should keep in constant contact with E.O.C.

School Hospital:

- a. Report to the Commander at the pre-designated E.O.C.
- b. When directed by the commander, set up and maintain the Hospital Center at the pre designated location. The center should be out of view from the students.
- c. Triage and treat injured students/staff
- d. Once the person enters the hospital center, the team should ID the patient as soon as possible. To ID –on masking tape, write the person’s name, school name, city and time of admission to center. Place tape around wrist or ankle.
- e. Maintain a treatment log and communications with the E.O.C. Compare names of treated victims with the list of missing students/staff.

*The decision to move injured victims from structures to the First Aid Center may be a difficult one. A severely injured person normally is not moved. However, in the event of a major earthquake, a second moderate to major after shock may occur, thereby, causing more damage to the structure at the injured student/staff location. This decision is rendered by the Commander.

Last updated: 1/19/2023

Utility Mobile Team:

- a. The utility team captain, after reporting with the E.O.C, should immediately gather the utility team and proceed to the storage area. All supplies marked with a P=Priority should be rapidly taken to the Emergency Operations Center to expedite. Utility team should disperse the night warning system upon orders by the emergency commander.
- b. The E.O.C. Commander will direct the team leader regarding the necessity of utility shut offs.
- c. Sweep/shovel glass and other debris from walk/pathways utilized by disaster teams.
- d. Transport injured victims to the First Aid Center by stretcher or other means.*

*The decision to move injured victims from structures to the First Aid Center may be a difficult one. A severely injured person normally is not moved. However, in the event of a major earthquake, a second moderate to major after shock may occur, thereby, causing more damage to the structure at the injured student/staff location. This decision is rendered by the Commander.

Student Control:

- a. To assist in controlling the student body, team members should position themselves at every corner around the student body.
- b. Members should identify student in student control who are injured. When injured students are identified, the captain shall immediately report them to the E.O.C.
- c. Provide continuous emotional support to the students.
- d. Dispense water as needed.
- e. Escort student to sanitation area as needed.
- f. Upon commander's order, student control team shall organize children into family groups by alphabet for expedient release.

Parent Control:

- a. Report to the E.O.C. at the pre-designated site. (The Berendo Gate)
- b. Establish student/parent release center at pre-designated location, as indicated on the map.
- c. Commence releasing students to their parent or a preauthorized adult.
- d. Maintain all records of releases.
- e. Provided status report to E.O.C. commander as needed or requested.

Parent Control Areas

The parent control areas should be guarded by all parent control team members. When parents/guardians come into area to find their students, a team member should verbally identify the parent/guardian and tell them where to retrieve their student. When the parent/guardian and student are leaving campus, the parent control team member should take the students emergency card, have the parent/guardian sign the card and write their destination after they leave campus (for any family members who may show up for that same student), students should be released.

* Special Note – If the parent control team member does not recognize the parent/guardian he/she may ask for a photo I.D. The team captain and commander should be notified to resolve any conflict or questions. Last updated: 1/19/2023

ROUTINE PROCEDURES AND RULES

Safety Policies

Responsibility of Home:

Parents/Guardians are responsible to determine a safe method of transporting the student to and from school. They are asked to use a reasonable speed (5 mph) on school grounds and obey the traffic pattern. The school cannot be responsible for students who loiter on the way to and from school. In order to establish the students' whereabouts, parents/guardians should know the time of the students leaving home and arriving at school.

□

Parents/Guardians are also responsible to provide the school with information on emergency cards stating who can be contacted in case of a student's emergency. On the yellow emergency card, an earthquake release form is also completed stating to whom the child may be released in the event of an earthquake or other disaster. In the event of earthquake or other

disasters, parents/guardians are responsible for prompt pickup of their students.

□

Responsibility of School: The school provides first aid for minor injuries and contacts the parent/guardian in case of a student's illness or accident. Parents will be notified by phone, email, or by written note if a child has been injured. The school or person in charge of the child will fill out an accident report form that will be sent home that day, if the severity of the injury warrants one.

□

Drills: The school also conducts monthly drills for evacuation of the building in case of fire, lockdown, earthquake or other emergencies and natural disasters. Drills are conducted to provide practice for safety in case of such emergencies. They are required by law and should be considered as serious matters. Complete cooperation with rules and procedures regarding quiet and safe movement is expected from each student

Mass Days: School Masses take place every Friday from 8am-9am. For safety reasons, school children are never allowed to use the church bathrooms at the front of the church during school hours. Those bathrooms are open to the public. To ensure safety, K-3 students must go to the restrooms by the lunch tables in the Hall and will be supervised by an adult who is school personnel. Students in grades 4-8 can go in pairs, but an adult will be standing outside the bathroom to monitor their safety, since gates are open at that time.

Section-4-14

International Students

International Students

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

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

 [CJSF and NJHS Intro.docx.pdf](#)

St. Anthony of Padua recognizes students in grades 3-8 who have earned First and Second Honors and acknowledges students in grades K-8 who have earned the Citizenship Award. **Citizenship Awards are earned when a student earns an O (grades K-2) or an A (grades 3-8) in both Work Habits and Behavior** on their report card. These are given out once per trimester at the awards ceremony. These awards are determined after the trimester has ended. Gradelink is blocked about a week before the end of the trimester, so teachers can work on comments and finalize grades. Parents will be notified if their child is receiving an award by the child's teacher, usually the 3-7 days before the Awards ceremony, after grades are finalized. The trimester awards ceremony takes place about a week after the trimester ends, so the window to find out if a student received Citizenship can be small one. Teachers are asked to give these awards based on a rubric. Parents and guardians may ask the teacher what the criteria is for their child to be able to earn this prestigious award. Students who get a detention in a trimester, will not be eligible to receive this award, but can try again the following trimester.

CJSF (CA Junior Scholarship Federation) and NJHS (National Junior Honor Society) are honors that junior high students can earn. Students who graduate with these two distinct honors exhibits a great blend of service and high academics.

A school official or staff member facilitates this program as the adviser. These are nationally recognized honors that students at St. Anthony's are given the opportunity to aim for. The website is below:

<http://csf-cjsf.org/membership/>

NJHS is a separate award from CJSF. Our school has membership in NJHS to take part in this program. The website is below:

<https://www.njhs.us/students/membership/how-to-become-a-member?SSO=true>

Current 6th, 7th, and 8th graders will be able to reap the rewards of these distinguished awards.

Topic-5-01-3

Homework

Curriculum

The St. Anthony of Padua School curriculum stresses a fundamental educational program integrated with the Catholic/Christian philosophy and values. Our curriculum meets the [content standards set forth by California State Board of Education](#).

Students receive instruction in the following areas:

- Religion
- Language Arts (Reading, Grammar, Writing, Spelling, Handwriting, Accelerated Reader)
- Mathematics
- Science
- Social Studies
- Music & Art
- Physical Education

Classroom teachers are responsible for all subjects taught to the respective grades except for Physical Education and Music, which are taught by our physical education and music teachers respectively.

Our Junior High (6th-8th) is departmentalized.

Curriculum Maps

Click on the following links to view/print the detailed curriculum maps used for the corresponding grade level:

- Kindergarten (**2022-2023**)
 - [Curriculum Map](#)
- First Grade (**2022-2023**)
 - [Social Studies Curriculum Map](#)
 - [Religion Curriculum Map](#)
 - [Math Curriculum Map](#)
 - [Grammar and Writing Curriculum Map](#)
 - [ELA Curriculum Map](#)
 - [Science Curriculum Map](#)

- [Second Grade \(2021-2022\)](#)
 - [Description of Curriculum](#)
 - [Journey Curriculum Map](#)
 - [Writing Curriculum Map](#)
 - [Social Studies Curriculum Map](#)
 - [Science Curriculum Map](#)
 - [Grammar Curriculum Map](#)
 - [Handwriting Curriculum Map](#)
 - [Religion Curriculum Map](#)
 - [ELA Reading Curriculum Map](#)
 - [Math Curriculum Map](#)
- Third Grade **(2022-2023)**
 - [Reading Curriculum Map](#)
 - [Religion Curriculum Map](#)
 - [Language Arts Curriculum Map](#)
 - [Math Curriculum Map](#)
 - [Science Planning Guide](#)
 - [Social Studies Curriculum Map](#)
- Fourth Grade **(2022-2023)**
 - [English Language Arts Curriculum Map](#)
 - [Math Curriculum Map](#)
 - [Reading Curriculum Map](#)
 - [Religion Curriculum Map](#)
 - [Science Curriculum Map](#)
 - [Social Studies Curriculum Map](#)
- Fifth Grade **(2022-2023)**
 - [Religion Curriculum Map](#)
 - [Social Studies Curriculum Map](#)
 - [Science Curriculum Map](#)
 - [Math Curriculum Map](#)
 - [Grammar and Writing Curriculum Map](#)
 - [Reading Curriculum Map](#)
- Junior High **(2022-2023)**
 - Sixth Grade
 - [Math Curriculum Map](#)
 - [Social Studies Curriculum Map](#)
 - [Religion Curriculum Map](#)
 - [Science Curriculum Map](#)
 - Seventh Grade
 - [Math Curriculum Map](#)
 - [Social Studies Curriculum Map](#)
 - [Religion Curriculum Map](#)
 - [Science Curriculum Map](#)
 - Eighth Grade
 - [Math Curriculum Map](#)
 - [Social Studies Curriculum Map](#)
 - [Religion Curriculum Map](#)
 - [Science Curriculum Map](#)
- Music and Theatre Arts **(2022-2023)**
 - [Music and Theatre Arts](#)

- Physical Education (2022-2023)
 - [PE Curriculum Map](#)

Topic-5-01-4

Graduation Requirements

8th Grade Clearance

Graduation Gowns are for individual sale to each student for the 8th grade graduation activities. Students need to bring their caps and gowns to school for Graduation picture Day and wear them for their Graduation Mass and Ceremony. All fees and outstanding balances must be paid in full before the graduation ceremonies and before leaving campus so students and parents can pick up the child's report card in the office. Students will not receive report cards if there is an outstanding balance.

All balances must be clear below by graduation date:

Tuition _____

Graduation Fee _____ (\$150)

Student Service Fees _____

Book Fees _____

Hot Lunch IOUs _____

Fundraisers _____

English _____

Math _____

Science _____

Sports _____

Library _____

As soon as your account is clear we will issue the graduation gown and your child will be allowed to graduate and receive a St. Anthony of Padua School diploma.

Topic-5-02-1

Assessments

Assessment

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

Topic-5-02-2

Grading Scale

INTERPRETATION OF GRADES

St. Anthony of Padua Elementary School uses the Pupil Development Report of the Archdiocese of Los Angeles Elementary Schools. In Grades 3-8 the following is used:

A. Grades K - 2

Subjects: O = Outstanding; G = Good; S = Satisfactory; NI = Needs Improvement

Skills: + = Areas of Strength; Check = Areas for Improvement

The grades the students receive are based on the following criteria: oral reading, oral responses, class participation, and daily seatwork, which reinforce the skills taught.

B. Grades 3-8

Subject Areas **Skill Areas**

A(93 - 100)Excellent O Outstanding

B+(90 - 92)G Good

B(87 - 89)Very Good S Satisfactory

B-(85 - 86)NI Needs Improvement

C+(80 - 84)

C(75 - 79)Average

C-(70 - 74)

D(65 - 69)Poor

E(0 - 64)Not Passing

The grades the students receive are based on the following criteria:

Tests, quizzes, and some written class work and homework are scored with a percentage, which is converted to a letter grade.

Class participation, book reports, projects, and compositions are graded more subjectively and therefore a letter grade is assigned. For these, the students know the expectations and must follow the guidelines set for the assignment.

Topic-5-02-3

Elementary School Grade Reporting

Gradelink: Grades may be accessed online using the Gradelink website. Please find the link below to a training video for https://help.gradelink.com/?page_id=5243

The video will always be of access after logging into the website. The only time this won't be active is during the blackout period which is two weeks prior to the release of report cards so teachers can update final grades and finish editing comments. In addition Gradelink notifications are available via email

Report Card Information

Frequency: At St. Anthony of Padua, we give out report cards once a trimester. They are handed out during the week following the end of the grading period at an Awards Ceremony in the church, where Citizenship, First Honors, and Second Honors are also awarded to deserving students who earned them. Progress reports or failure notices are issued at the middle of each trimester. Open and frequent communication between teachers and parents/guardians is highly recommended and encouraged. Please be sure your child's teacher has your most updated contact information and the best way to contact you. This can be given specifically to your child's teacher at Back to School Night in September. Parents can also get email/phone notifications from Gradelink whenever a teacher adds or updates a grade. Your teacher has your child's ID and Password so you can check his/her grades at anytime, except the small window when grades are closed before report cards are issued.

Reports for Separated Parents: Special requests should be made to the office in writing when separate reports are needed for separated parents/guardians. Reports can be mailed.

Failing/Progress Reports: Reports are sent home at the mid-point of each report card period to inform parents/guardians of poor performance in academic subjects, conduct, or in attitudes and health.

Report cards represent a summary of an entire trimester's work. Teachers send home student work each week, so parents/guardians must review this work on a regular basis to get a pulse on how the student is doing and what to expect during reporting periods. The level of parents'/guardians' interest and support for their child can alter student academic performance in a positive way. Returned work and important school information is usually sent home in the yellow parent envelopes each Tuesday.

Excessive absences of fifteen or more days during a trimester may result in the holding of the report card grades until the work is made up.

Topic-5-02-5

Make-Up Work/Absences

Incomplete Grades: If the student does not complete the assigned work missed due to absence or other reasons, they will have appropriate time to make up their work. However, incomplete work not made up will be entered as a zero on the report card. A letter grade will be issued on completion of that work within the time designated by the teacher.

Topic-5-02-6

Course Deficiency/Failure

Probation and Retention Policies

Students, who do not cooperate with the school program, either academically or behaviorally, may be placed on probation. This procedure requires close cooperation and consistent communication among teacher, principal, parents/guardians and the student. A student who is failing in two or more major subjects may be retained in that grade level after principal, teachers, and parents/guardians agree on how the students' needs can best be met. The decision to retain a student in the present grade shall be based upon a consideration of the overall welfare of the student. (i.e., carefully weighing academic, social, and

shall be based upon a consideration of the overall welfare of the student, (i.e., carefully weighing academic, social, and emotional factors). The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention. A conference is held to analyze such problems and to explore alternative solutions. The principal, teacher, parent/guardian and student sign a report form summarizing the conference. They agree on a target date to provide a suitable length of time for the student to demonstrate improvement. During this interval, the teacher sends a weekly progress report to the parents/guardians. On the specific date, a second conference is held to assess progress to date. If necessary, an extension of time is allowed. If probationary measures are ineffective in correcting the problem, a transfer may be recommended, pending the Pastor's approval.

After all steps are taken, students in this case, may be recommended to transfer to another school. An "F or NI" in conduct is unacceptable. Consequences for an "F/NI" in Conduct may include termination of enrollment at St. Anthony's.

Topic-5-02-7

Conduct/Citizenship Grades

Awards:

In all grades emphasis is placed on enhancing each child's self image.

Citizenship Honors in grades three through eight will be awarded to those students who have earned and maintained an Average in both "Responsible Behavior" and "Work Habits and Study Skills" throughout a trimester.

Academic First Honors will be awarded to students with A in Religion, Reading, English, Spelling, Handwriting, Math, Social Studies, Science, P.E. and Music throughout a trimester. (A is an exceptional grade.)

Academic Second Honors will be awarded to students who with no grade lower than B- in Religion, Reading, English, Spelling, Handwriting, Math, Social Studies, Science, PE, and Music throughout a trimester.

Section-5-04

Recess and Lunch/Nutrition

Lunch Program

ALVARADO CATERING will process all lunch forms.

Information you need to know:

- No credits will be given for field trips. If you know your child will go on a field trip, please do not order lunch on those dates.
- We will give credit if your child is absent from school. Please take the credit on the next lunch form. Example: If you pre-ordered 20 meals in September and your child was absent two days in September you have two credits for October. You pre-order 18 meals on the October menu but you will pay for only 16.
- For all the students who purchase meals on a daily basis: Students will now need to pay during recess break at 10:00 am. A Kitchen staff member will be taking your payment by the benches near the office and your child will receive a red ticket. The red ticket needs to be presented in the cafeteria during lunchtime.
- Dessert will be discontinued from the meals. Instead we will offer yogurts or Jell-O. Only on Fridays we will serve ice cream.
- We are not going to provide IOU lunches. Please be sure to provide your child with a sack lunch. An emergency meal will be available for \$4.50+ and has to be paid on the next business day. Alvarado Catering will invoice you, not the school.
- Do not worry, the way we process the hot lunch payment is the same way the school did before.

- We will charge a fee of **\$25** for any check returned unpaid by the bank.
- Any questions, please call 323-477-9562 or email Elizabeth Alvarado at elizabethalvarado660@gmail.com

Please return Lunch Order Form to the office on due date. Menu can be found website or in parent envelope each month.

Recess Schedule: 10:00 AM to 10:15 AM

Lunch Schedule: K-3rd 12:00 PM-12:45 PM 4th-8th 12:15 PM-1:00 PM

***subject to change at any time**

Section-5-05

Supplies and Textbooks

Textbook/Resource Selection and Replacement

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

Section-5-06

Honors and Awards

Awards:

In all grades emphasis is placed on enhancing each child's self image.

Citizenship Honors in grades K-8 will be awarded to those students who have earned and maintained an "A" or "O" Average in both "Behavior" and "Work Habits" throughout a trimester. The Behavior grade is based on respectful, responsible, Christian behavior in and out of the classroom. A child who earns a detention in one trimester is not eligible for the Citizenship award that trimester. A child's Work Habits grade looks at study skills and responsibility in the classroom. The Work Habits grade is also based on the number of unexcused absences and tardies in a trimester. Each grade level has a rubric to follow. For instance in grades K-2, if a child has 5 or more unexcused tardies, that will lower their Work Habits grade, and will disqualify them that trimester for the Citizenship award, as it is important to come to school on time every day to maximize learning.

Academic First Honors will be awarded to students in grades 3-8 only, with an A in Religion, Reading, English, Spelling, Handwriting, Math, Social Studies, Science, P.E. and Music throughout a trimester. (A is an exceptional grade. An A equates to a 93% and above average in any given academic subject).

Academic Second Honors will be awarded to students in grades 3-8 with no grade lower than B- in Religion, Reading, English, Spelling, Handwriting, Math, Social Studies, Science, PE, and Music throughout a trimester.

CJSF and NJHS Awards

St. Anthony of Padua School prides itself with a curriculum that stresses a fundamental educational program integrated with the Catholic/Christian philosophy and values.

To round out our school awards (Citizenship, Academic 1st and 2nd Honors), we are proud to have junior high school honor clubs where our students can strive for academic excellence and be recognized for these accomplishments as they continue onto high school.

We are pleased that our school has established chapters with

- National Junior High Society (NJHS)

California Junior Scholarship Foundation (CJSF)

*Service hours earned for Religion can also be used towards these honor society service requirements.

California Junior Scholarship Foundation (CJSF)

- St. Anthony of Padua has a Chapter Number 1324 this summer.
- Like CSF (California Scholarship Federation in high school), CJSF emphasizes service to the school and community while fostering pride in scholastic achievement.
- Membership is open to 7th and 8th grade students. Students apply each trimester. 5 hours of service (15 hours total for the year) is required.
- Students that hold membership for 2 trimesters in 7th grade and 2 trimesters in 8th grade will be awarded the CJSF Honor Award.
- Honor Award Seal is placed on their diploma and they will wear the CJSF gold pin at graduation.

CJSF Awards for 8th graders in the first trimester

The qualifications for membership in the **California Junior Scholarship Federation (CJSF)** are as follows for 8th graders: **Grades are taken from the 3rd Trimester that ended June of the previous school year**
CJSF emphasizes service to the school and community as well as scholastic achievement. To earn **membership for the las**

CJSF Awards for 7th graders

CJSF is an honor society open to 7th and 8th graders. It emphasizes high standards of service, scholarship, and citizenship students. CJSF encourages service to the school and community while fostering pride in scholastic achievement.

AFTER receiving their 1st Trimester Report Card, the adviser will email families of 7th and 8th grade students Friday, November 1st. They complete the CJSF Application and return to school No Later than the last week of November.

The Application fee of \$5 and completed application must be received by the end of November.

Students will need to include their specific Community Service Hours as well as a copy of their 1st Trimester Report card.

NJHS Awards

National Junior High Society (NJHS)

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students.

More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in 5 areas: scholarship, service, leadership, character, and citizenship.

Academic Probation, Retention/Transfer

Probation and Retention Policies

□

Students, who do not cooperate with the school program, either academically or behaviorally, may be placed on probation. This procedure requires close cooperation and consistent communication among teacher, principal, parents/guardians and the student. A student who is failing in two or more major subjects may be retained in that grade level after principal, teachers, and parents/guardians agree on how the students' needs can best be met. The decision to retain a student in the present grade shall be based upon a consideration of the overall welfare of the student, (i.e., carefully weighing academic, social, and emotional factors). The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention. A conference is held to analyze such problems and to explore alternative solutions. The principal, teacher, parent/guardian and student sign a report form summarizing the conference. They agree on a target date to provide a suitable length of time for the student to demonstrate improvement. During this interval, the teacher sends a weekly progress report to the parents/guardians. On the specific date, a second conference is held to assess progress to date. If necessary, an extension of time is allowed. If probationary measures are ineffective in correcting the problem, a transfer may be recommended, pending the Pastor's approval.

After all steps are taken, students in this case, may be recommended to transfer to another school. An "F or NI" in conduct is unacceptable. Consequences for an "F/NI" in Conduct may include termination of enrollment at St. Anthony's.

Transfer: If, due to moving or any other reason, the student transfers to another school, St. Anthony School will forward a transcript of records after the new school requests it. If your child leaves before your tuition contract ends, the individual who signed the contract is responsible for the remaining balance.

□

Section-5-11

Summer School

Summer Programs

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

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities

Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.

All summer program finances shall be posted in the school ledger

The summer program staff shall participate in an orientation that includes:

- o The mission of the Catholic school
- o Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors
- o Field trip policies
- o Safety and health procedures, i.e., first aid and CPR
- o Supervision of students
- o Emergency/Disaster plans

Section-6-01

Before & After School Policies and Programs

Extended School Day Programs

The decision to provide an extended school day program shall be made jointly by the principal and, and, in the case of parish schools, the pastor, after careful and thorough consideration of the responsibilities, liabilities, and long-term consequences. If the school decides to offer an extended school day program, the school must consider the following points:

The program must be consistent with the school's philosophy and mission

The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel

Section-6-02

School Field Trips and Excursions

Field Trips and Transportation

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.

Schools may plan field trips for one or more days including overnight field trips. Schools, at their 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

Preparation, follow-up, and specific educational goals for students

Topic-6-04-1

Election rules

St. Anthony Of Padua Student Government are leaders that represent our school and community! Candidates running must have all requirements:

1. Students running should not have any D's or F's.
2. Must fulfill all responsibilities of their office
3. Must attend all meetings during lunch or after school
4. Must be able to stay after school to help in all fundraisers

Please write your name and grade:

Student Government Position (PLEASE CIRCLE ONE):

Commissioner General School Spirit

Secretary Commissioner of Finance Girls Commissioner of Athletics

Boys Commissioner of Athletics Publicity Religious Affairs

Commissioner of Buildings and Ground Commissioner of Service Plan

You will need 4 nominations: 2 will be from two teachers and 2 will be from two students. This will serve as your nomination, usually this would have to be signed and turned but due to our current situation you may collect 4 emails 2 from teacher and 2 from students. Each email must explain why that person is nominating you for the position you are running for. Teacher 1. 2. Student¹. 2.

- From May 20th-27th you will be have the opportunity to campaign for your position online. **ALL** posters , flyers or videos must be approved by Mr.Perry before being posted on the Campaign Google Classroom
- May 27th will be Speech and Election Day, your video must be ready to be posted and played by this day.

Topic-6-04-2

Authority

Student Government

Student government can be an effective means of developing leadership, a sense of responsibility, and good citizenship among students.

The goals of student government are to:

- Represent the student body and provide leadership and governing opportunities
- Encourage all students to become active members of the entire school community
- Enable students to plan and sponsor events and activities

Section-6-05

Clubs/Organizations/Honor Societies

Extracurricular found here <http://www.stanthonygardena.org/programs/>

All students in any after school extracurricular activities including sports, theater, Folklorico, Student Government, etc. must not have any D or F's in any subject (PE and Music Included). Students who do have a D or F grade, they may have an academic contract put in place to help the student raise their grades.

Topic-6-06-2

Graduation Celebration/Grad Night

Graduation

Ordinarily, students who satisfactorily complete eighth-grade courses participate in a simple but dignified graduation ceremony at the school.

Graduation exercises shall not take place earlier than within the week preceding the last day of the school year.

Topic-6-07-2

Additional Student Publications Information

Additional Student Publications Information

<https://handbook.la-archdiocese.org/chapter-12/section-12-5>

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

PARENT/GUARDIAN AGREEMENT FOR AFTER -SCHOOL CARE

I AUTHORIZE THE FOLLOWING PERSON(S) TO SIGN OUT MY CHILD/CHILDREN:Child/Children
Name(s)_____

1. _____ Name Relationship
 Phone # Home & Cell: _____
 Relationship Phone # Home & Cell _____

3. _____ Name
 Relationship _____ Phone # Home & Cell _____

4. _____ Name
 Relationship _____ Phone # Home & Cell _____

(FOR ANY EXCEPTIONS TO THE ABOVE, THE PARENT/GUARDIAN MUST PHONE THE SCHOOL OFFICE BEFORE NOON ON THE DAY OF THE TEMPORARY CHANGE)RE: FINANCIAL OBLIGATIONBecause the after-school care program is primarily a service to those parents/guardians who need additional supervision for their children. I know that the school cannot afford to track late day-care accounts. I am also aware that my child/children will not be eligible for after-school care if my bill has become delinquent and that I must, in that case, pick up my child/children within fifteen minutes after the school dismissal. Therefore, I AGREE TO PAY AFTER-SCHOOL CHARGES WITHIN ONE WEEK AFTER BILLING

Section-6-10

Student Identification Cards

Student publications are an important component of the instructional program and contribute directly to each school's goals.

The principal is the publisher and has the legal responsibility for all student publications, including the newspaper, **yearbook**, and website. All school publications must observe [copyright laws](#).

The principal may appoint a moderator who exercises control over submitted material. Before the material is printed and distributed, the moderator must review all material and submit a copy of the publication to the principal for approval.

Additionally, the principal (or the moderator, if one has been designated), shall:

- Establish a clear understanding of the purpose of the publication and the limitations on the editor's authority
- Confirm that topics are in good taste
- Assure that [material complies with Catholic teaching](#)
- Encourage students to treat others respectfully and avoid personally attacking people
- Require that students check facts carefully before publishing a story
- Obtain the necessary signature on the Parent/Guardian Release for Student or Minor (Newspaper/Yearbook)

Obtain the required signature on the Parent/Guardian Release for Student or Minor (Noncommercial) ([English version](#) and [Spanish version](#)).

Topic-6-12-01

School Athletic Handbook [if applicable]

SPORTS PLC/Athletic Director

 [SPORTS PLC_Athletic Director_2022-23.pdf](#)

Topic-6-12-02

Sports by Season Pep Squads, Cheer

Sports

After-School Sports Program



St. Anthony school offers after-school sport

opportunities for our older students, including Girls Volleyball, Girls and Boys Basketball, and Girls and Boys Soccer. Students in grades 6th-8th can participate on the Varsity teams, while students grades 4th-7th can participate on the Junior Varsity teams. We are proud to be a part of the Big South League. We continually encourage the students to be the best they can be. Participating in sports helps students develop time management skills and cooperation skills. If you have any questions, please contact our Athletic Director, Ms. Mahar, at jmahar@stanthonygardena.org.

[Boys Varsity Basketball Schedule Winter 2018 – Catholic Youth Organization](#)

St. Sebastian Sports Project Partnership



The Saint Sebastian Sports Project (SSSP) provides St. Anthony of Padua



SAINT SEBASTIAN PROJECT

Supporting Catholic Schools Through Sports
saintsebastianproject.org

with resources critical to building quality team sports programs. In addition, SSSP holds clinics to enhance coaching skills and hosts flag football, volleyball, basketball and soccer tournaments. To expose students to college opportunities, SSSP has partnered with Loyola Marymount University to sponsor fun-packed sports days. Finally, in 2017, SSSP hosted it's first "Leadership Academy" to help prepare outstanding eighth grade scholar-athletes for the transition to high school. SSSP is changing lives, one game at a time. www.saintsebastianproject.org





Topic-6-12-03

Selection Process/Requirements for Participation

St. Anthony Of Padua Extracurricular Requirements:

1. Must not have a D or F predicated on Thursday grade checks.
2. Must fulfill all responsibilities of their activity.
3. Must attend all meetings and practices.
4. Must attend school in order to participate in any practices, meetings or games.

Topic-6-12-04

Athletic Medical Clearance

Medical Release Form



[Medical Release Form.pdf](#)

Topic-6-12-05

Injuries and accidents

Accident Procedures

Each location shall establish a procedure to follow in case of an accident. All accidents occurring on archdiocesan property or at an archdiocesan-sponsored event off the property must be reported immediately to the [person in charge](#) and to the [Insurance Department](#) at the archdiocese. If appropriate, 911 should be called.

Each location should identify persons who are trained in emergency [first aid procedures](#) and ensure that the persons can be contacted readily in case of an accident that results in an injury.

Responding to an Injury

If an accident occurs and a person is injured, determine if the person needs immediate medical attention. This will depend on how serious the injury is or it appears to be: Is it life threatening (very serious) or non-life threatening (less serious or minor)?

When the Injury is Life Threatening

Call 911. Also call the injured person's emergency contact. Do not move the person unless he or she is in immediate danger of further injury. Cover the person and arrange for someone to meet the paramedics and bring them to the injured person.

Note: If a serious injury, serious illness, hospitalization or death of an employee occurs in a place of employment or in connection with any employment, regardless of whether the accident occurs during business or non-business hours, California requires the employer to report immediately (within 8 hours) to [the nearest District Office of the Division of Occupational Safety and Health \(Cal/OSHA\)](#); see [Reporting Work-Connected Injuries](#). Notify the [Insurance Department](#) of the archdiocese immediately as well.

Each location should have persons who are trained in emergency [first aid procedures](#).

When the Injury is Not Life Threatening

Administer minor first aid and then make the person comfortable.

If the injured person is an employee and needs medical attention, then arrange to transport the person to the location's assigned medical panel facilities. Contact the [Insurance Department](#) at the archdiocese for help and further instruction. See the [Medical Care Location Sheets](#).

If the injured person is not an employee or student and needs medical attention, then provide help:

- Ask if the paramedics should be called. If so, dial 911 and then give the phone (if practical), to the injured person to make the arrangements directly.
- Ask if anyone else should be notified. If so, call that person on the injured person's behalf.
- File an accident report with the archdiocese, as described in [Reporting an Injury or Accident](#).

Note: Any injured person or a student/minor's parent/guardian has the right to refuse a medical examination and treatment. In this event, ask the person to sign the [Refusal of Medical Examination and/or Treatment for Non-Employees and Non-Students](#). If the injured person refuses to sign the Refusal document, make a note on the form that it was offered to the person.

Reporting an Injury or Accident

The person in charge must report all injuries and accidents to the Insurance Department. Serious accidents should be reported immediately by phone, email, or other electronic communication. Follow up with written reports. See [Work-Related Injury Reporting](#) for injuries and accidents involving employees.

Notice requirements

The person in charge at the location must:

- Notify parents/guardians of any minors/students of injuries to their minors/students; locations should maintain a complete and current [Emergency Card for each minor/student](#)

- For non-employee accidents, complete the [Incident/Accident Report \(Non-Automobile\)](#) and send it to the [Insurance Department](#)
- For employee accidents, refer to [Section 5.2.8](#)
- Report all serious injuries immediately by phone, email, or other electronic communication to the [Insurance Department](#), [Office of the Legal Counsel](#), and [Communications Department](#)
- In addition, report all serious injuries involving schools immediately by phone, email, or other electronic communication to the Department of Catholic Schools at 213-637-7300
- In addition, report all non-employee serious injuries involving cemeteries or mortuaries to the Cemeteries and Mortuaries Department at 323-524-7691
- Notify appropriate governmental entities (e.g., the Department of Building and Safety, Department of Public Health)
- Relay all press inquiries to the [Communications Department](#) for a response.

Forms to Complete

When an employee is injured, the matter is handled through [workers' compensation](#). See [Section 5.2.8](#). Contact the Insurance Department at the archdiocese for assistance related to handling and reporting the injury.

When a student in a school or religious education program or a participant in any youth activity sustains a minor injury, complete the [Notice to Parent/Guardian of Injury to Minor](#). For serious injuries or accidents, complete the [Incident/Accident Report \(Non-Automobile\)](#), and for school students, complete the Myers-Stevens [Student Insurance Claim Form](#) as well. See [Student Accident Insurance](#).

When a volunteer is injured, the person in charge must complete the [Incident/Accident Report \(Non-Automobile\)](#) and submit it to the Insurance Department. Make a copy for record-keeping.

When a third person (e.g., a visitor, parent/guardian, or bingo player) is injured, the person in charge must complete the [Incident/Accident Report \(Non-Automobile\)](#) and submit it to the Insurance Department. Make a copy for record-keeping.

When a volunteer, student, or third person slips/trips and falls at the location, also complete the [Slip/Trip & Fall Accident Evaluation Checklist](#).

If the injury or accident involves a vehicle, the person in charge must complete the [Accident Report - Auto and Truck](#) and submit it to the Insurance Department. If the injury or accident involves an archdiocesan vehicle, the person in charge must also complete the [DMV SR 1](#) and submit the forms to the Insurance Department. The Insurance Department will fill out the following sections of the DMV SR 1: vehicle owner [leave date of birth blank], insurance company name, policy number, policy period and policy holder name.

Athletic Fees, Equipment and Uniforms

Elementary School Athletics

Elementary schools that provide after-school sports programs should participate in the [Catholic Youth Organization](#) (CYO). Elementary schools that are unable to do so may, with prior authorization of the assistant regional superintendent, participate in locally administered sports leagues. Elementary schools must obtain pertinent rules and regulations from their respective sports leagues.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

Athletics Eligibility

Students participating in Athletics must hold a C average or better in order to participate. If they do not hold a C average or better, they are ineligible to participate until they attain a C average or better and receive academic clearance. Students that are placed on academic probation also cannot participate in Athletics until they attain a C average or better and receive academic clearance.

Topic-6-12-09

Sportsmanship Code for Spectators

Code of Christian Conduct Covering Students and Parents/Guardians

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to [withdraw their child](#).

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/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.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school

personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

Note: these provisions do not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

St. Anthony of Padua Catholic School Policy on Gender Identity for Students for SAP School

Mission

Catholic schools in the Archdiocese of LA perform an essential ecclesial ministry, the ultimate purpose of which is evangelization and formation leading to salvation. Because of the nature of this ministry and the profound responsibilities associated with it, Catholic schools must faithfully impart the truth of Jesus Christ and his Church in all they teach and do. In addition, a Catholic school is subject to the authority of the Church through the diocesan bishop, and its curriculum must be founded on and consistent with the principles of Catholic doctrine.

Catholic education focuses on the integral development of the human person: body, mind, and spirit. Specifically, with regard to issues surrounding gender identity, SAP School shall teach students the truth about the human person (anthropology) and human sexuality, as well as counter any ideology or cultural trend that denies this truth. This applies in a special way to *gender ideology*—the belief, along with the social and cultural movement it fosters, that sex is not an objective, biological reality but rather that notions of male and female are determined by individuals' subjective and changing perceptions of self. Essential beliefs and doctrinal principles to be addressed in the school curriculum include the following:

1. Sexual difference is willed by God as part of the divine plan. The complementarity that results from sexual differentiation is ordered to the human good and in particular to marriage and family life (*Catechism*, nn. 369, 2333).
2. The human person is a body–soul union, and the body is a constitutive aspect of the human person (*Catechism*, nn. 364, 365).
3. Human biology demonstrates that sex is determined at conception (XX/XY chromosomes) and can be objectively observed even before birth.
4. Humans are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of self (*Catechism*, n. 2393).
5. Humans must care for and respect their bodies, which is a constituent dimension of their being. The human body may not be treated as a “piece of property” or “manipulate[d] as a thing or an instrument over which one is master and arbiter.”
6. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love.

Human beings are created as male and female in the image and likeness of God (Gen. 1:27). Human dignity is grounded in this special creation.

In addition to addressing to these essential beliefs, SAP School shall be prepared to offer to students, faculty, staff, administrators, volunteers, and parents well-founded and developmentally appropriate educational

resources regarding gender ideology, including but not limited to resources that: (1) clarify the terms commonly employed, particularly *gender dysphoria*, *transgender*, and *disorder of sexual development*; (2) accurately present the realities of contemporary, medically accepted interventions for gender dysphoria, including gender-affirming therapy, puberty-blocking and cross-sex hormones, and sex-reassignment surgeries; and (3) demonstrate how the Catholic Church responds to gender ideology with truth and love based on the writings of Pope Francis, Pope Benedict XVI, and other sources of ecclesial guidance.

Policy Elements

1. Admission and Retention

A student diagnosed with gender dysphoria may be admitted to SAP school on a case-by-case basis, (assuming they are accepted on merit through academic achievement and good behavior), as long as the student, along with his or her parents or guardians, agrees that the student will abide by standards and the Christian Code of conduct set forth by the school (see above):

- a. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those teachings that address human sexuality.
- b. A student may be ineligible for continued enrollment if the student's expression of gender, gender identity, or sexuality causes confusion or disruption at the school or if it appears to mislead others, cause scandal, or have the potential for causing scandal. As a rule and in accordance with school policy, students are not allowed to cross-dress (as the opposite sex of their birth gender) on any occasion, including events during Spirit Dress up Days or during Halloween or All Saints' Day celebrations.
- c. Respectful, critical discussion of Catholic teaching in the classroom is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings indicates that a student is not a proper fit for our Catholic school. The student code of conduct via the Parent Student Pledge and Christian Code of Conduct shall address this potentiality, and the code shall be signed by the student and parents or guardians at the beginning of each school year.
- d. [Other provisions regarding Admission and Retention] _____As with all students, SAP students must meet all expectations re: academic performance, behavioral expectations, and social emotional readiness to achieve grade level success, or it could result in a registration hold, or possible dismissal from the school. All students are held to the same standard.

2. Conduct and Expectations

Students shall conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events. In this policy, *sex* is defined as "the biological condition of being male or female as based upon physical differences at birth.

- a. Any expression of a student's gender identity that causes disruption or confusion regarding the Church's teaching on human sexuality is prohibited. The School's religion curriculum may include teachings from St. Pope John Paul II's *Theology of the Body*, and parents should be aware of these teachings to their children. All parents are expected to be their child's first teacher, working in accordance with the school faculty, staff, and administration, in alignment with Catholic values - as stated in the CCC (Catechism of the Catholic Church).
- b. Students shall abide by the dress code that corresponds with their biological sex.
- c. Students shall participate in competitive athletics in accord with their biological sex.
- d. Students shall use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex

facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis to see if this is even possible. Safety for all students will always be the school's top priority.

- e. When applicable during school-related functions, students shall have access to and use facilities and accommodations that correspond with their biological sex.
- f. When attending school-sponsored functions as a "couple," especially dances and prom, students may only bring a member of the opposite sex, unless they are performing a dance for the competition, "Dancing with the Students" due to not enough partners for each student to compete in the dance event.
- g. [Other provisions regarding Conduct and Expectations] _____

3. Names, Pronouns, and Records

- a. Students shall be addressed at all times by their legal names and referred to with pronouns consistent with their biological sex.
 - 1. Addressing students by a preferred name instead of a legal name (even when the name is gender-neutral), or referring to them by a preferred pronoun that is inconsistent with their biological sex, is not acceptable. Doing so would express a falsehood (i.e., the child *is* the wrong sex) and signal that the school accepts gender ideology. Addressing a student by a gender-neutral nickname could be permissible in some circumstances. This is a matter of prudential judgment and is done on a case by case basis. All decisions will be made under the guidance of the school's pastor and principal.
 - 2. Using preferred names and pronouns will cause confusion for other students and could act as a source of scandal. *Scandal* is defined as "an attitude or behavior which leads another to do evil." It "takes on a particular gravity by reason of the authority of those who cause it or the weakness of those who are scandalized." Scandal is particularly serious, or grave, when it is "given by those who by nature or office are obliged to teach and educate others (*Catechism*, nn. 2284, 2285).
- b. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student's legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name and seeks to have records changed, the records will be released in the following format: "*Original name, a.k.a. New Legal Name.*"
- c. [Other provisions regarding Names, Pronouns, and Records] _____

4. Counseling and Health Services:

- a. The school shall communicate with parents or guardians about their child's behavior at the school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, and welfare of their child except when advised otherwise by law enforcement or a social service agency.
- b. The school may suggest counseling to address behavioral health issues for students diagnosed with gender dysphoria. Such counseling should be provided by a licensed mental health provider who understands and respects Catholic anthropology, preferably one who is a practicing Catholic. Catholic schools shall not provide or refer students for so-called gender-affirming psychotherapy.
- c. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones for students.
- e. While the Catholic Church does not approve of gender-affirming therapies or the use of hormones and surgeries that assist a person in transitioning his or her gender, the Church recognizes that appropriate medical care may be necessary in cases of true genetic or physical anomalies, also known as disorders of sexual development.
- f. [Other provisions regarding Counseling and Health Services] _____

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

Coaching

Any coach (who has CYO coaching card), is eligible to get the \$500 fundraising fee waived. They should be actively coaching at least one or more full seasons for athletics (including practices, games, and tournaments). They should be ADLA Fingerprinted and Virtus trained, and must sign the "Working with Minors" form:

<https://handbook.la-archdiocese.org/Handbook%20Resources/Adults%20Interacting%20With%20Minors%20Guidelines%20and%20Ack>

Topic-6-12-11

CYO/CIF

[Catholic Youth Organization](#) (CYO)

Section-7-1

Tuition and General Fees

Student Registration, Tuition & Fees Contract SY 2023-2024

NON-REFUNDABLE REGISTRATION FEES: (per student, to secure a spot for your child)

Early Registration for Incoming Kindergarten – January at 6:00 p.m. in the Hall: **\$200**

Returning Students re-registration for Fall - February: **\$175**

Open Enrollment/K-8 New Registration - March New Students Registering at any time: **\$200**

Returning Students registering for Fall - *After* March (following Kindergarten & New Registration): **\$175 (\$25 late fee)**

Tuition is to be paid through FACTS Tuition Management Service. (\$50 set up and annual fees apply). Note: This contract agreement may change from year to year, and must be renewed and signed each year. School-based tuition assistance is preferentially given to those families who demonstrate financial need. For consideration of tuition assistance, you must **first** apply annually to CEF with proper documentation. Top priority for tuition assistance goes to those who qualify but did not receive CEF awards. On-site CEF appointments are available. Please visit www.cefdn.org for more info or email Carlos Aguilar at caguilar@stanthonygardena.org

If you do not meet CEF income guidelines and wish to receive school financial aid, you may apply online through FACTS (\$35 fee) to be considered for school-based tuition assistance at <https://factsmgt.com/>

Section-7-2

Tuition Collection

Tuition Collection

Tuition is to be paid through FACTS Tuition Management Service. (set up and annual fees apply). Note: This contract agreement may change from year to year, and must be renewed and signed each year. For more info or email Business Manager, Carlos Aguilar, at caguilar@stanthonygardena.org

Payment Cycles: (FACTS payments due on 5th or 20th of the month)

***Late payment fee: \$25, Insufficient fund fee: \$25**

***If your account is delinquent and you have not set up a payment plan with the school, your child will not be able to be on campus to start the new school year.**

***All families must be on FACTS (autopay) prior to the first day of school in August. This should be set up during registration or re-registration in February the year prior**

***If you have 3 NSF attempts, FACTS will contact the school to notify parents of a delinquent account**

***If your payment is one month late, and you have not contacted the principal, your child will not be able to return to class until full payment is received. You must notify the school if you know your payment will be late. It is your responsibility to notify the office and make arrangements with the principal.**

***Final grades will not be released until all tuition fees are paid**

***see updates re: Tuition in Section 7-1 (Tuition and General Fees) and Section 7-5 (Cost/Fees)**

30-60-90 Day Tuition Collection Policy

15-30 Days of Delinquency

- Business Manager will be checking FACTS and school bank accounts weekly. If your account is delinquent, you will know on the 5th or the 20th (at least 2 times a month) via email or by phone
- Parents will be notified of any missed payments or bounced checks.
- If it was an honest mistake or oversight, the office will need a firm date for repayment and where (to the office in person or via FACTS)
- Expected payment must be received by deadline agreed upon, or student(s) may not come to school until an agreement is made
- Communication is imperative for the family to remain in good standing with the school. Payment plans must be drafted and adhered to

60 Days or more of Delinquency

- School should send a formal letter within 60 days of missed payment or bounced check
- The letter will be sent by the school in consultation with the Pastor and/or Parish Finance Council to email to the family and it will be mailed formally with the Principal and Pastor/Head of Finance Council Signature. The letter will have the dates of the last correspondence (email or phone call) with the family

90 Days or more of Delinquency/Past Due Amounts

Section-7-3

Tuition Assistance

Tuition Assistance

School-based tuition assistance is preferentially given to those families who demonstrate financial need. For consideration of tuition assistance, you must **first** apply annually to CEF with proper documentation. Top priority for tuition assistance goes to those who qualify but did not receive CEF awards. On-site CEF appointments are available. Please visit www.cefdn.org for more info or email Carlos Aguilar at caguilar@stanthonygardena.org

If you do not meet CEF income guidelines and wish to receive school financial aid, you may apply online through FACTS (\$35 fee) to be considered for school-based tuition assistance at <https://factsmgt.com/>

Section-7-4

Parent Service and Fundraising Requirements

Fundraising Financial Commitment

To keep tuition costs low, all families have a **\$500** fundraising requirement per family.

*This can be rolled into your FACTS tuition payments to avoid fundraising, or be paid in advance.

Each family has the following financial commitment of **\$500 per family**.

Please select an option below:

Option 1- Payment: Pay in Full upfront or roll into monthly FACTS payments:

Please Do Not give me any fundraising items. I will pay in full

Or

Option 2- Package selection which includes school suggested fundraisers:

1. Candy- 4 boxes **\$120.00 (\$30 credit per box, must sell 4 boxes or be billed \$120 by November)**
2. Opportunity Drawing for Hawaii trip.- **\$200.00 (must sell a minimum of \$200 or be billed in mid December)**
3. Scrip – Earn **\$180.00** worth of credit by purchasing gift cards that can be used for everyday purchases, groceries, gas, dining, etc. now available online. Please refer to <https://www.shopwithscrip.com/> to view Scrip percentages as they vary. Credit to your account is based on the **percentage** returned to the school, **NOT** the dollar value of the Scrip purchased. **(year round option to earn all \$500 credit or be billed in May for total)**

I agree to sell All fundraising items by the deadlines or I will be charged for them at the end of the year.

***Any Fundraiser Fees not accumulated and outstanding fines will be billed at the end of May. Invoices will be sent out. You can always pay out \$500 in advance or in May or roll it into your yearly FACTS tuition payments to avoid fundraising. There are no roll overs to the following year's tuition and fees. You may gift monies over \$500 to another family.**

Mandatory Participation

Three General PTO Meetings with at least one family representative in attendance in September, February and May. (**\$50** fine for non-attendance)

Participation in at least one school Bake Sale per Child's classroom per calendar year (\$50 fine each for non-attendance)

Section-7-5

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

Student Fees:

Student Service Fee: \$350 per student (please check one payment option)

Paid in full 1st week of school

Add to tuition and roll into FACTS throughout the year

Topic-8-1-01

Discipline and Procedures

BEHAVIOR CODE

All disciplinary actions can be given to the students by accumulating minor misbehaviors or by single actions determined as a serious violation of the schools regulation by the school personnel. A slip written by any school personnel represents the warning, detention or referral.

Student Name: _____ School year: _____ Grade: _____

Misconduct Consequence Reason Date

- Warning Conduct Warning
- Warning Conduct Warning
- Detention Serve detention
- Warning- Conduct Warning
- Warning Conduct Warning
- Detention- Serve detention
- Warning Conduct Warning
- Warning Conduct Warning
- Detention
- Referral
- Parent Notification
- Warning Conduct Warning
- Warning Conduct Warning
- Detention Serve detention
- Warning Conduct Warning
- Warning Conduct Warning
- Detention Serve detention
- Warning Conduct Warning
- Warning Conduct Warning
- Detention
- Referral

Referral
Parent conference
One day out of School Suspension
Warning Conduct Warning
Warning Conduct Warning
Detention Serve detention
Warning Conduct Warning
Warning Conduct Warning
Detention Serve detention
Warning Conduct Warning
Warning Conduct Warning
Detention
Referral
3-day out of the School Suspension
Warning Conduct Warning
Warning Conduct Warning
Detention Serve detention
Warning Conduct Warning
Warning Conduct Warning
Detention Serve detention
Warning Conduct Warning
Warning Conduct Warning
Detention
Referral
Withdrawal from School

In Summary:

Minor Infractions: 3 minor infractions will result in a detention

Topic-8-1-07

Academic Dishonesty Policy

Academic Dishonesty

Plagiarism and cheating should never be acceptable and consequences should be clear for these violations. If someone copies another person's work and that person allowed it to happen, both will get consequences. deliberate lying and/or the falsifying of information; cheating, plagiarizing, or copying another student's work, (this includes the loss of credit for the assignment or test for the student);

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

**Saint Anthony of Padua School
Parent/Student Policies Agreement Form**

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has read the Saint Anthony of Padua School Parent/Student Handbook on the School Website at www.stanthonygardena.org. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook at any time during the school year as needed, and we agree to follow, support, and uphold the policies and procedures that may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date _____

Student/s Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

**After reading this with your student
Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files
*** Do not rip form from Student Handbook *****

