



## **Saint Monica Preparatory - Lower School - Handbook**

August 2022

Dear Parents,

Welcome to the 2022-23 school year at Saint Monica Preparatory. The administration, faculty, and staff of your school is honored that you, the primary educators of your children, have chosen us to share this responsibility with you. We respectfully enter into this collaborative ministry with you to educate, form, challenge, and inspire your children to be the very best of God's creation.

The administration, faculty, and staff believe that the integration of faith and culture assists us in helping each student grow in wisdom and grace from his/her education. We are dedicated to living our Catholic faith, taking a sacramental view, working with individuals, mining the rich treasury of our faith, working for justice for all - for the education and formation of all students.

As parents, you are important members of our community. I believe that you will find the more you participate in the life, work, and worship of our community, the more meaningful your experience will be with us. At Saint Monica Preparatory, we believe our community brings us together in interdependent relationships that challenge us to collaborate for the benefit of all students. We extend an open invitation to you to become meaningfully involved in your school and parish community.

Once again, welcome to the school year. Please contact me, your principal, if I can help you. I am confident that our work together will be a grace from our generous God.

Peace and Blessings,

Dr. Neil Quinly

Principal [neil.quinly@stmonicaelem.com](mailto:neil.quinly@stmonicaelem.com)

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## 1. Overview

### **Saint Monica Preparatory Mission Statement**

Strives to provide a holistic Catholic education to nurture lifelong learners who are members of a dynamic faith-filled community whose purpose is to continue Christ's work in the world.

### **School Philosophy**

Saint Monica Preparatory is a vibrant parish school that educates diverse learners from TK – 8th grade. Founded in 1930 by the Sisters of the Holy Name of Jesus and Mary we believe in continuing the service and love of Jesus Christ, guided by the Holy Spirit and Gospel values. Together with our families we are a welcoming community that provides a safe and loving learning environment. strives to inspire academic commitment and excellence by providing students with teachers whose expertise serves their individual needs. Through building relationships we nurture compassionate, responsible, well-rounded citizens who are prepared to meet their full potential.

### **Administrative Staff**

Pastor - Monsignor Lloyd Torgerson

President - Dr. Kevin McCardle

Vice President - Mr. Daniel Knowles

Principal - Dr. Neil Quinly

Administrative Assistant - Mrs. Correne Tallarico

### **Office Hours**

7:30am - 3:30 pm Monday through Thursday

8:30am - 3:30pm Friday

### **Daily Schedule**

#### Monday through Thursday

TK - 8:15am - 3:00pm

K - 5th grade 8:00 a.m. - 3:00pm

6th - 8th 8:30am - 3:00pm

#### Friday

TK - 8th 9:00 a.m. - 3:00 p.m. Friday

## 2. General Information

### Code of Christian Conduct Covering Students, Parents, Guardians and Other

#### Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools are different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.

Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

Conduct that materially disrupts classwork or extracurricular activities or that involves substantial disorder will not be tolerated.

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

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

## **Parent/Student Complaint Review Process**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **Department of Catholic Schools Level**

If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

### **Parent-Teacher Organizations, PTC, & SMPrep School Board**

Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the president and/or the principal as the case may be.



The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the bylaws.

The Schools' Board shall have as its sole concern the ministry of Catholic school education. The Schools' Board, operating under the guidance of the Archdiocesan Department of Catholic Schools and the Superintendent of Catholic Schools, and in conformity with the Archdiocesan School Policies shall concern itself with policy matters pertaining to the general excellence of Catholic Education at Saint Monica Preparatory.

The Parent-Teacher Council (PTC) is an organization that consists of elected parents and assigned teachers working together to maintain the quality of our Catholic educational program. Participation in the PTC enables parents to be appropriately involved in SMPrep, provides them with a forum to discuss new ideas, and allows them to offer their perspective on needed changes and improvements. Additionally, the PTC supports the major fundraising efforts and other activities of the school. Catholic education at SMPrep is a true collaboration between parents, teachers, and staff. The PTC Executive Board meets monthly (with the exception of December and July) with our principal and teachers. All meeting dates, minutes, and current members are listed on the school website.

### **Mandatory Attendance at Meetings**

Parents are required to attend two general meetings each year: Back-to-School Night in September, and the Registration/Finance/State of the School meeting in March.

### **Zero Tolerance Policy**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor. Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

May not have any paid or volunteer assignment in any ministry in the Archdiocese, and

May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

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

As a member of the Archdiocese of Los Angeles community, the school is in compliance with the Safeguard the Children initiative, and the Archdiocese's Zero Tolerance Policy.

### **3. Admissions and Attendance**

#### **Admissions Policy**

- Active members of the parish receive priority consideration.
- TK students must be a minimum of four (4) years of age on or before August 1st or September 1st of the school year
- Kindergarten students must be a minimum of five (5) years of age on or before August 1st of the school year
- First grade students must be a minimum of six (6) years of age on or before August 1st of the school year
- All students must comply with California immunization and health requirements prior to enrollment
- Each student is considered for enrollment on his/her own merits and on the ability of SMPrep to meet their needs

The pastor, president, and principal will annually review a students' continued eligibility for enrollment in the parish school

Registration of currently enrolled, returning students in grades TK - 8 will take place in January.

New student registration for TK and Kindergarten will take place in January. New student registration for grades 1-8 will take place in February. Our admissions policy requires parents to complete and submit the application, pay the application and testing fees, submit a current report card and all required health records, submit a Baptismal certificate, and meet with the SMPrep administration and/or staff.

Once the school year has begun, SMPrep accepts students on an individual case basis. This is at the sole discretion and decision of the school's administration. Students entering SMPrep under this policy are generally accepted conditionally. SMPrep will evaluate the student's progress and socialization, will evaluate the parents' collaboration, and will determine the student's eligibility for continued enrollment.

#### **Cumulative Pupil Record**

Full and accurate records, including standardized test results, of each student are entered on the official Archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Permanent records cards include only the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student.
- Standardized test data.
- Transcript of classes.
- Attendance information shall be included.

- Record of withdrawal or graduation and place to which any copy of the record is sent. Verification of or exemption from required immunization through high school graduation.

### **Inclusion Procedures**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan (STEP). St. Monica Catholic Elementary has adopted a Student Success Team (SST) model to serve as our STEP program in support of the Catholic inclusion process. The various services the team provides are based on the student’s individual needs and are tailored to their strengths. It is our goal that all students on the SST can be served and that they can achieve academic success when given the appropriate resources and support. Parents/guardians who feel that their child may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the child’s teacher, principal, or school psychologist to initiate the SST process in order to determine how best to meet the students needs.

### **Leaving School Early – also see Tardy**

SMPrep expects our students to remain in school for the full day. It is the parent’s responsibility to ensure their children remain in school. Students who leave school early disrupt the classroom routine and miss instructional time. A student may not leave the school before the regular dismissal time without a request from a parent or guardian. The request must state the reason for early dismissal. Chronic leaving early is a serious problem, and rather than punitive measures directed at the student, parents will be notified and given

the opportunity to correct the problem. If this problem persists, parents will be asked to remove their children from SMPrep.

### **Medical Appointments**

We strongly encourage these appointments to be scheduled outside of the school day. When this is not possible, parents should: (1) Notify the school beforehand, advising the office and/or teacher of the appointment that day; and (2) Request a doctor’s excuse from the medical office and bring this to school upon the student’s return to school. Only then will the absence be recorded as an excused medical absence on the official class register.

### **Non – Discrimination Policy**

The school, 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. The school 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.

While the school does not discriminate against students with special needs, a full range of services may not be available to all students. 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. Our mission and ministry require that we always put the needs of the child first. In compliance with Archdiocesan policies, SMPrep publishes this Non-Discrimination Policy in the parish bulletin and the Parent/Student Handbook each year.

### **Divorced/Separated Family Policy**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to comply with custody arrangements that have not been made known to us in writing. In cases where custody/visitation are shared by both parents, SMPrep maintains a neutral position. SMPrep will not be placed in the middle of family disputes. Parents must ensure the school's ability to maintain this unbiased position as a condition for the continued enrollment of the child. Upon parental request, SMPrep will make every effort to communicate with both custodial and non-custodial parents.

### **Parent Authorization to Use Child's Personal Information**

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

### **Privacy and Access to Records**

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the school community. Every member of the school community must respect the privacy of all students, families, employees, the principal, and the pastor.

### **Pupil Records**

Pupil records means any record related to a student that is maintained by SMPrep or one of its employees, i.e. health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

The principal, as the legal custodian of pupil records, authorizes the release of pupil records. Teachers, counselors, school psychologists, and administrators charged with pupil supervision have the right to view pupil records. Teachers' aides and others in a semi-supervisory role may view pupil records with direct supervision. Pupil records may be released by judicial order, such as a subpoena or a search warrant. SMPrep complies with all legal requests made by law enforcement to release and/or disclose pupil records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California

state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **Tardy**

To uphold the integrity of learning in the classroom community, SMPrep expects our students to come to school on time. **Students are considered late if they do not line up and enter their classroom with the teacher in the morning.** If a student arrives late, they are required to go to the office and get a Tardy Slip from the Receptionist and present it to the classroom teacher. Students who come late to school disrupt the classroom routine and miss instructional time. Chronic tardiness is a serious problem, and if it continues, SMPrep staff and families will meet together to create an outlined step plan to help correct the problem.

<p><b>4 or more tardies in 1 month</b></p>	<p>Step #1: Letter to Family</p>	<p>A letter from Administration will be sent home informing the family of the tardy problem. The letter will be signed by parents and returned the following school day.</p>
<p><b>8 or more tardies in 2 months</b></p>	<p>Step #2: Meeting and Family Action Contract</p>	<p>SMPrep Administration and the family will meet to create a Family Action Plan contract outlining steps to improve the tardy problem.</p>

### **Transfer of Records**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

### **Vacations within of the School Year Calendar**

Our school year calendar is published and given to parents as early in the school year as possible, and there is an expectation that parents understand and adhere to our traditional 10- month school calendar. Parents who choose to take trips or vacations within the academic school year should understand that it is the student's responsibility to obtain any missed learning opportunities. Teachers cannot be responsible for making up any missed classroom instruction that results from families scheduling a vacation during the academic school year. Vacations during the school year are discouraged. If students will miss school due to vacations, parents must notify the school office, teacher, and principal. If a student is absent for an extended time, (15 or more days within a trimester), official grades will be withheld.

### **Verbal/Written Confidences**

Students or parents/guardians may provide confidential information to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or appropriate authorities will be notified promptly, keeping in mind the rights of privacy that apply. The State of California and Archdiocesan policy on reporting known or suspected abuse of children or vulnerable adults is followed.

### **Withholding of Records**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

### **Work Permits**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's

satisfactory academic achievement to date. The student must then submit the form to the “work permit issuing authority.” If all requirements are met, the work permit issuing authority may issue the “Permit to Employ and Work.” The “work permit issuing authority” may be the local public school superintendent , those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the school office. For additional information and forms see <http://www.dir.ca.gov/dlse/dlseformb1-1.pdf>

## 4. Academics and Co-Curricular

### **Counseling**

The mission and purpose of the school is education. The school does not assume the responsibilities properly given to the family and to society. The school will not assume the responsibility for counseling outside the purview of school-related needs.

### **Educational Materials**

Educational materials and supplies that enhance student learning are allowed at school. All other materials and supplies are not allowed. Please check with your child's teacher if you are in doubt about what is considered to be educational material and/or supplies.

Each homeroom teacher provides lists for classroom and school supplies. Students are required to bring necessary supplies to class each day. Binders, folders and book bags will be required to be kept clean and free from graffiti at all times. Students are responsible to bring required school supplies to class each day. Moreover, students are permitted to bring to school only those items that are considered necessary for their education.

### **Field Trips - Experiential Learning**

Field trips are educational in nature, and are part of a student's education at SMPrep. Field trip fees (bus transportation, entrance fees, etc.) are generally a shared cost between school and home. Parents will be advised in advance of these costs. An official school field trip permission form must be signed in order for a child to accompany his/her class on the designated field trip. Due to insurance and liability issues, there is no exception to this policy. Teachers may invite parents to chaperone field trips. All field trip chaperones must be VIRTUS trained and fingerprinted. Parents and chaperones *cannot* meet or drop students to the field trip, unless under extenuating circumstances and permission given by the principal.

### **Grading Policy**

Our grading policy is in full compliance with the Los Angeles Archdiocese Department of Catholic Schools, and aligned with CA standards and CCSS. SMPrep uses formal and informal, summative and formative assessment to evaluate the success of the individual learner and their level of content mastery.

Teachers must not assign more than 1 summative assessment (tests, projects, performances) per day in K-5; and no more than 2 per day in 6th - 8th.

Grading weights must represent all aspects of student learning and must follow the grading policy guidelines around grading weight and frequencies.

If a student and/or parent disputes a grade earned on a report card, it must be done in a collegial atmosphere with the teacher(s) and principal. If it is proven that the school made an error, then in



justice, the grade will be changed. However, report card grades will not be changed simply at the request of the parent and/or student.

## **Homework**

Teachers will give homework, when necessary, to reinforce classroom learning and to further independent study habits in children. Parents should collaborate by providing an adequate study space and time for the student to accomplish his-her work, and also to give schoolwork its proper priority in relation to other commitments and interests.

SMPrep time allotments for homework are as follows:

- Grades 1 - 2, not to exceed one half hour.
- Grades 3 - 5, not to exceed one hour.
- Grades 6 - 8, not to exceed two hours.

Note - These are average times. Students may take more or less time, dependent on proficiency levels and study habits. Parents are encouraged to monitor their children's homework and homework habits.

Homework is normally assigned Monday through Thursday evenings on a regular basis; however, there may be exceptions. Homework should be completed after school hours. It should be the individual student's work unless otherwise directed by the teacher. Parents may not collaborate or assist their child/ren to the point of the homework no longer being that of the student. It is the student's responsibility to complete and bring homework to school on time.

## **Attendance**

One of the most important factors of a student's success in school is regular attendance. When a student is absent, they miss critical learning experiences that help them master core content and critical academic learning material. Consistent attendance also provides the school environment for students to develop strong relationships with their peers and school staff, thus providing them further opportunities to succeed - academically, socially, emotionally, and here at SMPrep, in the development of their faith. We consider excessive absences during the school year to be problematic and will consult with parents as needed.

Excused medical absences are - illness, medical appointments; hospitalization; recovery from surgery; quarantine directed by county or city officials.

Excused non-medical absences are: bereavement of a family member; court hearings; religious holidays; or other special or emergency circumstances vetted with the school's administration.

If a student is absent, parents must notify the school office, stating the reason for the absence. Please be specific, e.g. stayed home with the flu; had a dental appointment; etc.

Unexcused absences are: family vacations and/or trips; activities apart from school i.e. acting, music, art, sports; being tired or not having your homework completed; oversleeping; staying home to visit with family in town; in general - absences that do not meet the criteria for excused absences.

If a student is absent, parents must notify the school office, stating the reason for the absence. Please be specific, e.g. stayed home with the flu; had a dental appointment; etc.

### **COVID Absences (excused medical absence)**

If your child is showing any of the symptoms below, please keep them home. You will be required to return to school with a negative COVID test.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For all Covid related absences, it is your responsibility to return your child to school with a negative COVID test result.

### **Missed Work - Excused Absences**

For short term excused absences (1 to 3 days), the academic material that students miss will be given to them when they return to school. Students will receive full credit for completed work, providing it is turned in within a reasonable amount of time, as determined by the teacher and administration. Failure to complete the assigned work will be treated as any other incomplete work.

### **Missed Work - Extended Excused Absences**

It is the parents' responsibility to discuss extended absences (4 or more consecutive days) with the teacher and/or administration, at which time an individual plan for missed work will be created. Factors such as the nature of the excused absence and the student's ability to complete work will be

considered in the planning. Students will receive full credit for work, providing it is turned in within a reasonable amount of time, as determined by the teacher and/or administration. Failure to complete the assigned work will be treated as any other incomplete work.

### **Missed Work - Unexcused Absences of any Length**

Unexcused absences: The assignments/tests/projects that students miss will be given to them when they return to school. SMPrep teachers are not required to provide missed work until the student returns to school.

### **P.E. – Excused Participation**

If students are unable to participate in P.E. classes for some reason (injury, illness, doctor's orders, physical condition) parents must notify the school, clearly defining the reason and the requested length of time for the excused absence. If a student is requesting an excused absence from PE, they will also be restricted from play at recess and lunch.

### **Plagiarism**

Plagiarism is an academic and moral concern, particularly with the excessive amount of prepared papers and reports available on the Internet. Severe consequences will result if a student's work is plagiarized from another source. This is academic cheating. Plagiarism will result in a significant grading consequence for that assignment and/or a suspension.

### **Report Cards / Parent Conferences**

In grades 1-8, report cards are distributed on a trimester basis - approximately every 60 instructional days.

In TK and Kindergarten, students will receive a semester report twice a year, with mid-semester progress reports.

Parent-Teacher conferences provide an opportunity for parents and teachers to discuss the student's progress at school, and to share respective observations and insights. It is crucial that parents and teachers have this opportunity to communicate, enhance our partnership, and collaborate for the success of each student. Parent-Teacher conferences may be called at any time during the school year as deemed necessary by the parent, the teacher, and/or the administration.

Mid-trimester progress reports are sent home with all students to advise parents of the student's progress.

### **Standardized Testing**

Three times throughout the school year, students take the STAR Test as directed by the Los Angeles Archdiocese. Standardized tests are norm-referenced tests that measure a student's achievement/growth from one to the next, and may also be used to compare a student's achievement/growth with the progress of other students their age throughout the Archdiocese and throughout the country.

## **Textbooks**

In order to extend the life of non-consumable textbooks, students are required to cover books at the beginning of the year and to keep them covered throughout the entire year. Students are responsible for the care of all non-consumable texts. Parents are responsible for the replacement cost of lost or damaged textbooks.

## **Tutoring**

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers cannot be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

## 5 - Discipline

### Goals

Discipline is an aspect of moral guidance. Our goal is to provide a safe school climate conducive to learning by instilling Christian values and promoting character development: self-control, responsibility, and a deep regard for the rights of others.

Effective discipline is maintained when:

- *Students work cooperatively with other*
- Order is maintained throughout school campus
- Students and parents have a clear understanding of the discipline policy of the school.
- Positive correction of behavior.
- Expectation of acceptable classroom and school conduct.
- Positive reinforcement of good behaviors
- Firm and fair treatment of all students.
- Follow through of consequences

### Behavior Expectations

We design rules and consequences that are age-appropriate, based on these foundational schoolwide behaviors that are not allowed:

- hitting, shoving or kicking
- foul language
- harassment, bullying,
- discrimination against others for any reason - race, gender and gender identity, religion, ability, language, national origin.
- disrespect to staff
- lying
- Posting inappropriate content via email, text, or social media.

In summary, we expect our students, staff, and parents to treat all members of the school community in a manner aligned with our Christian values.

### Consequences

Teachers and students engage in restorative action appropriate to developmental and grade level expectations. Consequences are intended to be logical and developmentally appropriate. Most developmental consequences will include classroom protocol, conversation, reflection, communication with parents. For more serious infractions, consequences will be given based on the level of infraction. Consequences are utilized to inform, correct and improve behavioral and

academic choices. Behavioral and academic choices and consequences will be assessed based on the severity of the infraction and student responsibility towards the infraction.

The following disciplinary measures are not allowed by Staff:

- Corporal punishment.
- Language that is sarcastic or calculated to bring ridicule.
- Any disciplinary action that isolates a student without proper supervision
- Whole class consequences for an individual student's infraction (i.e. benched at recess)

<b>Level 1 Infractions</b>	<p>Infractions and/or mistakes that a student makes, is warned about and is willing and able to quickly fix.</p> <p>These are generally resolved between school staff and student.</p>
<b>Level 2 Infractions</b>	<p>More severe, repeated infractions where a student is unwilling or unable to quickly fix; or when a student's willful choice significantly impacts the academic environment where classmates are unable to learn and the teacher is unable to teach.</p> <p>These are generally resolved with collaboration between the parent, student, and school staff,</p>
<b>Level 3 Infractions</b>	<p>Infractions that are willful, defiant, unsafe, severe or gravely detrimental to the school community.</p> <p>These get referred to the principal. Consequences may include suspension, and /or expulsion.</p>

### Acceptable Academic Achievement

All students are expected and required to maintain acceptable levels of achievement and progress in academics, conduct, and work habits on each report card. If these requirements are not met, the student and parents will be contacted to determine the necessary actions to help the student demonstrate immediate improvement. **Acceptable Achievement is determined as a C or above in all core subjects.** Therefore, if a student has a D or F in a core subject (Math, Science, English, Literature, Social Studies, Religion), or a cumulative GPA below 2.0, the student is ineligible to participate in CYO Sports, Student Council, Ambassadors, Decathlon Team, Choir, or any other activity that is an earned privilege while on probation until further notice.

## **Student Threats**

All threats (verbal, written, drawn, etc.) by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Any weapon (any thing designed or used for inflicting bodily harm or physical damage) brought to school will be considered a threat to the community. Whoever hears or becomes aware of any threat made by a student should immediately report it to Staff. The principal will notify the proper authorities.

The student who has made the threat will be kept under supervision until the authorities arrive. The parents/guardians of the student who has made the threat will be notified. The parents of any student who has been identified as the potential victim will be notified immediately.

The student who has made the threat will be suspended until the investigation by the authorities has been completed. The decision to re-admit a student who has made a threat will be made by the school administration.

Practical jokes or off-hand comments of a threatening nature will be taken seriously and will be investigated. This includes any threats made on students' email, text, or social media.

## **Suspension/Expulsion/Expulsion Procedures**

**Suspension** - Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:

- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension, especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior.
- The suspended student may be present at the conference.
- In no case will a staff member on his/her own authority suspend a student.
- Suspension is an unexcused absence, however, students are required to complete all class work, homework, projects, etc. The student, parents, teacher, and principal will determine the process for turning in work while suspended, and the grading weight of work that is late due to the suspension.

**Expulsion** - Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery, or any threat of force or violence directed toward any school personnel or students.
- Bullying or harassing school personnel or other students.

- Open, persistent defiance of the authority of the teacher.
  - Continued willful disobedience.
  - Use, sale or possession of narcotics, drugs, or any other controlled substance.
  - Use, sale, distribution, or possession of any alcoholic beverages, tobacco, or vaping on or near school premises.
  - Stealing, Forging signatures, Cheating, or Plagiarism.
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy. Possession of weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
  - Actions in or out of school which are detrimental to the school's reputation.
  - Violation of the Electronic Communications Policy policies and guidelines.
  - Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Expulsion Procedure**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Credit will be given for all work completed by the student up to the moment of expulsion.

### **Written Record**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

### **Cases Involving Grave Offenses**

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference



The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

### **Time of Expulsion**

An expulsion may be made immediately if the reasons are urgent

Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed

If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect

If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

### **Reporting of Expulsions**

All expulsions, even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

### **Right to Make Exceptions**

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **Home Study**

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests outside school hours so that grades can be reported. A student placed on Home Study is required to pay full tuition. Parents/Guardians are responsible for supervising a student on Home Study.

### **Harassment, Bullying And Hazing Policy**

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including expulsion of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including expulsion. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

**Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.

**Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

**Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks.
- Using someone else's username to spread rumors or lies about someone.

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment.
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.

- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome.
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint, which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

### **School Searches**

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

## 6 - Policies and Procedures

### **Afternoon Pick-Up; also see Daily Dismissal of Students**

Driving west, parents enter the driveway from California Ave. Five (5) mph is the absolute limit for any car in the driveway! Children must be picked up between 3:05 and 3:20 by walk in or drive through (or 12:00 and 12:15 on noon dismissal days). Please do not park in the driveway prior to 3:05 p.m. (or 12:00 on noon dismissal days) as this is a driveway to the parking structure and an emergency entrance and exit.

Your school's administrators urge you to park in the structure or on the streets and walk into the schoolyard to pick up your children. Students will be dismissed from the schoolyard, near Duval Center. Older students picking up younger siblings from their class still remain on the schoolyard.

### **Cell Phone and SmartWatch Policy**

Student's using cell phones and/or smartwatches on campus are problematic to student learning and campus life. In order to reduce this problem, the administration of SMPrep directs all students and parents to the following:

1. SMPrep assumes no responsibility for a damaged or lost student cell phone smartwatch.
2. Students may choose to bring a cell phone/smartwatch to school but they must not be used on the school campus during school hours.
3. Student cell phones/smartwatch must be stored in the students' locker or backpack.
4. Any cell phone/smartwatch used during school hours will result in the confiscation of the cell phone/smartwatch. Parents may pick up the cell phone/smartwatch at the end of the day in the main office.
5. Parent/Student communication may not be conducted with each other during school hours via text, call, or email. All parent/student communication must be conducted through the school office. If there is a valid need for a student to contact a parent/guardian, the student must go to the school office, and a SMPrep staff member will place the call.

### **Cheating Policy**

Any student involved in cheating will receive an automatic zero (0) for the assignment/test and will be unable to make this grade up. The student will be required to complete the assignment (so that he/she demonstrates learning), but will receive no credit for it. Plagiarism, including the purchase of teacher manuals, testing booklets, and other instructional materials developed expressly for teacher use is considered cheating. Parents are expected to comply with this policy. All cheating will be reported to parents. Depending upon the gravity of the cheating incident, further measures may be taken.

## **Child Abuse Policy**

Teachers and staff are mandated by law to report any known or suspected child abuse or child neglect cases to the proper authorities. SMPrep is not allowed or required to discuss reporting with parents.

## **Classroom and Parent Communications**

Parent involvement and collaboration at SMPrep is a hallmark of our community. However, in order to maintain an environment that is consistent with our mission, philosophy, and ministry we retain the right to approve, or disapprove any message sent by parents on behalf of the school. We claim no such right or responsibility for private communication between parents. Therefore, all notices, flyers, e-mails, and other forms of communication sent on behalf of the school must first be submitted to SMPrep staff for approval.

Also note, email communication from SMPrep staff to individual parents may not be distributed to other parents. The email signature for SMPrep staff contains this information: *Please do not distribute, forward, or share the content of this e-mail without my direct consent.*

## **Daily Dismissal of Students**

Students in grades TK – 5th are required to be picked up by their parents, guardians, or other authorized adults between 3:00 p.m. and 3:20 p.m. – or between Noon and 12:20pm on Noon dismissal days. All TK-5 students must be checked out with their homeroom teacher.

6th, 7th and 8th grade students are allowed to leave campus at 3:00 p.m. without parents picking them up. SMPrep assumes no responsibility for students who leave our campus unsupervised. Once students leave our campus, it is the parent's responsibility to ensure their supervision and safety.

Students are not allowed to stay on the SMPrep campus unsupervised, at any time, for any reason.

## **Dating Policy**

SMPrep expects that all students will conduct themselves in age-appropriate conduct. Dating, discussion or evidence of dating, and any outward demonstration of affection in word or deed is not permitted at school. Students who engage in these activities at school will be counseled, including parents, on an individual basis.

## **Driving Onto the School Yard**

Our schoolyard is a playground for children. Whenever we open our gates and permit parents to drive onto our schoolyard for drop off or pick up: (1) it is a privilege, not a right; (2) it is imperative that parents comply fully with the procedures for traffic flow and safety; (3) and that parents cooperate fully with the staff and volunteers who are directing traffic for the children's safety.

## **Financial Policy - see contracts sent by SMPrep Admissions**

### **Financial Responsibility for Damage / Loss of Property**

Parents are financially responsible for any student who willfully damages school property, or who loses or willfully defaces any electronic device, textbook, library book. The cost for damaged school property will be determined by the school administration. The cost for textbooks and library books will be the total cost of replacing the books.

### **Invitations to Home Parties**

Invitations for home parties may not be distributed or announced at school. Parents must use other means, such as class roster, to extend invitations. Parents are asked and encouraged to be inclusive, just as SMPrep is an inclusive community.

### **Birthday Celebrations in School**

It's become a common practice for parents to bring cupcakes, donuts, etc for their child's birthday. Please notify your child's teacher of your plans and follow their directions.

### **Morning Supervision**

SMPrep supervision begins at 7:00 a.m. each school day. SMPrep accepts no responsibility or liability for students left on campus prior to 7:00 a.m.

### **Morning Student Drop-Off:**

Parents may enter the parking garage from California Ave. and walk their children onto the schoolyard. Parents may also park on the street and walk their children onto the schoolyard. Parents using the drive through student drop off must enter the driveway from California Ave., and follow the directions of the staff. Parents may not park and get out of their cars, may not pass on the right, and may not exceed five (5) mph. All parents are asked to keep child safety first – be alert, drive slowly, and follow the directions of staff and volunteers. Please allow yourself enough time each morning to get your children safely to school.

### **Parent Participation**

SMPrep relies on the appropriate involvement and help from our parents to ensure the success of our school's ability to carry out its programs.

Each school family is required to provide the school with 25 hours of service/volunteer work. Volunteer opportunities are listed in the school newsletter and posted on the SMPrep web site. Service/volunteer hours are defined as, "Personal presence and the performing of direct service or assistance to the school/staff of SMPrep."

A \$300 service hour fee is included in your financial contract. This fee rolls over each year to the next, providing you complete your 25 hours of service. If 25 hours of service are not met, you will be charged a rate of \$12 per hour

Parents are responsible for recording their hours in Gradelink.

## **Parents' Rights and Responsibilities - Appointments with Teachers**

Parents have the right to be kept informed of their child's progress at school, as well as the responsibility to inform the staff of any issues arising at home that may impact the educational process at school. SMPrep staff and parents are collaborators in the education of children. Parents are encouraged to meet with staff in a collegial manner with any questions or concerns. If this meeting is unsatisfactory, for parent or staff, the principal will help to mediate a mutual agreement and understanding between staff and parent for the benefit of the child.

*Please note:* SMPrep requires that parents make an appointment to meet with teachers. At the scheduled appointment time, parents must check in with the school office before going to the classroom. Parents are not permitted to enter the school and go directly to a classroom. This is a professional courtesy to the staff, and it ensures the continued safety of our closed campus when we know who is visiting us. If one other than a parent (i.e. a counselor) wants to meet with the staff about a student, the parent or guardian of the student must make arrangements with the SMPrep administration.

## **Uniform Requirements / Dress Code / Appearance Code**

Good grooming is considered a part of the uniform code. Students are required to follow the uniform requirements and dress/appearance code of the school. SMPrep uniform items may be purchased from our authorized supplier – Michael's Uniforms -

<http://www.michaeluniforms.com>

### **Uniform Clothing:**

Skirts may be worn no more than 2 inches above the knee (if this policy is not followed, students will lose the "skirt privilege") and must wear the uniform pants and/or shorts. Shirts and blouses must be tucked in at all times. School jackets, fleece, and sweaters with school logos are the only acceptable outerwear, with the exception noted below for inclement weather. Clothes must be in good condition – clean with no rips, tears, holes, patches, etc. Clothes must fit comfortably – not tight, not oversized.

### **Cold, Damp, and Wet Weather:**

The regular school uniform is always acceptable dress, however, during cold weather, windy days, and rainy days an additional non-uniform outer jacket may be worn to school, but must be removed in class.

**Hair:**

Hair must be neat, clean, and kept out of the students' eyes and off of their face. Eye to eye contact with students and teachers is important!

The school administration reserves the right to determine acceptable hairstyles of all students.

**Accessories:**

Students may wear one pair of stud earrings, one bracelet, one necklace, and/or one wristwatch to school. All must be age-appropriate. All other jewelry is not allowed at school.

Visible tattoos (permanent, henna, stick on, temporary) are not permitted at school.

**Shoes and Socks :**

Athletic shoes must be worn on PE days. No Exceptions.

Closed toe and closed heel shoes are the only acceptable school shoes. Laces, Velcro, or straps must secure shoes. Shoes must be secured at all times. Sandals, slippers, play shoes, wheels on shoes are prohibited and are not allowed (safety issues).

Socks must be worn with shoes. Tights must be school colors.

**Free Dress**

On some occasions, SMPrep allows its students to come to school in 'free dress'. Parents are required to determine what is age-appropriate free dress for a Catholic elementary school student. In order to provide the guideline for parents, SMPrep offers this policy:

- Acceptable Tops: T-Shirts, polo shirts, sweatshirts, blouses, and sweaters (logos and/or branding must be age appropriate and Catholic school appropriate).
- Unacceptable Tops: Tube tops, crop tops, off the shoulder tops.
- Acceptable Bottoms: Jeans, Cords, or Khakis. Shorts and skirts that are no more than 2" above the knee.
- Unacceptable Bottoms: Ripped or torn jeans. Shorts or skirts more than 2" above the knee. All other SMPrep uniform, dress, and appearance policies remain the same. Remember, the SMPrep uniform is always acceptable on 'free dress' days.

**Uniform Requirements, Dress Code, Appearance Code, and Free Dress Non-Compliance**

Parents will be notified if your child comes to school out of uniform. Repeated or willful non-compliance will require further action, such as a meeting with the principal, student, and parents.

**Uniforms After School**

Students are expected to stay in their school uniform for after school programs and activities. CYO & FIYA sports team players may change into approved uniforms for practice or games.



## 7 - Technology

### **Technology Resources (including, but not limited to MacBook Air, iPad, MacBook)**

#### **Acceptable Use Policy (AUP)**

Students are granted use of technology resources at SMCES upon return of a signed Acceptable Use Policy Agreement. Use of Technology Resources must be consistent with the Mission Statement of SMCES and reflect the Catholic standards expressed in that Mission Statement and SMCES and the Archdiocese of Los Angeles' Handbooks.

To ensure the learning and safety of all of our students, SMCES students and parents agree to comply with the following:

#### **General Policies**

- The Technology Resources distributed for educational purposes are the property of SMCES. The school owns all hardware, apps, and accessories provided.
- SMCES retains the right to collect and/or inspect the Technology Resources at any time, including via electronic remote access, and to alter, add or delete installed apps.
- Parents/guardians are the primary caregivers for their children and are ultimately responsible for their technological communications and usage.
- Technology Resources are for educational use. Students who play games, text, or access any social networks during class time will be held accountable with appropriate consequences enforced.
- SMCES will determine the apps and programs apps for Technology Resources prior to the device being assigned to each student.
- The replacement cost for a lost, damaged, or stolen Technology Resource will be determined by SMCES.
- Personal accounts of any kind are not permitted on SMCES Technology Resources.
- Users shall respect copyright laws and licensing agreements teacher.
- Students may not install games on Technology Resources.
- Students are responsible for doing backups on a regular basis using iCloud, Google Drive, and/or Dropbox.

#### **Care and Security**

- Users may not, under any circumstances, log on under or use another user's account.
- Users may not share passwords.
- Students will lock their Technology Resources using a passcode. This passcode will be kept on file at the school and provided to a teacher, administrator, and/or Technology Coordinator when requested.
- When students take them home, students are required to transport the Technology Resources in a safe manner (i.e. in a backpack). Students participating in after-school sports, drama, or other activities MUST have their Technology Resources locked in a classroom or locker.
- All Technology Resources will be securely stored in a locked locker or classroom during breaks, lunch periods, and before and after school while students are practicing sports, music, drama or any other school activity, and when otherwise not in use.

### **Safety and Privacy**

- Additional restrictions include access to information on, but are not limited to, gambling, illegal drugs, alcohol use, online merchandising, hate speeches, criminal skills, alternative journals, fan fiction, and chat rooms.
- Users of Technology Resources shall respect the privacy of other users on and off-campus.
- Any recording device, including but not limited to Technology Resources, video and digital cameras, and camera phones to take videos or still pictures, may not be used to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator, on or off the campus, at any time.
- Use of the internet for hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited.
- Use of the Internet and/or other resources for personal gain, profit, commercial advertising, or political lobbying is prohibited.
- The use of SMCES Technology Resources to purposefully attempt to access pornographic material, inappropriate text files, information advocating violence, or files harmful to the integrity of SMCES is prohibited.
- Users of the Internet will not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher, administrator or Technology Coordinator.
- Students making inappropriate references about the school and/or its students, faculty, staff, or administrators on any public internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by administrators and could include suspension or expulsion.

- Food and/or beverages are not permitted while using any Technology Resources.
- Students may not use the cameras or audio/video recording features on their Technology Resources during school hours unless given permission by and under the direct supervision of a teacher, administrator, and/or Technology Coordinator. Parents may restrict the use of the camera and recording features at any other time by setting the Parental Controls.

### **Consequences of Inappropriate Behavior**

- All use of SMCES technology resources will be monitored through the use of computer software and/or by any teacher and/or administrator with the assistance of the Technology Coordinator. Any user who does not comply with these guidelines will be held accountable with appropriate consequences enforced. Students who have repeated or severe infractions of the AUP will be subject to disciplinary action by the supervising teacher or the Administration. Violations of federal and state regulations such as sending threatening emails and accessing or distributing obscene material will be reported and dealt with by the governing law enforcement agency.

### **Personal Devices**

- Wireless or hardwired devices (smartphones) that attach to the SMCES network must meet all requirements of the Technology Department. Violations of this rule may result in confiscation of the user's equipment and disciplinary action.

### **Disclaimer**

- SMCES will not be responsible for any damages suffered including personal injury, loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the Technology Resources accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the Technology Resources accepts personal responsibility for actions while operating the unit and while on the Internet.

### **Vandalism/Damage/Loss/Theft**

- Vandalism will result in immediate disciplinary action by the Administration. Vandalism is defined as any malicious attempt to harm or destroy any part of SMCES Technology Resources. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the SMCES system as well as physical damage to the device.

## 8 - Health and Safety

### Accident Insurance

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

### Allergies

Some students may have severe, life threatening allergies, such as a food allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school may not reasonably guarantee an allergy-free environment. **Parents must communicate all allergies - food, medical, environmental - to the school office.**

### Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children. SMPrep policies and practices adhere to Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

### Closed Campus

To preserve the academic environment and school security, Archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

### Earthquake / Fire / Lockdown / Disaster / Safety Drills

SMPrep practices earthquake, fire, lockdown, disaster, and safety drills throughout the school year and is in a continual process of developing an extensive emergency plan. Emergency supplies are stored at school as part of our emergency preparedness.

### Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate

whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

### **Health Records**

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

### **Immunization**

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires Kinder and 7th grade students to report annually. Up-to-date information on immunization requirements can be found at Los Angeles County Department of Health

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/shotsforschool.aspx>

### **Medical Appointments**

Early dismissal for medical or dental appointments will be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

### **Medications -**

Students may only be administered medications that are prescribed for them personally. Any medications they bring to school that are not prescribed for them will be confiscated and they may be subject to appropriate discipline.

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The **Medication Authorization and Permission Form** must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original packaging or container and the original label and shall be stored in the school office, unless a student is **required to carry** the medication on his/her person.
- Generally, the student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family or a trained staff member to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

### **Research Projects and Rights of Parents**

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the

right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

### **Snacks and Lunches**

The use of the snack bar and vending machines is a privilege given to students, and a convenience for our parents. Our policy is that the snack bar and vending machines may be used by students in grades 6th - 12th. We cannot enforce any restrictions on what students buy from the snack bar or vending machines while at school.

SMPrep asks parents to model good nutrition to their children. Parents are encouraged to send sensible, healthy snacks and lunches to school with their children, or to order from *Lunches with Love*.

### **Student Safety – School and Campus Security**

Students are not permitted to leave the school during the day, unless parents pick them up from the school office.

The pedestrian gate at Duval is locked daily by SMPrep staff at 8:45 a.m. and our campus remains locked and secure throughout the day. Parents and visitors must enter the school's main entrance on 7th Street once the gates are locked. All parents and visitors are required to sign in with the school office before proceeding anywhere within the school.

### **Guidelines Related to Possession and Use of Alcohol and Controlled Substances**

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school faculty member for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

### **Interview and Removal from School of Students by Police Officers**

Police officers have the right during the school day to interview students. School personnel may not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian - except in child abuse cases - and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identifying representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant.
- By properly identifying representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached.
- By properly identified representatives of a Child Protective Agency when taking a child into custody. Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

### **Interview of a Student During School Hours by a Police Officer**

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

The law does not require the parent or guardian to be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action.
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school. In cases of child abuse, parental notification is the responsibility of police officers.



## **Procedures in the Case of Suspected Possession or Use of Drugs/Alcohol**

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms.
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances.
- Interview the student in the presence of an adult witness.
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden).
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card.
- Recommend examination by a physician.
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation.
- In cases where sale or possession is verified, school administrators follow these
- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it.
- Consult with the police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary.
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken.
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

## **Removal of Students from School During School Hours**

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

Exceptions to this rule may be made only:

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

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

### **Student Sexual Conduct and Pregnancy**

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

## **9. Safeguard the Children**

### **Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth** *Revised 2011*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations.

### **Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events** *Revised 2010*

All adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty, clergy or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

### **Safe Environment Training for Children and Youth**

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. These programs are approved by the Archdiocese of Los Angeles to assist the parishes and schools to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

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

## **10. Extra Curricular**

**Note:** The after school ADESTE Program information will be added as soon as it is available

### **After School Sports**

The purpose of the SMPrep Sports Program is to assist in the moral and physical development of our students through athletic skill development and experience gained through participation.

See Sports Handbook on the website.

### **Student Leadership Council and Student Ambassador**

7th and 8th grade students who are considered role models and who have maintained good grades in academic subjects, conduct, and effort for a minimum of two quarters previous to the election are eligible to run for positions on the Student Leadership Council. Interested students should complete the Leadership Council application. Students are elected to the Student Leadership Council by the staff and by their peers. The Student Leadership Council meets regularly with the Student Leadership Council moderator.

Student Ambassadors are identified as exemplary leaders in the school community and invited by the President and his committee to serve SMPrep in this important role.

### **Principal's Right to Amend**

“The principal reserves the right to amend the handbook at any time. Parents and students will be promptly notified if any changes are made.”

### **Waiver of Policies**

“The principal, in consultation with the pastor and/or school president, is the final recourse for all disciplinary matters and may, with just cause and at his discretion, waive any disciplinary regulation.”

*“Catholic Schools: Communities of Faith, Knowledge, and Service.”*

### **Acknowledgement**

**I acknowledge that I have been made aware of and have access to the  
2022-2023 Saint Monica Preparatory handbook.**

**I understand these policies are subject to change by administration.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_