

# St. Gertrude the Great School

## Welcome

### PARENT-STUDENT HANDBOOK

Welcome to the Parent Student Handbook

#### ***Dear Saint Gertrude the Great Parents:***

Welcome to St. Gertrude the Great Catholic School! We are so proud to partner with you in bringing the redemptive work of Jesus Christ to your children. In choosing St. Gertrude the Great School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

Please read the handbook in its entirety and become familiar with the policies and procedures of St. Gertrude the Great and the Archdiocese of Los Angeles, of which we are a member school.

After reviewing the handbook, you are asked to sign a signature sheet. By signing this form, you and your child agree to comply with the school policies as stated in the handbook. This signed and dated form must be turned in to your child's homeroom teacher or to the office by the deadline indicated. If you need further clarification, please do not hesitate to contact us.

This handbook will be in effect as of August 2023. The official handbook is posted on our school website: [www.stgertrudethegreat.org](http://www.stgertrudethegreat.org) for convenient reference. Revisions may be issued throughout the school year and will be effective as soon as they are communicated to you and the revision is posted to the official handbook on the website. Please visit our website on a regular basis to keep up with the latest activities and information about the school.

The faculty and staff of St. Gertrude the Great look forward to the coming school year and look forward to our partnership in your child's spiritual and academic progress. As our school vision states, "In the Salesian tradition, St. Gertrude the Great Catholic Elementary School offers a competitive high school preparatory curriculum ensuring academic success of our students. As a Christian faith community, the school prepares and equips students to be life-long learners who are dedicated men and women of faith and integrity, committed to leading successful lives of distinguished service and social justice." We cannot live this vision alone, our good collaboration is paramount to our success!

***Peggy Weber***

***Principal St. Gertrude the Great Elementary School***

*Sections of this Parent-Student Handbook are particular to St. Gertrude the Great Elementary School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA*

*Administrative*

*Handbook at <http://handbook.la-archdiocese.org/>*

## Chapter-1

### INTRODUCTION TO THE HANDBOOK

## Section-2-01

### Mission Statement and Philosophy

#### Mission Statement

Saint Gertrude the Great Catholic School seeks to bring the message of the Gospel to the children of the parish by instilling virtues, building character and deepening faith. The Salesian philosophy promotes a comprehensive educational experience grounded in reason, religion and loving-kindness. Saint Gertrude the Great Catholic School is committed to providing a competitive, academic curriculum in a family atmosphere whereby each student is accepted, encouraged and supported, making Saint John Bosco's dream for youth a reality.

#### Vision Statement

In the Salesian tradition, Saint Gertrude the Great Catholic Elementary School offers a competitive high school preparatory curriculum ensuring academic success of our students. As a Christian faith community, the School prepares and equips students to be life-long learners who are dedicated men and women of faith and integrity, committed to leading successful lives of distinguished service and social justice.

## Section-2-02

### Integral Student Outcomes (ISO) / Learning Expectations

#### Schoolwide Learning Expectations (SLE)

In 2013 Saint Gertrude the Great revised the SLEs to reflect the Salesian philosophy of Home, School, Church, and Playground.

A St. Gertrude the Great Student embodies the meaning of **CHURCH** by celebrating Mass, each other, and the gift of life.

A St. Gertrude the Great Student demonstrates the meaning of **SCHOOL** by studying as the Disciples of Christ and engaging in academic curiosity.

A St. Gertrude the Great Student lives the meaning of **HOME** by serving the community as an Apostle and promoting the sanctity of family life.

A St. Gertrude the Great Student exemplifies the meaning of **PLAYGROUND** by respecting the rights of others, the dignity of self, and the stewardship of the environment.

## **Section-2-03**

### **History of the School**

#### School History

On September 10, 1950, Archbishop James Francis McIntyre dedicated Saint Gertrude the Great School and on the next day, the school opened with 110 students. Sr. Mary Giovanni of the Sisters of the Immaculate Heart of Mary was the Principal. The parish was under the pastoral care of Fr. Thomas O'Malley. In 1968, the parish/school hall was dedicated and in 1969 Fr. Henry Gomez was assigned to the parish. He served Saint Gertrude the Great for over thirty years. In 1968, the administration of the school was given over the Daughters of Mary Help of Christians better known as the Salesian Sisters of Saint John Bosco. In 1982 and 1983, the school experienced tremendous growth and added three new classrooms. In 1987, a modular classroom was added for the eighth grade and library. In 1990, the school built two more modular buildings. One that serves as a kindergarten classroom that opened in October of that year, and the other opened as a computer lab in February of 1991. A science lab was generously provided to the school by the Shea Foundation in 2017.

In 2019, the pastor of St. Gertrude the Great Parish Church, Father Nabor Rios, began discussions with SHEA Family Charities to add a new building to the campus that would replace all the modular units of the school. Planning for this new building began soon after (with a 5 month interruption due to Covid-19). The new building was completed in January 2022. Archbishop José Gomez performed a dedication/blessing of the new building on February 2, 2022. The new building includes the following: Multi-grade STEM lab, new classrooms for Transitional Kindergarten, Kindergarten and First Grade, a faculty lounge, counselors office, new playground area and PE garage.

## **Section-2-04**

### **Accreditation**

#### Accreditation

St. Gertrude the Great is accredited by The Western Catholic Education Association(WCEA) and the Western Association of Schools and Colleges (WASC).

The school completed a full WCEA and WASC Self Study in March of 2023. The school received the highest level of accreditation given of six years.

## **Section-2-06**

### **School Personnel Lists**

#### Administration

Pastor Fr. Nabor Rios [naborrios@yahoo.com](mailto:naborrios@yahoo.com)

Mrs. Peggy  
Weber

Administrative Ms. Evalynn  
Assistant Sutherland  
Office Ms. Esther  
Manager Luna

[evalynn.sutherland@stgertrudethegreat.org](mailto:evalynn.sutherland@stgertrudethegreat.org)

[esther.luna@stgertrudethegreat.org](mailto:esther.luna@stgertrudethegreat.org)

## Faculty

TK

Mrs.

Claudia  
Chavez

[claudia.chavez@stgertrudethegreat.org](mailto:claudia.chavez@stgertrudethegreat.org)

TK Aide

Ms.

Aileen

Hernandez

K

Mrs.

Diana Pina

[diana.pina@stgertrudethegreat.org](mailto:diana.pina@stgertrudethegreat.org)

K Aide

Ms.

Ana Orozco

Macias

First Grade

Ms.

Maria

Quintinalla

[maria.quintinalla@stgertrudethegreat.org](mailto:maria.quintinalla@stgertrudethegreat.org)

First Grade

Aide

Ms. Margarita

Aranda

Second Grade

Ms.

Alexandra

Trejo

[alexandra.trejo@stgertrudethegreat.org](mailto:alexandra.trejo@stgertrudethegreat.org)

Second Grade

Aide Ms.

Amber

Viramontes

Third Grade

Ms.

Mayra Larios

[mayra.larios@stgertrudethegreat.org](mailto:mayra.larios@stgertrudethegreat.org)

Fourth Grade

Fourth Grade  
Ms.  
Raquel Perez

[raquel.perez@s](mailto:raquel.perez@s)

Fifth Grade  
Ms.

Geraldin  
Ponce

[geraldin.ponce@](mailto:geraldin.ponce@)

Sixth Grade  
Mr.

Joe Sera

[joe.sera@stger](mailto:joe.sera@stger)

Homeroom,  
Grades 6-8  
Math &  
Science

Seventh Grade

Homeroom  
Ms.  
Analu Valencia

[anal.valencia@](mailto:anal.valencia@)

Eighth Grade  
Ms.

Norma  
Ceballos  
norma.ceball  
[@stgertrudet](mailto:norma.ceball@stgertrudet)

Homeroom,  
Grades 6-8  
English  
Language Arts

Instructional  
Specialist Ms.  
Analu Valencia

[anal.valencia@](mailto:anal.valencia@)

& Grades 6-8  
Social Studies

**Section-2-07**

**School Schedule and Calendar**

School Schedule and Calendar

Daycare is provided for students from 7:00 am to 7:45 am (when the school gates open) and from 2:50 pm to 6:00 pm.

Students may enter the gate near the church from 7:45 am to 8:00 am. The bell rings at 8:00 am for morning prayer.

After 8:00 am, students are considered TARDY. Students must be signed in with parents present at the front office. A \$5 fee is incurred when a student is tardy. After 3 tardies, the fee is \$25 for each tardy thereafter.

Monday - Thursday school is in session for all grades from 8:00 am until 2:50 pm.

Friday school is dismissed at 1:00 pm - there is a full school recess from 11:45-12:05

**Recess**

- TK-K 9:30-9:50
- 1-4 9:50-10:10
- 5-8 10:10-10:30

**Rainy Day/Excessive Heat Schedule** - Students will remain inside the classroom for recess/lunch if it is raining or over 90 degrees. PE will take place inside Bosco Hall.

**Lunch**

- TK-K eat at 11:00-11:30      play 11:20-11:40
- 1-5 eat at 11:50-12:10      play 12:10-12:30
- 6-8 eat at 12:10-12:30      play 12:30-12:50

Please refer to *Gradelink* (parent log-in required) at [Gradelink](#) or through our public website at [St. Gertrude the Great](#)

**Section-2-08**

**School Map**







## **Section-2-09**

### **School website and social media**

School Website

Click the link below

[St. Gertrude the Great School](#)

Instagram

@saintgertrudebg

*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

#### Dress Code

#### **PHILOSOPHY**

A dress code is a preparation for many facets of life, including awareness of appropriate dress in various settings, specifically a Catholic Christian setting. Saint Gertrude the Great considers the dress of its students a significant factor in their educational experience. The dress code is based on modesty, decency, cleanliness and commonly accepted norms of good taste. The dress code is also intended to help students avoid excessive concern about their appearance and keep their focus on the more important aspects of their education. In the specific circumstances of the times in which we live, the value of a uniform dress and appearance is also widely recognized by educators in both private and public schools as a means of providing a safe learning environment.

#### **GENERAL GUIDELINES**

- A good rule of thumb in any doubtful situation is: "avoid all extremes."
- All clothing will be clean, neat, modest and in good taste.
- Students are required to be in proper uniform/dress code at all times on campus and within sight of the school building.
- The principal reserves the right to request a student to change attire.
- Students in violation of the dress code may be held in the office until parents are notified.
- Parent notes will not excuse appearance/dress code violations.
- The administration is the final interpreter of the dress code.
- Admission to school or class may be denied because of dress code violations.
- Any alteration of the uniform is grounds for disciplinary action.
- The principal and/or pastor reserves the right to regulate against unbecoming fads or fashions

*The principal and/or pastor will determine the conformity or lack of conformity with regard to these regulations. Parents are expected to actively enforce the dress and grooming regulations of the school.*

Saint Gertrude the Great students are not allowed to wear baggy clothing, unapproved jewelry, bandanas or hats at any time on campus. Articles of clothing or styles of grooming that imply affiliation with groups in conflict with the Saint Gertrude the Great philosophy are forbidden at all times.

#### **Girls Uniform Options TK through 4th grades**

- "Peter Pan" style blouses
- Powder-blue short-sleeve polo shirts (must have the Saint Gertrude the Great logo)
- Items worn under shirts are to be solid white
- Shirts must be tucked in at all times
- Saint Gertrude the Great plaid jumpers
- Saint Gertrude the Great plaid skorts
- Navy blue short
- Navy blue pants

#### **Girls Uniform Options 5th through 8th grades**

- "Pointed Collar"
- Powder-blue short-sleeve polo shirts (must have the Saint Gertrude the Great logo)
- Items worn under shirts are to be solid white

- Shirts must be tucked in at all times
- Saint Gertrude the Great plaid skirts
- Saint Gertrude the Great plaid skorts
- Navy blue walking shorts
- Navy blue pants

*\*\*All uniform jumpers, skirts, skorts, must be worn at the waist and may not be shorter than three (3) inches above the knee.*

*\*\*Pants are to be worn at the waist, may not be form fitting and must fit appropriately in length. Students must not wear baggy clothing.*

**Shoes** must be solid black tennis shoes (there are no boots, slippers, ballet flats, high tops or shoe other than an athletic shoe, however girls may wear all black Mary Jane shoes) shoe laces must be solid black.

**Socks and Tights** must be solid white, navy blue or black only. NO LOGOS MAY BE PRESENT ON SOCKS

### **Sweaters**

- Uniform solid navy blue pullover v-neck
- Uniform solid navy blue uniform cardigan
- Students (both girls and boys) can wear long sleeve solid white or navy shirts under their uniform during the cold weather.

**Sweatshirts** must be official Saint Gertrude the Great Eagle Pride sweatshirts and purchased through approved vendors only.

**Vest** (5th through 8th only) Uniform royal blue.

**Jackets/windbreakers** must be the solid navy blue or royal jackets from the approved vendors and have the St. Gertrude logo. See [Michaels Uniforms](#) or [FSC Uniforms](#) for more information.

### **FORMAL UNIFORM - Girls**

Formal Uniform is to be worn for all school masses, special occasions or when directed by administration.

#### **TK through 4th grade**

- Jumper, "Peter Pan" powder blue short-sleeve blouse, Saint Gertrude the Great royal blue cotton or sweater vest cardigan, tie, white knee high or ankle socks and solid black shoes
- Skorts, "Peter Pan" powder blue short-sleeve blouse, Saint Gertrude the Great royal blue cotton or sweater vest cardigan, tie, white knee high or ankle socks and solid black shoes
- Pants, "Pointed Collar" powder blue short-sleeve blouse, Saint Gertrude the Great royal blue cotton or sweater vest cardigan, tie, white knee high or ankle socks and solid black shoes.

#### **5th through 8th grade**

- Skorts, "Pointed Collar" powder blue short-sleeve blouse, Saint Gertrude the Great royal blue cotton or sweater vest cardigan, tie, white knee high or ankle socks and solid black shoes
- Skirts, "Pointed Collar" powder blue short-sleeve blouse, Saint Gertrude the Great royal blue cotton or sweater vest cardigan, tie, white knee high or ankle socks and solid black shoes.
- Pants, "Pointed Collar" powder blue short-sleeve blouse. Saint Gertrude the Great royal

royal blue cotton or sweater vest cardigan, tie, white knee high or ankle socks and solid black shoes.

### **Boys and Girls Grades TK-8 - Socks**

- Socks are to be solid white, navy blue or black. Socks are to be visible at all times, covering the ankle. Socks may not be worn above the knee.

### **Boys Uniform Options TK through 8th grade**

- White oxford/dress shirt
- Powder-blue short-sleeve polo shirts (must have the Saint Gertrude the Great logo)
- Items worn under shirts are to be solid white
- Shirts must be tucked in at all times
- Navy blue walking shorts
- Navy blue pants

*\*\*Pants and shorts are to be worn at the waist, may not be oversized or baggy and must fit appropriately in length.*

**Shoes** must be black tennis shoes, with black shoe laces.

**Socks** must be solid white (no logos), navy blue or black socks only.

### **Sweaters**

- Uniform solid navy blue pull over v-neck sweaters
- Uniform solid navy blue cardigan
- Students (both girls and boys) can wear long sleeve solid white or navy shirts under their uniform during the cold weather.

**Sweatshirts** must be official Saint Gertrude the Great Eagle Pride sweatshirts and purchased through the school office only.

**Vest** must uniform navy blue.

**Jackets/rain coats** must be solid navy blue and include the St. Gertrude the Great logo.

### **FORMAL UNIFORM – Boys**

Formal Uniform is to be worn for all school masses, special occasions or when directed by administration.

### **TK-8th grade**

- White button down collared shirt, solid black or navy blue tie, navy blue pants. Saint Gertrude the Great royal blue cotton or sweater vest cardigan, solid black socks and solid black shoes. If a jacket is worn, it must be purchased from the school appointed uniform supply and must be solid navy blue and have the St. Gertrude logo.

### **BOYS AND GIRLS tk-8TH GRADE P.E. UNIFORM**

- Heather gray t-shirt with school logo
- Navy blue mesh shorts worn to the knee with the school logo

## **GROOMING GUIDELINES**

The following grooming guidelines apply to Saint Gertrude the Great students during school hours, extra-curricular activities, and any other time students are representing Saint Gertrude the Great School.

Hair must be properly groomed, clean, neat in appearance and must be a natural color. 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. Make-up is prohibited as well as nail polish. Acrylic/fake fingernails will not be permitted. French manicures are not permitted.

### **Writing on Arms, Hands etc.**

Students may NOT write on their arms, hands, legs, or other parts of the body at any time.

### **Jewelry**

Boys may not wear earrings or excessive jewelry. Boys may wear one simple neck chain, no longer than 18 inches. Girls may not wear hoop or dangling earrings for safety reasons. Girls may wear simple jewelry, one necklace at a time, no longer than 18 inches. One pair of stud earrings in the lobes ONLY. Boys/girls may wear one bracelet at a time, one ring per hand may be worn. Choker necklaces will not be allowed at any time. No jewelry with vulgar or suggestive/offensive language or symbols may be worn. Judgements regarding the appropriateness are at the discretion of the principal and teachers.

## **NON-UNIFORM DRESS CODE**

### **Casual Dress Days**

Canvas and sport shoes, sweatshirts, sweat jackets, jeans, clean and neat t-shirts with appropriate logos, wording, etc., and other denim clothing is allowed. The only shorts that can be worn on ANY day are P.E. shorts (see above P.E. uniform: ***Navy blue mesh shorts worn to the knee with the school logo***). Bike shorts, short shorts, stretch pants, leggings, skin tight or over-sized clothing, halter tops or spaghetti straps, bare midriffs/crop tops (shirts must touch pants at all times), low-cut or backless dresses or tops, ripped-torn jeans, form fitting tight skinny jeans, mini-skirts, dress or skirts with excessive slits or other immodest clothing is unacceptable. No flip-flops, caps or hats. Excessively baggy pants cannot be worn. Any logos must be respectable of the Saint Gertrude the Great philosophy – no profanity, drug/alcohol reference, etc. All clothing must be neat, clean, and free of holes (no torn jeans).

*Failure to comply with these guidelines may result in further disciplinary action.*

### **Eagle Pride Dress Code**

- Shirts must be an official Saint Gertrude the Great Eagle Pride t-shirts
- Blue jean pants, uniform bottoms, uniform shorts or PE shorts (no capris, etc., no writing on, holes, or baggy jeans, allowed)
- Black school shoes
- No Hats (Unless otherwise stated)

*Questions – ask the principal or a teacher*

### **Formal Non-uniform Mass Attire**

- No skin tight or over-sized clothing
- No halter tops, spaghetti straps or strapless tops (sweaters to cover bare shoulders are not acceptable)

- No Bare midriffs/crop tops
- No low-cut or backless dresses or tops
- Skirts and dresses may not be shorter than three (2) inches above the knee. Dresses/skirts with excessive slits or other immodest clothing are unacceptable
- No flip-flops, open toed shoes or heels over 1 inch in height
- No hats

*All clothing must be neat, clean, and free of holes.*

## **Section-2-15**

### **Relationship of School to Parish**

#### **Relationship Of School To Parish**

## Pastor

The pastor is ex officio the chief administrative officer of the parish school. He implements the policies of the archdiocese in the parish school. On matters not covered by the Administrative Handbook, the pastor determines policies consistent with archdiocesan policy and appropriate to the school's needs. Relying on the expertise of the Department of Catholic Schools, the pastor is ultimately responsible for the faith formation and operations of the school. However, he delegates the immediate direction and supervision of the school program to the principal.

## **Section-2-16**

### **School Governance**

#### **Topic-2-16-3**

#### **Additional School governance information**

**Intentionally left blank**

#### **Topic-2-16-4**

### **School Boards**

**Intentionally left blank**

## Topic-2-16-5

### Parent or Parent-Teacher Organizations

# Parent-Teacher Organizations

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The [Department of Catholic Schools](#) encourages the formation of parent (or parent-teacher) organizations that follow archdiocesan policies.

### General

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all [Department of Catholic Schools](#) regulations and policies

### Membership

The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

See the [Parent-Teacher Organization: Bylaws and the Roles and Responsibilities \(sample\)](#).

## Topic-3-1-1

### Introduction

#### Introduction

Central to each student's experience is spiritual formation. We offer a wide array of opportunities for students to engage in their faith – including daily prayer and religion classes, weekly liturgy, retreats, and student driven social justice service opportunities. Ultimately, these experiences help our students develop a love for God and an appreciation for others.

St. Gertrude the Great recognizes itself as a Salesian center for family, education and recreation which is characterized by a method based upon familiarity, affection and trust. St. John Bosco wrote, "Without familiarity, there is no love expressed, and without love expressed there is no trust." As a result, a special bond of mutual respect and love is nurtured between student and educator.

### **Topic-3-1-3**

#### **Additional Practices**

**Intentionally left blank**

### **Section-3-2**

#### **Sacraments (First Reconciliation, First Communion, Confirmation)**

Sacraments (First Reconciliation, First Communion)

St. Gertrude the Great students receive their First Reconciliation and First Communion in 2nd Grade.

### **Section-3-4**

#### **Campus Ministry**

**Intentionally left blank**

### **Section-3-5**

#### **Christian Service Program**

**Christian Service Program**

*"If a brother or sister has nothing to wear and has no food for the day, and one of you says to them "Go in peace, keep warm, and eat well," but you do not give them the necessities of the body, what good is it? So also, faith of itself, if it does not have works, is dead."*

*(James 2:15-17)*

Saint Gertrude the Great Christian Service Program enables students to volunteer their time in service to others by meeting the following requirements:

1. TK - 5th grade students will complete one class Christian Service project designed and run by their classroom teacher.
2. Students 6th through 8th grade will be required to complete 3 community service hours per trimester. All Christian service hours must be pre-approved by the religion teacher.
3. 8th Grade will complete a Christian Service project aligned to St. Gertrude the Great Student Learning Expectations (SLE's).

### **Section-3-6**

**Retreats**



## **Retreats**

### **Retreats**

Each year Second grade attends a retreat before they receive the Sacraments of Reconciliation and Eucharist.

Third through Seventh grade students attend one retreat per year hosted by a local high school's youth campus ministry.

Eighth grade attends a variety of retreats throughout the school year to prepare them for their future beyond St. Gertrude the Great.

## **Section-4-01**

### **School Student Non-Discrimination**

#### School Student Non-Discrimination Policy

Saint Gertrude the Great, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Saint Gertrude the Great does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some Archdiocesan schools operate as single sex schools.

While Saint Gertrude the Great does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities, and the resources available to the school in meeting the student's needs.

## **Topic-4-03-4**

### **Inoculation requirements of the CA Department of Health**

#### Inoculation Requirements of the CA Department of Health

St. Gertrude the Great school follows the inoculation requirements of the CA Department of Health. All students must comply with current California immunization and health requirements prior to enrollment.

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](https://shotsforschool.org)

for more information.

## **Section-4-04**

### **Absence, Tardiness, and Truancy**

#### Attendance Policies

Students and parents must be impressed with the importance of regular school attendance, as required by law. Regular attendance is an important factor in academic success. Students are expected to be in class daily and to be punctual. Current home and work phone numbers must be provided to the school on the emergency card, so that immediate contact can be made regarding any emergency or any irregularity in attendance. When parents are out of town, it is the parent's responsibility to inform the school as to who will assume guardianship (responsibility for the student).

Students are not released to strangers or to callers without written parental consent.

#### Procedures Regarding Absences

- Parents/Guardians must call the attendance office between 7:30 AM and 8:30 AM each day the student is absent. PLEASE leave a message regarding the reason for the student(s) absence.
- Upon returning to school, follow directions in the next section regarding a written note.

## **Topic-4-04-1**

### **Absence**

#### Absence

### **Procedures Regarding Absences**

Parents/Guardians must call the attendance office between 7:30 AM and 8:30 AM **each day** the student is absent.

## **Topic-4-04-2**

### **Absences with Acceptable Excuse**

#### Acceptable Excuses

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.

Early dismissal or late arrival for medical or dental appointments shall be granted when the parents/guardians make a request.

The student must be signed out in accordance with the school's standard procedures. The student's reason for leaving school early must be recorded in writing.

Parents/guardians are urged to keep such requests to a minimum.

#### WRITTEN NOTICE

Upon returning to school after an absence, the student will bring to the School office a note containing:

- student's full name
- student's grade
- date(s) of absence
- the reason for absence
- the signature of the parent/guardian and
- the phone number(s) at which parent/guardian may be contacted during the school day

#### **Topic-4-04-3**

##### **Extended Absences**

#### Extended Absences

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

Excessive absences may result in the loss of academic credit. and the school may withhold official grades.

#### **Topic-4-04-4**

##### **Leaving School Early**

#### Leaving School Early

Early dismissal or late arrival for medical or dental appointments shall be granted when the parents/guardians make a request.

The student must be signed out in accordance with the school's standard procedures. The student's reason for leaving school early must be recorded in writing.

Parents/guardians are urged to keep such requests to a minimum.

#### **Topic-4-04-5**

## Tardiness

### Tardy Policy

A student is considered tardy if they do not enter the front gate by 8am. Students entering after this time, come through the gate on Toler Ave and receive a tardy note from the office. No tardies are excused without a doctors note or principal approval. Each tardy is \$5.00 automatically charged to the account balance. After three (3) tardies students will be charged a fee of \$25 per tardy. Habitual tardiness may result in suspension and or expulsion.

## Topic-4-04-6

## Truancy

### Unexcused Absences (Truancy)

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

Truancy is a serious matter for a number of reasons. Truancy encourages dishonesty and can lead to unsafe even dangerous activities. Truancy is wasteful because it causes loss of instruction time and parent's tuition money. Parents should realize that a student's grade may suffer because of unexcused absences. Students determined to have been truant from school may not request make up work or take missed exams. The school will comply with the California Department of Education in reporting truancy cases.

### [California Education Code 48260](#)

California law **defines a truant** as a child who, without a valid excuse, is:

- absent for 3 full days in a single school year,
- tardy 3 times in a year,
- absent 3 times for more than 30 minutes, or
- any combination of the above.

Students can also be **chronically truant**. California Education Code 48263.6 defines chronic truants as children who have missed 10 percent of the school year.

## Section-4-05

### Communications Procedures

#### Communications Procedures

The mission of the Archdiocese of Los Angeles is to continue the redemptive work of Jesus Christ. All archdiocesan communities are dedicated to that mission, and to further it, communications with and among the faith community are vital. Archbishop Gomez has incorporated communications as one of his four pastoral values for the archdiocese.

As the virtual world has become the dominant means of communication, the archdiocese endeavors to take full advantage of that world's resources while assuring itself, as well as those who are served, that the proper use of such means of communication and the boundaries of appropriate relationships are well understood and respected by all.

The school uses email as a primary method of communication. *SchoolSpeak* is the school's digital student information system and the platform from which school email is sent as well as providing general school information, messages from teachers, and student grade progress. All administration, teachers and staff members are provided with a school email address so that they can be contacted directly.

Specifically:

- The principal communicates to families through *SchoolSpeak* emails and the [REMIND APP](#) (The REMIND code for the principal is @77b7hab). The expectation is that parents read these messages thoroughly.
- Teachers use either REMIND or Class Dojo as daily communication tools.
- Teachers use *SchoolSpeak* to post grades every two weeks, post weekly newsletters and homework assignments
- Teachers and the Principal will respond to any emails within 24 hours. Please understand teachers are in the classroom teaching and are not likely to communicate with you until after the school day is over.

## Topic-4-05-1

### Parent Teacher Conferences

#### Parent Teacher Conferences

Parent Teacher Conferences are scheduled twice per school year. The first conference is mandatory for all parents in early Fall. The second parent teacher conference held in the Spring, is for those parents who would like a conference and for students who the teacher determines a conference is necessary.

## Topic-4-05-2

### Parent Messages and Phone Calls

The Schoolwide Information System (SIS) for St. Gertrude the Great is SchoolSpeak.

- The principal communicates to families through SchoolSpeak emails and the REMIND APP (The REMIND code for the principal is @77b7hab). The expectation is that parents read these messages thoroughly.
- Teachers use either REMIND or Class Dojo as a daily communication tool.
- Teachers use SchoolSpeak to post grades every two weeks, post weekly newsletters and homework assignments.
- Teachers and the Principal will respond to any emails/phone messages within 24 hours. Please understand teachers are in the classroom teaching and are not likely to communicate with you until after the school day is over.

## Topic-4-05-3

### Parent to School Communication

#### Parent to School Communication

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 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

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.

7-14-21

## **Section-4-07**

### **Safety and Security Procedures**

#### Safety And Security Procedures

St. Gertrude the Great provides an environment that is healthy, secure and safe for all.

#### **Emergency/Disaster Procedures**

St. Gertrude the Great conducts, monitors, and records all drills. Staff and students are instructed in fire drill procedures which are held monthly. Earthquake drills are conducted at least once a trimester.

In the event of a disaster, the faculty of Saint Gertrude the Great is prepared to care for the students. Detailed procedures in the event of an earthquake are part of the professional development for all faculty and staff. Please understand that at all times, all children will be properly supervised. Children will remain at school under our supervision until his/her parent or designated person arrives and signs child's emergency card. Emergency data is on file in the school office. It is very important that parents cooperate with the school in this regard. All emergency forms are to be return to be returned promptly.

#### **Very important:**

Please inform the school office in writing of any changes to the emergency forms. We have prepared emergency procedures should our students remain at school for a period of time. At the beginning of each year, students will be required to have an emergency "comfort" bag. The items to be included in these bags is communicated to each family. These items hopefully will not be used during the school year and will be returned to you in June.

The only gate open during an emergency will be the "drive through" gate located on the Garfield side of school connected to the parish parking lot. Emergency drills (fire, earthquake and lockdown) will be conducted monthly. In the event of a power outage, remain claim; your children are safe with us. Please do telephone the school as phone lines run on electricity.

Please do not come to the school during a power outage. This will only add to the confusion and added traffic will create a safety hazard for you. Students will be released at normal dismissal time. Should you be late in picking up your child during a power outage, don't worry, we will be with the children at all times and until every parent/guardian arrives.

The school has a school-wide alarm system that is activated after school hours until the next school day begins. This include motion detectors in every classroom.

## **Section-4-08**

### **Arrival/Dismissal Procedures**

#### Arrival/Dismissal Procedures

All students enter campus through the front gates near the church at 7:45 am. Students arriving before 7:45 am are to go to Day Care at the old church. Please do NOT allow your student to BE UNATTENDED in the parking lot before the gates open. Other parents are not responsible for your student(s). Parents are asked to remain behind the gates at morning arrival. Students exit through this same gate at the end of the school day, 2:50 pm Monday - Thursday and 1:00 pm on Friday. Please encourage students to walk to their class line.

Students in grades TK-4 must be signed out by a parent from their teacher at the end of each school day.

## **Section-4-09**

### **Automobiles/Parking Lot**

#### Automobiles/Parking Lot

Parents may park in the church parking lot, or in front of the school gate. Please pay attention to the cones that are placed in the parking lot and do not move them. The cones allow for a drive-through of traffic. Additionally, please follow the directions of our custodian who assists with the flow of traffic during morning arrival.

## **Topic-4-11-04**

### **School Procedures for Immunization and Screenings**

#### School Procedures For Immunization And Screenings

St. Gertrude the Great follows the immunization requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

The school offers weekly Covid-19 testing for students who have permission to be testing during the school day.

The school provides hearing and vision testing as it is available.

## **Topic-4-11-09**

### **Allergies**

#### **Allergies**

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make



reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment. It is the parent's responsibility and obligation to notify both the child's teacher and the school of such allergy with a doctor's report.

The **Emergency Card** for each student shall be complete and current. Allergies and other medical needs must be listed on the Emergency Card.

In the event of an allergic reaction, it is the responsibility of the parent to provide the school with a medical plan and any medicines necessary (ie. Epi-pen, allergy medication).

## **Topic-4-11-12**

### **Accident Procedures**

#### Accident Procedures

When a student is injured on campus, an injury report is sent home with the student. Parents are contacted regarding injuries at the discretion of the administration.

Only minor and very basic first aid can be provided by the school; no secondary treatment, such as changing or removing bandages, should be administered. Disposable gloves should be used.

St. Gertrude the Great ensures that all faculty and staff members are trained in emergency first aid procedures and recertified every two years.

Parents/guardians must be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury to a minor.

## **Section-4-14**

### **International Students**

#### International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community. All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms. The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required. The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so. All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events. The school is not permitted to receive all requests of international

as appropriate, in religious functions and events. The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.

## **Section-5-01**

### **Curriculum**

#### Curriculum

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation. The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program. The curriculum in elementary schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools the pastor and principal consult on these matters. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Saint Gertrude the Great School offers a curriculum based on the California State Standards/Common Core Standards, Next Generation Science Standards (NGSS), Archdiocese of Los Angeles Religion Standards, which provide students the opportunity for growth in the following subject areas: Religion: Bible Study, Mass Preparation, Protecting God's Children Virtus Program, Science, Math, Language Arts: Literature, Reading, Spelling, Handwriting, English, and Social Studies.

Additionally, the school provides Physical Education, Enrichment: Eagle Pride Families, Sports Programs, Robotics Club, Student Government, Educational Assemblies, Field Trips, Science Fair, and Christian Stewardship. The total curriculum is coordinated TK through 8th grades. Teachers evaluate and review curriculum areas according to Archdiocesan guidelines and participate in the WASC/WCEA accreditation process.

## **Topic-5-01-1**

### **Religion Curriculum**

#### Religion Curriculum

Religion is considered an academic subject at St. Gertrude the Great School. The school uses the Sadlier "We Believe" curriculum and adheres to the Archdiocese of Los Angeles (ADLA) standards. This includes weekly Mass attendance as well as sacramental preparation.

## **Topic-5-01-2**

### **Honors/Advanced Placement/International Baccalaureate**

#### Honors/Advanced Placement/International Baccalaureate

For the purpose of determining honor roll eligibility, all academic subjects are averaged: Religion, English, Reading, Spelling, Math, Social Science and P.E. A Student must have a G or better in conduct and work habits to be eligible for an award.

Academic requirements for Awards: Transitional Kindergarten through 2nd: • Principal Honors: An O in all academic subject area. • Honors: A G or better in all academic subject areas Students receiving an NI in any subject will not be eligible. Academic requirements for Awards: 3rd through 8th: • Principal's Honors requires a minimum of 3.7 GPA • First Honors requires a minimum of 3.5 GPA • Second Honors requires a minimum of 3.3 GPA NEW HONOR ROLL Behavior/Work Habits Award requires an O in both behavior and work habits for grades TK-2 and an A in both for grades 3-8.

Students receiving D's or F's in any subject will not be eligible even if their GPA meets the honor roll minimum requirement.

## **Topic-5-01-3**

### **Homework**

#### Homework

Homework is reinforcement, extension and/or preparation of materials covered in the classroom and allows the student an opportunity to work independently. As reinforcement, assignments should cover skills previously taught and which are understood by the majority of the class. As extension, long-term projects, such as compositions, book reports, research projects and oral presentations may be assigned.

- Students may gather or prepare materials needed for class projects.
- Homework is generally assigned Monday through Thursday. Longer term projects may require work to be completed over the weekend.
- Any homework missed for an excused absence will not affect the student's grade.
- Any unexcused absence may affect the student's grade. Homework or schoolwork missed through absence should be completed and turned in to the teacher within one day of the absence to receive credit.
- In grades 6-8, if students have 3 missing homework assignments and they don't complete them by the end of the week, they will be asked to stay for detention the following Monday from 3-4 p.m. to make up all assignments. This may affect their Work Habits or academic grade. It is the students' responsibility to turn in work to the appropriate teacher to receive partial credit before the end of the week.
- If 5 assignments are missing or late in a trimester students will not be eligible for Honor Roll.

Parents will be notified if a student misses 3 homework assignments in a particular subject. It is the responsibility of the parents to make sure their child completes all homework assignments.

#### Homework Time Allotments

- TK, Kindergarten, First and Second grades: Not to exceed thirty minutes
- Third, Fourth and Fifth grades: Not to exceed one hour
- Sixth, Seventh and Eighth grades: Not to exceed two hours.

## **Topic-5-01-4**

### **Graduation Requirements**

#### Requirements for 8th Grade Graduation Activities

Students must have a 2.0 GPA to participate in graduation activities, including the graduation ceremony. All financial obligations must be paid or students risk being unable to participate in graduation activities.

## **Topic-5-02-1**

### **Assessments**

#### Assessments

Standardized Testing Renaissance STAR has been selected for the Archdiocesan Elementary School testing program. These tests are aligned to California Common Core Standards. This test is administered three times throughout the school year to Grades TK through 8; testing results will help teachers to identify academic strengths and areas for growth. These scores are given to parents. A.C.R.E (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in January. This test identifies class/school strengths and areas for growth for curriculum planning. Class profiles are received by the school.

Students participate regularly in both formative and summative assessments throughout the school year to determine mastery.

## **Topic-5-02-2**

### **Grading Scale**

#### Grading Scale

Academic Grading Keys:

**P.E. and Music grades for ALL grades are O, G, S and NI**

### **TK/Kindergarten, 1st and 2nd Grade**

O = Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

### **3rd-8th Grade**

A 95-100%

A- 92-94

B+ 89-91

B 86-88

B- 83-85

C+ 80-82

C 75-79

C- 70-74

D 65-69

D- 60-64

F 59 and below

### **Skills:**

+ = Area of Strength

√ = Area for Improvement

### **Topic-5-02-3**

### **Elementary School Grade Reporting**

#### Elementary School Grade Reporting

Report Cards are issued three (3) times a year at the end of each trimester. The factors considered in grading are class participation, satisfactory completion of class and homework assignments, and achievement skills in oral, written tests and projects.

Progress Reports will be sent to the parents of all students every other week via SchoolSpeak.

#### **Topic-5-02-4**

#### **High School Grade Reporting**

##### **Intentionally Left Blank**

#### **Topic-5-02-5**

#### **Make-Up Work/Absences**

##### Make-Up Work/Absences

If a student is absent, make-up work will be given upon their return. Please do not ask teachers for work on the same day the student is absent. If an absence extends to three days or more, teachers will send work home to the student.

#### **Topic-5-02-6**

#### **Course Deficiency/Failure**

##### Course Deficiency/Failure

#### **Academic Probation**

Students with a grade point average of less than 2.0 at the time progress reports are issued, will be considered on academic probation. The probation period is one trimester. During that time, students may not participate in extracurricular student activities. It is the teacher's discretion if students may be removed from probation before the end of a trimester. The students must work closely with the teacher to reinstate their good standing. It is the responsibility of the student to do this. Parents will be notified of the academic probation and an appointment will be made with the classroom teacher(s) and principal.

#### **Retention/Transfer**

The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors.

If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons, the teacher will inform the principal and parents. A decision will be made to recommend remedial help, counseling, and/or testing by the public school district. The program will begin as soon as the teacher and principal are aware of the child's needs. It is the responsibility of both the parents and teacher to discuss the child's progress throughout the year. After consideration of input from both the parents and teacher, the principal will make the final decision. In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that Saint Gertrude the Great is not equipped to meet the student's needs, and therefore, a transfer will be necessary. In all cases, the principal will make the final decision.

#### **Topic-5-02-7**

## **Conduct/Citizenship Grades**

### Conduct/Citizenship Grades

Students in grades 1 through 8 receive O, G, S and NI for Work Habits and Behavior

## **Section-5-03**

### **Standardized Testing**

#### Standardized Testing

Renaissance STAR has been selected for the Archdiocesan Elementary School testing program. These tests are aligned to California Common Core Standards. This test is administered three times throughout the school year in the fall to Grades TK through 8; testing results will help teachers to identify academic strengths and areas for growth. These scores are given to parents.

A.C.R.E (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in January. This test identifies class/school strengths and areas for growth for curriculum planning. Class profiles are received by the school.

## **Topic-5-03-1**

### **College Entrance Exam Requirements**

#### **Intentionally Left Blank**

## **Section-5-04**

### **Recess and Lunch/Nutrition**

#### **Recess and Lunch/Nutrition**

Recess and Lunch are a time for your child to learn socialization skills; parents are not permitted to eat snack or lunch with their child.

Delivery of individual fast food or pizza by a company outside of a teacher-approved class party during recess/lunch is prohibited.

## Section-5-05

### Supplies and Textbooks

#### Supplies and Textbooks

Parents are asked to replenish school supplies at the beginning of each school year according to grade level supply lists.

Each year, the school evaluates each grade level's curriculum to ensure it both aligns with current standards specified by the California Department of Education. The school supplies textbooks and replenished disposable workbooks each school year. Additionally, the school purchases a variety of supplemental resources including adaptive software for use in the schools blended learning program.

## Section-5-06

### Honors and Awards

#### Honors and Awards

For the purpose of determining honor roll eligibility, all academic subjects are averaged: Religion, English, Reading, Spelling (Writing in grades 6-8), Math, and Social Science. A Student must have a G or better in conduct and work habits to be eligible for an award.

#### **Academic requirements for Awards: Kindergarten through 2nd:**

- Math Honor Roll: An O in Mathematics.
- ELA Honor Roll: an O in English Language Arts
- Principal's Honor Roll: an O in Work Habits and Behavior

#### **Academic requirements for Awards: 3rd through 8th:**

- Principal's Honor Roll: an O in both Behavior and Work Habits
- First Honors requires a minimum of 3.7 GPA and above in all academic subjects
- Honors requires a minimum of 3.3 GPA and above in all academic subjects

*Students receiving D's or F's in any subject will not be eligible even if their GPA meets the honor roll minimum requirement. To be eligible for Honor Roll, students in K-8 should not have an NI in work habits or behavior.*



## **Section-5-08**

### **Academic Probation, Retention/Transfer**

#### **Academic Probation, Retention/Transfer**

##### **Academic Probation**

Students with a grade point average of less than 2.0 at the time progress reports are issued, will be considered on academic probation. The probation period is one trimester. During that time, students may not participate in extracurricular student activities. It is the teachers discretion if students may be removed from probation before the end of a trimester. The students must work closely with the teacher to reinstate their good standing. It is the responsibility of the student to do this. Parents will be notified of the academic probation and an appointment will be made with the classroom teacher(s) and principal.

##### **Retention/Transfer**

The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors. If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons, the teacher will inform the principal and parents. A decision will be made to recommend remedial help, counseling, and/or testing by the public school district. The program will begin as soon as the teacher and principal are aware of the child's needs. It is the responsibility of both the parents and teacher to discuss the child's progress throughout the year. After consideration of input from both the parents and teacher, the principal will make the final decision. In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that Saint Gertrude the Great is not equipped to meet the student's needs, and therefore, a transfer will be necessary. In all cases, the principal will make the final decision.

## **Topic-5-09-2**

### **Additional Counseling Information**

#### **Additional Counseling Information**

St. Gertrude the Great School is fortunate to have a partnership with Counseling Partners of Los Angeles. The school has 2 counselors available to service our students 4 days a week. Referrals can be generated by parents, administration, teachers or the student. Parental permission is required.

Counseling Partners of Los Angeles (CPLA) was founded in 2012 with the purpose of improving the lives of students attending Catholic schools in underserved areas of Los Angeles. CPLA focuses on providing direct counseling support to students and improving students' support networks by partnering with teachers, students, and administrators. CPLA's service philosophy is to support students at school and includes working with family members and the school community in order to have the greatest impact.

## **Section-5-11**

### **Summer School**

#### **Summer School**

A determination is made each school year as to whether or not summer school is offered. This is generally based on the availability of the teachers during summer months.

## **Section-6-01**

### **Before & After School Policies and Programs**

#### Before & After School Policies and Programs

Students staying after school for sports or any other activity may not leave the school grounds.

Students must maintain a 2.0 average and a G in conduct in order to participate in school-sponsored activities. The average is composed of the following academic subjects: Religion, Language Arts (Reading/Literature, English and Spelling), Math, Science, Social Studies, P.E. and Art.

The school offers a variety of after school activities. These vary from year to year based on interest. Some activities in the past have been Robotics and Coding Club, Chess Club, Dance and Bookclub.

### **After-school Sports Program**

Students in Grades 3 through 8 may participate in Saint Gertrude the Great School's after-school sports programs. There is a \$50.00 fee per student for participation in each sport. This fee assists in the payment of fees to the Catholic Youth Organization, referee fees for each game, equipment, tournaments and other expenses. Parents will also be asked to participate with sport activities to assist in meeting the additional expenses for after school sports. Practice times TBA. Parents are expected to help provide transportation to and from games (Vehicles must have a seat belt per occupant).

## **Section-6-02**

### **School Field Trips and Excursions**

#### Field Trips and Excursions

Field trips are an extension of our curriculum and are considered a regular part of the educational experience. Such trips are arranged by the faculty throughout the year with the approval of the principal. In order to participate in a field trip, students need to have a written and signed permission form. This form must be returned to school prior to the day of the excursion. Telephone conversations, faxes or emails are not acceptable substitutes for a signed permission slip to go with his/her class. All costs of the trip are absorbed by the family of the student attending the trip. The school reserves the right to not allow a student to participate in a field trip when his/her behavior is judged inappropriate. Children of chaperones are not allowed on field trips. When accepting the position of chaperone, you are accepting responsibility for other students.

## Section-6-04

### Student Government

#### Student Government

## STUDENT COUNCIL

The Student Council strives to build school spirit and community through various activities. The annual Bishop's Mass, prayer services, and Halloween Parade are some of the events organized by the Student Council. Members (from grades 5 through 8) are elected in May or June for the following school year. All speeches for students running for Student Council must be submitted for approval a week before elections. St. Gertrude the Great's Student Council is a member of The Associated Student Councils of Catholic Schools.

All student council members must strive to maintain a B average in academic subjects, work habits, and behavior. Any member of the student council with academic, work habits, or behavior average below a C are subject to probation. If no improvement is made within a two week period, the member may be removed from the student council for the remainder of the academic year.

The following is a listing and description of the offices for Student Council:

**PRESIDENT: Must be in eighth grade and part of student council for at least 2 years prior to being elected.**

- Represents the school through community events or other school visits.
- Prepares the agenda for meetings with cabinet members and moderator.
- Follows all school rules and is a positive role model for other students.

Presides over student council meetings, assemblies, and other student body activities.

**VICE-PRESIDENT: Must be in seventh or eighth grade and part of the student council for at least one year.**

- Serves in absence of the president.
- Helps in planning assemblies and other student body activities.
- Prepares agenda for meetings with cabinet members and moderator.
- Follows all school rules and is a positive role model for other students.

**SECRETARY-TREASURER: Must be in seventh or eighth grade.**

- Keeps accurate records of all student council meetings, makes copies of the minutes and distributes them.
- Keeps an accurate account of all student council finances. Takes charge of all student council sales.
- Prepares agenda for meetings with cabinet members and moderator.
- Follows all school rules and is a positive role model for other students.

**CAMPUS MINISTRY Must be in sixth, seventh, or eighth grade.**

- Conducts morning prayers, presides at all prayer services and assemblies, assists with service activities
- Follows all school rules and is a positive role model for other students.

**ECOLOGY REPRESENTATIVE Must be in sixth, seventh, or eighth grade.**

- Acts as chairperson for campus cleanup, assists in developing an ecological program, and plans the ar
- Follows all school rules and is a positive role model for other students.

**PUBLIC RELATIONS Must be in sixth, seventh, or eighth grade.**

- Announces school activities during morning prayer, periodically writes posts for school social media a
- Follows all school rules and is a positive role model for other students.

**CLASSROOM REPRESENTATIVES: One or two for grades TK – 8**

- Coordinate information with class and teacher, works on student council activities and committees. Re
- Follows all school rules and is a positive role model for other students.

**REPRESENTATIVE AT LARGE: This position may be offered to the person not elected for president. This vacancy depends on yearly need.**

- Supervises all classroom representatives when engaging in activities such as: poster making and Eagle
- Follows all school rules and is a positive role model for other students.

**YEARBOOK REPRESENTATIVES: Must be in seventh or eighth grade.**

- Takes pictures for all school events, prayer services, and special Masses.
- Plans, organizes, and publishes yearbook.
- When needed, will be asked to attend class field trips in TK-8th grade for picture taking.
- Follows all school rules and is a positive role model for other students.

**Topic-6-04-1**

**Election rules**

Election rules

Members (from grades 5 through 8) are elected in May or June for the following school year. All speeches for students running for Student Council must be submitted for approval a week before elections. St. Gertrude the Great’s Student Council is a member of The Associated Student Councils of Catholic Schools.

**Topic-6-04-2**

**Authority**

**Left Intentionally blank**

**Section-6-05**

**Clubs/Organizations/Honor Societies**

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## **Topic-6-06-1**

### **Formal Dances (Homecoming, Winter Formal, Prom)**

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## **Topic-6-06-2**

### **Graduation Celebration/Grad Night**

**Graduation Celebration**

The celebrations for Graduation vary from year to year according to the consensus between teacher, students and parents. Traditionally graduates attend an amusement park field trip and attend a class dance.

## **Topic-6-07-2**

### **Additional Student Publications Information**

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## **Section-6-08**

### **Parent/Guardian Release for Student or Minor (Noncommercial)**

Parent/Guardian Release for Student or Minor (Noncommercial)

This form is completed during registration and is commonly known as the Permission to Publish, regarding a student's image, work, voice or name. Once permission has been granted, a second form needs to be completed to withdraw this permission.

## **Section-6-09**

### **Class Rings (High Schools only)**

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## **Section-6-10**

### **Student Identification Cards**

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## **Section-6-11**

### **Yearbook**

**Yearbook**

The **Yearbook Club** is composed of at most 12 students in grades 7 or 8. Top 12 applicants are chosen based on their application AND a hands-on task via Google Slides. The hands-on task tests their ability to compose a digital page within a specific time frame. Minimum GPA to apply is 2.0 (gathered from the end of 6th or 7th grade year). Other requirements include:

- Must be familiar with photoshop/editing software/applications
- Maintain a 2.0 GPA or above throughout the school year
- Attend monthly meetings during lunch
- Attend some after school events to capture quality photos
- Take photos during the school day with prior approval from the Homeroom teacher
- Gather photos from all teachers for maximum student representation
- Work as a team to meet deadlines

Missing 3 meetings without excuse OR not maintaining a 2.0 GPA throughout the year is cause for terminating Yearbook Club membership. In addition, a Yearbook Club's membership will be terminated if the student uses a student's image on their personal social media accounts or for personal use. Consequences for such an infraction will be decided by the principal.

## **Topic-6-12-01**

### **School Athletic Handbook [if applicable]**

#### School Athletic Policies/Procedures

Students in Grades 3 through 8 may participate in Saint Gertrude the Great School's after-school sports programs. There is a \$50.00 fee per student for participation in each sport. This fee assists in the payment of fees to the Catholic Youth Organization, referee fees for each game, equipment, tournaments and other expenses. Parents will also be asked to participate with sport activities to assist in meeting the additional expenses for after school sports. Practice times TBA. Parents are expected to help provide transportation to and from games (Vehicles must have a seat belt per occupant). Students staying after school for sports or any other activity may not leave the school grounds.

## **Topic-6-12-02**

### **Sports by Season Pep Squads, Cheer**

#### **Sports by Season**

Sports vary depending on the availability of parent coaches. Generally the following sports are available:

Fall: Girls Volleyball, Flag Football, Boys Basketball

Spring: Boys Soccer, Track and Field

## **Topic-6-12-03**

### **Selection Process/Requirements for Participation**

#### **Selection Process/Requirements for Participation**

Students participate in try-outs for all sports and are given a spot on team levels (A, B, C) depending on their level of play.

Athletic Events in the CYO are offered for different levels of competition.

- A (7-8 Grade), B (5-6 Grade) and C (3-4 Grade) levels. The A level is a competitive division that maintains the core precepts of the lower levels of play. However, the A level acknowledges conference and CYO champions from a team perspective and recognizes athletes on an individual basis as well. 7/8 graders may not play at the B or C level.
- The B level is for students in grades 6 and below. The B level is a developmental level. The focus shall be on a basic understanding of the game rules and game strategies as well as further development of fundamental skills. 5/6 may not play at the C level.
- The C level is mainly for students in grades 3 and 4. The C level is an introductory level into sports.

#### **Academic Requirements for Extra Curricular Activities**

Students must maintain a 2.0 average and a G in conduct in order to participate in school-sponsored activities. The average is composed of the following academic subjects: Religion, Language Arts (Reading/Literature, English and Spelling), Math, Science, Social Studies, P.E. and Art.

#### **Academic Probation**

Students with a grade point average of less than 2.0 at the time progress reports are issued, will be considered on academic probation. The probation period is one trimester. During that time, students may not participate in extracurricular student activities. It is the teachers discretion if students may be removed from probation before the end of a trimester. The students must work closely with the teacher to reinstate their good standing. It is the responsibility of the student to do this.

Parents will be notified of the academic probation and an appointment will be made with the classroom teacher(s) and principal.

## **Topic-6-12-04**

### **Athletic Medical Clearance**

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## **Topic-6-12-05**

### **Injuries and accidents**

**Injuries and Accidents**

## **Student Accident Insurance**

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

## **Topic-6-12-06**

### **Athletic Fees, Equipment and Uniforms**

#### **Athletic Fees, Equipment and Uniforms**

##### **Athletic Fees**

Student athlete fee is \$50.00 per sport per student. The fee must be paid before the first scheduled game. If the fee is not paid the parent understands that their student athlete will not be permitted to participate in any activities, including team practices. The paid fee is not refundable.

The sport fee covers the following:

1. Annual CYO registration
2. Two tournaments
3. Referee fees
4. Centralized games facility fee
5. Uniforms (uniform(s) must be turned in at the end of each sport season)

Additional fee(s) may be incurred with individual sports that are not included in the sports fee contract. These individual sports are – Soccer, Track & Field and Cross Country.

## **Topic-6-12-07**

### **Discipline Policies and Procedures in Athletics**

#### **Discipline Policies and Procedures in Athletics**

## **Topic-6-12-08**

### **Varsity Jackets and Sweaters**

#### **Intentionally Left Blank**

## **Topic-6-12-09**

### **Sportsmanship Code for Spectators**



## **Sportsmanship Code for Spectators**

It is the responsibility of the coaches to ensure that spectators abide by the following rule:

A CYO Spectator shall not:

- a) Be on the playing field or court during games/competition
- b) Shout instructions or criticism to anyone
- c) Use profane, obscene or vulgar language
- d) Verbally or physically abuse or assault anyone
- e) Approach an official or supervisor
- f) Appear in an intoxicated condition or have in his/her possession any alcoholic beverage or illegal substances of any kind.

Violators of the CYO Spectators Code of Conduct, which shall be determined by the assigned game/competition official or supervisor, may result in removal from facility. If the official's or supervisor's decision is not obeyed, the official has the authority to declare the game/competition forfeited by the offending team. If warranted, further action will be taken by CYO.

In order to achieve CYO's mission of fostering the Catholic community through youth athletics, CYO currently offers Member Schools a program called Parent like a Champion Today. Developed by University of Notre Dame, this program takes the same approach of the Play like a Champion Today workshop class required of all coaches. It deal with the tough sports issues and supports parents in understanding athletics as ministry to youth and families, building teams a Christian communities, intrinsic motivation, spiritual growth, and responsible decision-making. If interested, contact the CYO office for more information.

### **Topic-6-12-10**

#### **Coach/Trainer Certification [Play Like a Champion]**

##### **Coach/Trainer Certification [Play Like a Champion]**

In 2006, the Archdiocese of Los Angeles (ADLA) requested that all coaches involved with the after-school sports program of an Archdiocesan school be trained with respect to three areas:

- A. Safe boundaries with the youth
- B. Health and safety concerns
- C. Character development of all participants

At the request of the ADLA, the Catholic Youth Organization (CYO) researched various programs and recommended the Play Like a Chamion (PLC) program created by the Center for Ethical Education at the University of Notre Dame. The ADLA accepted the recommendation and in the fall of 2006, CYO introduced the PLC workshop as part of its coaching certification program.

## **Topic-6-12-11**

### **CYO/CIF**

#### **CYO/CIF**

St. Gertrude the Great participates in the Catholic Youth Organization (CYO) for sports.

[Catholic Youth Organization](#)

The school does not participate in the California Interscholastic Federation (CIF) at the elementary level.

## **Section-7-1**

### **Tuition and General Fees**

#### Tuition and General Fees

Transitional Kindergarten - 8th Grade:

1 Child: \$4,675.00 annual tuition (\$425.00 per month)

2 Children: \$7,293.00 annual tuition (\$663.00 per month)

3 Children: \$9,043.00 annual tuition (\$822.00 per month)

4 Children: \$10,038.00 annual tuition (\$912.00 per month)

Tuition payments are NON-REFUNDABLE. Tuition is broken down into ELEVEN (11) equal monthly installments for your family's budgetary consideration. The first tuition payment for the 2024-2025 school year is due no later than August 15, 2024. Any owed tuition, fees, fundraising, etc. payments made after May 15, 2025 must be cash, money order or cashier's check (FACTS tuition payments are excluded).

Saint Gertrude the Great enrollment and registration is rooted in the commitment of parent obligations. Failure to meet these obligations may result in but is not limited to: nonparticipation in end of the year class/school wide activities, termination of your child/ren's attendance to school and/or denial of re-registration for the following school year.

## **Section-7-2**

### **Tuition Collection**

#### **Tuition Collection**

St. Gertrude the Great School uses the FACTS Tuition Management program. Enrollment in this program by all families is essential in providing consistent financial security to operate the school. Tuition is broken down into ELEVEN (11) equal monthly installments for your family's budgetary consideration.

## **Section-7-3**

### **Tuition Assistance**

#### **Tuition Assistance**

Tuition assistance is available to families needing financial support to attend the school. This assistance is currently available through the Catholic Education Foundation, Shea Family Charities and St. Gertrude the Great scholarships. Current tax year information is required for this assistance.

## **Section-7-4**

### **Parent Service and Fundraising Requirements**

#### **Parent Service and Fundraising Requirements**

### **Service Hours**

CEF, SHEA Family Charities and ST. GERTRUDE THE GREAT SCHOLARSHIP RECIPIENTS: forty (40) service hours per

family.

NON SCHOLARSHIP RECIPIENTS: thirty (30) service hours per family (optional buy out \$600.00)

### **Fundraising Requirements**

Each family must contribute a total of \$500.00 in fundraising NON-SCHOLARSHIP RECIPIENTS MAY BUY OUT FUNDRAISING FOR \$45.45 PER MONTH. This will be added to monthly tuition.

FUNDRAISING OPTIONS: The following are examples of various fundraising activities that may occur during a given school year. The fundraising activities listed below are just a sample of fundraising activities, other activities may take place during the year that are not listed and activities listed may be switched out for other activities.

- PARISH FESTIVAL TICKETS/Or Equivalent to the Festival Event: (mandatory 1 book per family. 100% applied to fundraising balance)
- COLOR RUN: 100% of pledges applied to fundraising balance
- Sales: Catalog sales, chocolate sales, popcorn sales. (Please keep in mind that the school only receives half of your sales and therefore only 1/2 the amount you sell counts towards the \$500.00 fundraising obligation. I.e: \$500.00 in sales = \$250.00 towards your \$500.00 obligation)

Fundraising obligations must be met by the first Friday of June or the remaining balance will be added to the overall remaining tuition balance.

### **Section-7-5**

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

## Costs/Fees

### SCHOOL FEES

- REGISTRATION FEES: NON-REFUNDABLE-\$100.00 per student
- TECHNOLOGY FEES: \$200.00 per student Due at final registration.
- MANDATORY MEETING LATE FEES: Non-attendance at Mandatory Parent Meeting (signing in and leaving does not account as attendance. Families who sign in and leave before the end of the meeting will be charged \$100.00. Please do not sign in for other families)
- GRADUATION FEES (8TH Grade): \$300.00 per student. Graduation fee includes cap and gown, diploma, document/transcript preparation and processing, awards, end of the year activities and graduation Mass expenses. All financial and parent obligations must be completed by June 1, 2024 for child to participate in graduation and graduation related activities.
- 1st COMMUNION FEES: \$120.00 per student. Sacramental fees are mandatory for any student receiving the Sacrament of Reconciliation and First Holy Communion. The fees include: certificate, retreat, transportation to the retreat practices programs, Choir and Mass

retreat, practices, programs, choir and mass.

- TARDY FEES: \$5 per tardy/per student. A student is considered tardy if they do not walk into the front gate by the second bell at 7:50.
- ACTIVITY FEES: \$50.00 per student/per activity. Activity fees cover expenses incurred by the school for extra-curricular activities and sports. For example CYO fees.
- YEARBOOK(Optional): PRICE VARIES

## **Topic-8-1-01**

### **Discipline and Procedures**

#### **Discipline and Procedures**

##### **General Behavior**

It is expected that all students conduct themselves in a manner consistent with the accepted norms of Christian values on campus and at all school activities. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty, staff and other students politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Repeated negative attitudes and behavior destructive to the community will not be tolerated and will result in immediate action or remediation. Such action includes but is not limited to: teacher conference, professional counseling at parent's expense, probation, or expulsion.

MAINTENANCE OF EFFECTIVE DISCIPLINE Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of all students
- Consistent follow through

## **Topic-8-1-07**

### **Academic Dishonesty Policy**

#### **Academic Dishonesty Policy**

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

If a student is caught cheating, the teacher will take the following steps:

1. Call the parents

2. Issue a detention
3. Give a grade of "0" for the test or assignment.
4. Student will ineligible for Honor Roll for that trimester.

Chronic cheating may result in serious disciplinary action including but not limited to suspension and withdrawal.

## **Chapter-11**

### **PARENT-STUDENT POLICIES AGREEMENT FORM**

#### **Parent-Student Policies Agreement Form**



[parent\\_student\\_policies\\_agreement\\_form \(1\).pdf](#)

