



2024-2025 Parent-Student Handbook Mission Basilica School

Updated 06/24

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100. MISSION STATEMENT

Mission Basilica is a Catholic school whose faculty/staff, in partnership with the parents, is committed to preparing Christ-centered students who are:

- Faith-Filled Catholics
- Life-Long Learners
- Responsible Citizens
- Respectful People

CHARISM

“Siempre Adelante y Nunca Lejos Del Amor De Dios” (Saint Junipero Serra)

Always forward and never away from the love of God

101. HISTORY

We participate in the continuous flow of history from the establishment of the San Juan Capistrano Mission on November 1, 1776, to the present time. Under the leadership of Blessed Junipero Serra, the Franciscans set about evangelizing and educating the Acjachemen-Juaneno Indians according to the Spanish and Mexican cultures. Mission San Juan Capistrano continues to be a center of learning for these traditions. Because of this, Mission Basilica School students are part of a history past, present, and in the making. They attend classes in a unique setting that provides scope for integrated studies.

In light of this historical heritage, Mission Basilica School continues the work of Blessed Junipero Serra through evangelization and witness to the community of San Juan Capistrano.

We accept the challenge to keep alive the tradition of Catholic education that has continued for over two hundred years.

102. PHILOSOPHY

Mission Basilica School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Orange. As a Catholic academic community we recognize the family as the primary educator of its children and we strive to extend and support their efforts. We nourish the continuing growth, development, and uniqueness of every student.

We, the educators of Mission Basilica School, are dedicated to educating the whole child, encouraging all students to achieve their unique potential. It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability. We provide an environment where each student is given the opportunity to reach their greatest potential spiritually, intellectually, emotionally, physically, socially, and globally. Education is of the utmost importance; through education and guidance the children of today become the Catholic citizens of tomorrow.

103. SCHOOLWIDE LEARNING EXPECTATIONS

A Faith-filled Catholic Who:

- Lives the Gospel message
- Demonstrates a basic understanding of the Catholic faith and traditions
- Builds a personal relationship with God
- Participates actively in the Catholic Church and sacramental life
- Finds joy in serving and helping others

Life-long learner who:

- Has foundation of knowledge for continuing growth.
- Applies critical thinking and problem solving skills
- Displays competence in oral and written expression
- Takes personal initiative and is self-directed
- Develops and promotes and appreciation for the arts
- Uses technology effectively and ethically as a tool for learning and communication

Responsible Citizen who:

- Makes good choices and accepts responsibility for those actions
- Understands the importance of good physical, mental, emotional, and spiritual health as it relates to total growth and well-being

Respectful Person who:

- Displays reverence for human dignity and diversity
- Communicates respectfully and compassionately
- Appreciates and accepts each person's differences
- Applies gospel values to varied cultural matters

200. SCHOOL GOVERNANCE

201. Accreditation

Mission Basilica School is accredited by the the Western Catholic Association (WCEA) and the Western Association of School and Colleges (WASC).

202. Administration

Pastor

- is the chief administrative officer of Mission Basilica School and as such he determines and enacts those school policies not already pre-empted by Diocesan regulations. The Pastor delegates the daily administration and supervision of the Mission Basilica School program to the Principal.
- brings Mission Basilica School staff together as a community of faith and worship.
- participates with the faculty in the religious education and formation of both staff and students.
- provides the moral support that is necessary to the Principal, faculty, parents, School Advisory Committee members, and Finance Council members alike so they can perform their total educational roles successfully.
- is responsible for the upkeep and maintenance of Mission Basilica School and related areas.
- is responsible, in cooperation with the Principal, for the financially sound school budget.

Principal

- has immediate responsibility for implementing the philosophy of Mission Basilica School in its regular operation. The Principal has three basic duties: supervise the faculty and the instructional program, administer the entire school program, and relate with the parents, parish, and general public.
- is responsible to the Pastor to implement those policies and programs granted pastoral approval, to keep the Pastor informed on all school matters, and to participate with the Pastor in relating Mission Basilica School to the total parish.
- is appointed in accordance with the current Diocesan policies contained in the Department of Catholic Schools Administrative Handbook.

Assistant Principal

- is guided by the same philosophy as the Principal.
- is assigned responsibilities and specific tasks by the Principal.
- oversees and manages the school wide discipline policies.

- takes the role of acting Principal in the absence of the Principal.

203. Teachers

- motivate students to follow the example of Christ, striving to teach Christian virtues by personal example as well as by explicit instruction.
- follow the prescribed curriculum in all subject areas.
- cultivate in students effective work habits and study skills.
- work with parents, the prime educators of their children, providing frequent communication, reports and arranging parental conferences as necessary.
- the teachers' administrative duties and professional requirements will be in accordance with the Department of Catholic Schools Administrative Handbook.

204. Consultative Board

The School Advisory Council was established by the Pastor, in accord with Diocesan policy, to assist him and the Principal in the governance of the school. The Advisory Council is consultative in the following sense: the members cannot act apart from the Pastor and Principal and cannot make binding decisions for Mission Basilica School without the approval of the Pastor and Principal. A consultative council is one which cooperates in the policy making process by formulating and adapting, but never enacting, policy. When the Advisory Council meets as Pastor, Principal, and members and agrees on a policy matter, the decision is effective and binding. Consultation also means that decisions will not be made in major matters until and unless the Advisory Council has been consulted. The Advisory Council shall meet with the Pastor and Principal on a regular basis to:

- promote the concept of lay ministry; the first and primary reason for having Catholic education councils is to provide a concrete means for people to contribute to Catholic education and thereby build the kingdom of God.
- develop ownership and stability for the future.
- offer financial advice; review the annual budget, the fiscal soundness of the school, and financial policies developed by the School Finance Council.
- develop and defend policy; review, modify, or develop existing and new school policy.
- serve as a public relations source; promote good relationships with other Parish organizations and individual Parish communities as well as with the general public.
- enable the Principal to spend adequate time as an educational leader.
- provide parents/guardians with a voice in their children's education.
- encourage strategic planning; set goals and establish long and short term plans for the school, participate in long range planning committees such as Development, Safety, Technology, Alumni, Endowment, etc.

205. Finance Board

- is appointed by the Mission Basilica School Advisory Council in fulfilling its oversight responsibilities.
- is a consultative and not deliberative role.
- primary duties and responsibilities are to provide professional advice to the Principal and Pastor and to fulfill the responsibilities and duties.

206. Parent Teacher Organization

The PTO is the executive volunteer committee appointed by the Principal to fundraise and direct school activities. The mission of the Parents' Club is to:

- support the philosophy and mission of Mission Basilica School.
- raise funds for tuition assistance and enhancement of student learning and student activities.
- organize the volunteer activities of the Parents' Club.

300. CATHOLIC IDENTITY/FAITH FORMATION

Mission Basilica School serves Mission Basilica parish. Our faculty and staff walk together on a spiritual journey, helping our students, our families and each other grow closer to our Lord, Jesus Christ. We are grateful for the many blessings God has bestowed upon us and we use these blessings in our ministry at Mission Basilica. We are also committed to the National Catholic Standards for Excellence in Catholic Schools, supporting the Mission standards by developing a program that promotes our charism, vision and mission statements, and philosophy as stated in Section 100. As a Catholic school, we recognize that there is no greater opportunity for parent/guardian-directed religious education than your presence at Saturday evening/Sunday Mass. It is essential to our mission as Catholic educators, in partnership with parents/guardians, that families attend Mass on a regular basis to support the Catholic education of their children. As the primary religious educators of their children, parents/guardians are expected to follow through consistently on this most serious obligation.

301. Adoration

Students will participate in monthly adoration on the first Monday of each month.

302. School Liturgy

Integral to our Catholic faith is the celebration of Liturgy. Mission Basilica School students in grades Pre K through Eight gather for monthly Liturgies. Families and

guests are invited to attend. Liturgies are planned by our Liturgy Team and ministered by students from various grade levels.

303. Prayers in School

In support of our Charism, Vision, Mission, and Philosophy Statements, Mission Basilica School places great emphasis on a variety of prayer opportunities. As a school community, we recognize the importance of both formal and informal prayer. Prayers are said on a regular basis in the classrooms. Choices of the prayers are at the discretion of the teachers with approval of the Administration. For a listing of classroom prayers, refer to the grade level handbooks or the websites of our Religion textbook series. In addition to regular prayer time in the classroom, eighth grade students under the direction of the Student Council advisors, lead the school community in prayer at weekly all-school assemblies.

304. Reconciliation

The Sacrament of Reconciliation is provided to our students in grades three through eight twice a year during the Advent and Lent seasons. Students in grades 6-8 may go to reconciliation once a month.

400. GENERAL POLICIES

401. Code of Christian Conduct

Code of Christian Conduct Covering Students and Parents/Guardians (Department of Catholic School Administrative Policies #4180A)

The student's interest in receiving a quality, morally-based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. However, the school may find it necessary, at its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that the students behave in a manner, both on and off-campus that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook of the school. It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any parent/student handbook of the school. These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- These expectations for students and parents/guardians 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, at its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.) The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

402. Birthday/Class Party Policy

At Mission Basilica School, we enjoy honoring students on their birthday (or half birthday) and celebrating special holidays. We enjoy many MBS traditions that go along with acknowledging birthdays and holidays. We also recognize the importance of healthy snacks. In order to be responsive to those with food allergies and other dietary restrictions and to protect instructional time, please follow the guidelines below:

- Families must coordinate in advance with the classroom teacher to choose a day to bring in a small healthy snack or non food item.
- All food items must be store bought with ingredients listed.
- All food must be nut free.

Recommended Food Items

Raw vegetable sticks or slices with low fat dressing or yogurt dip

Fresh fruit wedges: watermelon, cuties, apples

Dried fruits/trail mix (NO NUTS)

Pretzels

Fruit cup

Fruit spears

Popcorn

Natural fruit leathers

String cheese

Pita and hummus

Bagel chips and hummus

Recommended Non Food Items

Pencils

Pens

Erasers

Donate a game or book to the class in your child's name

Bubbles

Book Marks

403. Child Abuse Reporting Obligations

In accordance with Diocesan policy and California law, school staff is obligated, under penalty of law, to report the “reasonable suspicion” of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

404. Recommended Transfer of Students

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting *in loco parentis* that continuation of the child in the school might be morally impossible. In such a case, it is imperative that the opinion of the Principal regarding moral impossibility be sustained from a pastoral viewpoint by the Pastor of the parish. This policy and any local procedures designed to implement this policy shall be published annually in the parent handbook. Parents must be supportive of teachers in order to assure a good relationship between them. Notes and emails sent to teachers must be stated in a courteous manner. Postings to internet sites such as Facebook, etc. must be in a positive light and not demeaning to the school or its staff. Communications not observed in this manner will require a conference with the Principal. All written communications should be sent in a sealed envelope.

405. Records

Parents have a right of access to all pupil records related to their children, which the school is required to keep. Each pupil has a file which is maintained in the school office. In most instances, the substantive matter of the student's file is a summary of the report card grades, duplicate report cards, and the annual achievement test scores. If a parent wishes to see these records, the request should be made to the Principal in writing. An appointment will then be made at a time when a qualified staff person will be available to respond to questions and to interpret the recorded data. If the parent finds that the data in the contents of the file is inaccurate or incomplete, a written request to change or add data which will correct the record must be given to the Principal.

Each student's permanent cumulative record includes:

1. legal name of student
2. official verification of date of birth
3. place of birth
4. name and address of parent or guardian of minor student
5. address of minor student if different from parent or guardian
6. California school immunization record
7. report cards and official transcripts
8. grade or level of placement
9. enrollment and attendance
10. standardized test results
11. a record of Baptism, First Communion, First Reconciliation, and Confirmation

406. Parental Attitude & Cooperation and Treatment of Teachers

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of the parent. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting *in loco parentis* that continuation of the student or enrollment of a student in the school may be impossible. Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, harassing, hostile, or divisive. In such a case, the decision of the Principal regarding the suitability for continued enrollment or acceptance into the school will be final. (REFER TO DIOCESAN HANDBOOK REFERENCE 4180A).

407. Pets on Campus

Animals and other pets of any kind are not allowed on the school campus. This policy does not apply to approved classroom pets or the use of a guide dog or a service animal specialty trained for assisting a person with a verified disability.

408. Safe Environment

All parents/guardians and family members who wish to volunteer with the students in any capacity are required to be fingerprinted through the Diocese of Orange. Paperwork is available in the School Office. In addition, each adult must have completed "Safe Environment Training" This safety program is offered online at <http://orange.cmgconnect.org/>. A certificate of completion is issued at the end of the training. The certificate must be brought to the School Office as proof of training. The two requirements are mandated by the Diocese of Orange.

409. Title IX

Mission Basilica School adheres to the tenets of Title IX: "No person in the United States shall, on basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

410. Volunteer Requirements

A total of 15 points are required from August-June (calendar school year). It is approximately 5 points per trimester for 15 points total for the year. Families may self-report the points on FACTS. The buyout for volunteer points is \$450 per year.

Mission Basilica School follows the directives of the Diocese of Orange for the volunteer clearance process. Please contact Debbie McGee at dmcgee@mbssjc.org to receive the paperwork required. We kindly ask you to be proactive in getting your clearance to volunteer.

In addition to the 15 point per trimester requirement, each TK-8th grade family is required to volunteer for one lunch duty per trimester. The buy out for lunch duty is \$50 per trimester.

411. Diocese Gender Policy

Mission Basilica School adheres to the tenets of Title IX: "No person in the United States shall, on basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

500. ACADEMIC PROGRAM

501. Curriculum

The school curriculum is standards-based and aligned to the standards of the Diocese of Orange, Common Core State Standards, Next Generation Science Standards, and The National Standards for Effective Catholic Elementary Schools. The subject areas for all Grades, Preschool through Eight, at Mission Basilica School include:

- Religion
- English Language Arts (Includes Composition, Spelling, Vocabulary, Phonics, Grammar, and Literacy)
- Mathematics
- Science
- Social Studies/History and Geography
- Music
- Art
- Physical Education and Health
- Technology (Integrated across the curriculum)
- Spanish

502. Academic Recognition

Students who are enrolled in grades Six through Eight are eligible for academic recognition through Honor Roll and Principal's Honor Roll. Listed below are the standards required for placement in each category.

Honor Roll

- ✓ 3.5-3.79 overall trimester GPA
- ✓ at least a B (83%) in both Responsible Behavior and Work Habits
- ✓ no D or F in any subject (no rounding overall grade point average)

Principal's Honor Roll

- ✓ 3.8-4.0 overall trimester GPA
- ✓ at least a B (83%) in both Responsible Behavior and Work Habits
- ✓ no D or F in any subject (no rounding overall grade point average)

503. Athletic and Extracurricular Activities

- A variety of opportunities are available for students at school. Activities include academic decathlon, altar serving, choir, drama, lectoring, spelling bee, sports, and student council. After school sports for students in grades five through eight, include basketball, volleyball, softball, soccer, and cheerleading. Students and parents interested in these activities should contact the school office for specific details.

- Students must maintain a GPA of 2.0 or above in all core subjects in order to be eligible to participate in extracurricular activities: sports, cheer, performing arts. Conduct grades must be maintained at a C or above.
- If an activity starts up in the middle of a grading period and a GPA is in question, an asterisk is placed next to the student's name on the roster, indicating this is "pending" until the GPA has been brought up for two weeks. The Principal must sign off on all rosters and it is then sent to PAL (Parochial Athletic League).
- Teachers will report any problems in grades or conduct at the beginning of the sport season. If a coach, parent, or administrator removes a student from a team, reinstatement would be considered only when the problem has been corrected.
- In keeping with the PAL handbook and the contract that an athlete signs before the season begins, a player can be "benched" from a game/practice or be removed from the team because of disciplinary issues and/or unsportsmanlike behavior.
- Athletic Awards will be given out at morning assemblies or sports celebrations which may be held in the fall and the spring after all seasons have ended.
- If a uniform is not returned by the designated deadline at the end of the season, the student will be responsible for the cost of its replacement.
- Students participating in after-school sports must assemble in the courtyard at dismissal. They may not change clothes unless taken to the changing room by their coach or the athletic director. The coach must remain with them and monitor their behavior.
- If staying on campus, athletes may not leave the courtyard until the last car has left the lot AND they are accompanied by their coach.
- Students going to away games may be picked up in the carpool lanes or a parent may escort them to outside parking during carpool pick-up.
- Students who miss practice or competitions may be subject to suspension from the next game.
- **If a student is absent from school during the day, that student may not participate in any extracurricular activity, including , but not limited to; practices, games, school plays, or any other after school event.**
- Practices will begin promptly at 3:15 and end by 4:15 PM unless otherwise advised by the coach. Parents are responsible for picking up their children on time. If other arrangements are made, the coach must have a written statement regarding the change of plans.
- If students stay for practices or games, younger siblings may not stay and wait unless accompanied by their parents.

504. Class Placement

Students in grades 6-8 are placed in leveled English Language Arts and math classes. Class placement is based on standardized test scores, end of the year placement tests, report cards, etc. (see placement rubric). Students may appeal this decision. The appeal process requires students to retake the placement test at the beginning of the year (one attempt); however, if you have any additional class placement questions please schedule a meeting with the appropriate teachers.

Spanish Placement

In lue of taking Spanish, some students may be recommended for an alternative program in grades 5-8. If parents select an alternative program for their child, the school strongly recommends that they do not re-enter the Spanish class because of the significant amount of curriculum they will miss each year. Students may not re-enter the Spanish class without passing a grade level Spanish proficiency exam. This exam is designed to test mastery of the grade-level Spanish curriculum. If a student is readmitted back into the Spanish class, please note that there will be no additional accommodations or modifications provided to the student.

505. Learning Support Program

Every student is a child of God and is deserving of an opportunity to receive the best Catholic education possible. Mission Basilica School supports and complements the parents/guardians in their responsibility as the primary educators of their children. Our mission is to teach the gospel and to model Jesus Christ. Our primary goals are to assist students to grow into the fullness of life in Jesus, to be members of the community of believers, and to teach the redeeming message of God's love. We strive to develop the whole child: physically, intellectually, morally, psychologically, socially, and spiritually. Recognizing that a Catholic School education should be available to all who desire it, Mission Basilica School strives to accept all students for whom an appropriate program can be designed and implemented. The goals of our Student Learning Support Program are:

- to serve as a Christ-like model in respecting each student as a unique gift of God
- to recognize and respond to the learning styles and needs of each student and to develop the unique potential of each student
- to create the most appropriate learning environment which will allow students to have as much success in all areas of the curriculum as possible, and to become productive members of the classroom
- to provide for ongoing evaluation of each student's program

506. Testing

Mission Basilica School's participation in the following Standardized Testing Programs is endorsed by the Diocese of Orange. Results from such instruments are utilized by the school for curricular purposes:

- STAR Assessments, Renaissance Learning Math and Language Arts (K-8) ARK
- High School Placement Test (Optional) Last Saturday in January
- ARK (Assessment of Religious Knowledge) Test (Spring)

Our standardized testing program follows the direction of the Diocesan Department of Catholic Schools. Its purpose is to obtain an objective estimate of the child's ability and progress and to see how this achievement compares with national and local norms. These tests are also used as a part of the rubric for math and reading placement. Other tests are administered as needed to measure the personal growth for each student and to help evaluate programs. Students entering Mission Basilica School will be screened to determine grade placement. Students entering Kindergarten are given a developmental screening.

507. Homework

Homework offers a good opportunity to fill individual needs and to supplement and reinforce classroom teaching and learning. Homework is designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons. Supervised study is part of every child's daily schedule. In addition, a certain amount of homework is assigned each day. The amount of homework is usually based upon what the average student is able to do within a certain amount of time. Parents should supervise the assignments of their children, but not do it for them. Distractions should be kept at a minimum. Homework does not mean only written work, but study and research, as well, so that the child will be able to answer questions in class and to be able to pass tests given by the teacher. Therefore, silent concentration and study are necessary for learning.

Homework may be assigned Monday through Thursday. The suggested time allotment for the average student is:

Grades 1 - 2	30 Minutes
Grades 3 - 6	60 Minutes
Grades 7 - 8	120 Minutes

508. Progress Reports and Report Cards

The school year is divided into three trimesters. Report cards are emailed and sent home with the students at the end of each trimester. Please sign and return the special school envelope provided. Progress Reports are emailed home in the middle of each trimester for grades 3rd-8th.

Report cards are issued for grades TK-8. The objective is to help each child work to his/her potential. No two children are alike and individual differences are to be considered. Over emphasis on grades may not help the child achieve their potential. Accept each child's talents and limitations.

Parents should show an interest in each child's learning activities. Never compare his/her achievement with that of his/her companions or even brothers or sisters. Celebrate his/her successes, however small, and keep in mind his/her goals rather than any difficulties he/she might be experiencing.

509. Grading Policy

Mission Basilica School students will be continually assessed using both formative and summative instruments such as rubrics, classroom activities, research papers, individual and group presentations, projects, quizzes, and tests. Activities that support learning such as group work, class work, and homework will comprise a smaller portion of the student's total grade. Final grades for core classes will be determined by the following:

- 80% Authentic Assessment includes formative and summative assessments that may include tests, quizzes, presentations, projects, essays, and more.
- 20% Approaches to Learning include activities that support learning such as class work, participation, homework, and collaboration or group projects.

Diocesan Achievement Grading Scale

Transitional Kindergarten and Kindergarten:

S = Successful – Meets grade level expectations

E = Emerging – Needs growth in this area

First & Second Grades:

O = Outstanding – Works above grade level expectations

S = Successful – Meets grade level expectations

E = Emerging – Needs growth in this area

Third, Fourth, Fifth, Sixth, Seventh, & Eight Grades:

A = 95 – 100%

C = 73 – 76%

A - = 90 – 94%

C - = 70 – 72%

B + = 87 – 89%

D + = 67 – 69%

B = 83 – 86%

D = 63 – 66%

B - = 80 – 82%

D - = 60 – 62%

C + = 77 – 79%

F = 50% -59%

Responsible Behavior, Academic Processing Skills, and Elective/Specialty Rubric 4-1

4 = Highly Proficient

3 = Proficient

2 = Emerging

1 = Deficient

Per Diocesan policy, when failure in a particular subject seems likely, parents and students shall be promptly notified with a progress report from the teacher. This will give parents an opportunity to work with the student to correct any deficiency.

510. Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- All grade levels do not have the same number of field trips.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, and/or poor conduct.
- An official written permission slip, signed by a parent, is required before a child will be permitted to attend a field trip. Verbal permission cannot be accepted.

511. Probation for Academics

Students who have an overall academic average below 70% at the mid-trimester or at the end of any trimester, will be placed on Academic Probation for a period of six weeks. During this probationary period, the students will be expected to improve his/her academic performance as detailed in the probation contract. Terms of the academic probation will be determined by the administration. A conference to discuss these terms will be held with the administration, teachers, parents/guardians, and students.

512. Probation for Lack of Responsible Behavior and/or Work Habits

Students who have an overall average below a 70% in either Work Habits or Responsible Behavior at the mid-trimester or at the end of any trimester, will be placed on a Responsible Behavior and/or Work Habits Probation for a period of six weeks. During the probationary period, the student will be expected to improve his/her behavior and or work habits as detailed in the probation contract. The administration will determine terms of the probation. A conference to discuss these terms will be held with the administration, teachers, parents/guardians, and students.

513. Parent Teacher Conferences

Conferences will be scheduled with the teachers upon the completion of the first trimester. Conferences are for discussing the progress of the student. Appointments with teachers outside of the regularly scheduled parent-teacher conferences should be made in advance. Parents (Grades PK-5) are to be scheduled online. Grades 6-8 are done in an “arena style” setting in one room. If at any time

parents have any questions or concerns regarding a student, they should contact the child's teacher by email.

514. Promotion

In order for a student to be promoted, they must pass the required competencies for his/her grade level in Math and Language Arts. Students not meeting these scholastic requirements must attend summer school as a condition for advancement to the next grade or be retained at the same grade level. These promotional decisions will be made in consultation with teachers, parents/guardians and the Administration. At the end of the school year, students who have exhibited a spirit of cooperation and effort in conduct and studies will receive an invitation to return to Mission Basilica School's student body for the coming school year. Readmission is also contingent on Pastor approval.

515. Psychoeducational Assessment Services

Mission Basilica School does not offer psychoeducational assessment services. Parents may choose to seek private testing or go through their local school district to obtain these services.

- If parents would like Mission Basilica School teachers to complete any type of evaluation forms for the assessments, the requested documents are considered confidential and will be submitted directly to the doctor's office or the school district representative.

516. Valedictorian and Salutatorian

Mission Basilica School will recognize the Eighth-Grade class Valedictorian and Salutatorian based upon the following requirements:

- Students must be enrolled at Mission Basilica School for their entire 7th and 8th grade school years.
- Students must have participated in one formal, school-sponsored extracurricular activity in both 7th and 8th grades.
- Students must maintain a conduct grade of an A or A- for all trimesters in both 7th and 8th grades.
- Students must have participated in the full battery of standardized tests that are endorsed by the Diocese of Orange in both 7th and 8th grade.
- Students must have attendance records that indicate attendance at school for at least 95% of the scheduled school days in both 7th and 8th grade.
Medical or dental absences are considered excused but must be authorized by an official note from the physician or dentist.

The student with the highest cumulative grade point average for the seventh and eighth grade combined will be named Valedictorian. The student with the second highest cumulative grade point average for the seventh and eighth grade combined will be named Salutatorian

600. ADMISSIONS

601. Nondiscriminatory Policy

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school or the course of study therein presented on the basis of sex, race, color, religion, or national/ethnic origin.

The administration of Mission Basilica School recognizes that our students come from a variety of family backgrounds. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

Parents and guardians who enroll their children in our school also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult has the responsibility of appropriate conduct in order to support the school's mission and provide positive role models to our students.

602. Application

Anyone interested in attending Mission Basilica School may acquire an application form from the school office. Transferring students are required to include a copy of two most recent report cards, two most recent standardized test scores, and a recommendation letter from a teacher, Principal, or Pastor. Previous school records must indicate that the student is likely to succeed in Mission Basilica School's program. Applicants seeking entrance to Mission Basilica School must be tested and interviewed.

603. Admission requirements

Transitional Kindergarten

- Children should be 4 years 9 months old by September 1
- Developmental assessment may be required by the Administration

Kindergarten

- Children must be 5 years old by September 1
- Children must undergo a screening assessment to determine developmental readiness for Mission Basilica School's Kindergarten Program, which is administered by Chancy & Bruce Educational Resources, Inc. unless otherwise approved by the Principal

First -Either Grade

- To determine if Mission Basilica School can meet the needs of the student, all potential new students are required to take an assessment. Screening assessments are by appointment only. The results will be a factor in admitting new students.
- Each child must submit report cards and testing scores for the past two years from his/her current school.
- A review by the Principal will determine readiness for Mission Basilica School's curriculum, placement and admissions. Middle School students may be required to participate in an interview with the faculty/staff. Mission Basilica School will accept any child for whom an appropriate program can be designed and implemented following its prescribed admissions procedures. Each child is to be admitted for admission to, and will continue enrollment in Mission Basilica School, based upon his/her emotional, academic and physical needs and the resources available to the school in meeting those needs. The final decision in this matter will be determined by the Mission Basilica School Administrators.

604. Records Required

- Copy of Birth Certificate
- Copy of Baptismal Certificate (Preschool-2nd grade only)
- Record of immunizations, consisting of Polio, DTP, and MMR, & Tdap booster (7th grade) required by state law
- All students' health records must be up-to-date before the first day of school.
- Any existing IEP or ILP from another school

605. Acceptance Policy

Preference in admission shall be given to practicing members of Mission Basilica Parish. Parents must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school.

All applicants require a parish verification form from your church to qualify for the Catholic rate. Parents/guardians are encouraged to check with their parish for specific criteria and guidelines used by their Pastor.

606. Formal Acceptance

After all applications have been reviewed by the Pastor and Principal, recommendations for openings will be made based on the Priority of Admissions Policy as outlined below: *For Returning Families:* Pastor will recommend admission to the Principal for returning families based on active family participation in the life of their parish. Then the Pastor will recommend admission for siblings of currently

registered MBS families, based on active family participation in the life of the parish. *For New Families:* Pastor will recommend admission to the Principal for students of registered members of Mission Basilica School, based on active participation in the life of their parish, subject to the remaining available spaces. *Out of Parish Families:* Once applications from registered families have been considered, applications from families who are not registered with our parish will be reviewed for consideration. *If additional openings are available, families of non- practicing Catholics or families of other faiths may be considered for admissions.*

Re-admission is not automatic. Active family participation in parish life is evaluated by the Pastor annually.

607. Probationary Status

All students accepted for enrollment to Mission Basilica School are automatically placed on a 90-day probationary period. This probationary period will allow the faculty and Administration to determine whether an appropriate educational program can be offered for each student. Families will be contacted by the Principal only if the school is unable to meet the unique requirements for a student.

608. Voluntary Withdrawal

Should it be necessary to withdraw your child(ren) from Mission Basilica School, a 30-day written advance notice must be given to the Admissions Director. Parents are expected to continue to pay tuition for the 30 days after notification of withdrawal. The Withdrawal Notification form is available from the Admissions Office and should be completed as soon as possible. Once the Withdrawal Notification form is received, the Admissions Office will notify the Business Office, Extended Care, and Advancement (as well as the Administration and homeroom teacher) so that a financial and volunteer obligation review can begin regarding your accounts and contractual obligations. Finally, all school property, including but not limited to: textbooks, library books, electronic devices, and any accessories must be returned to the Assistant Principal on or before your child(ren)'s last day of school. If items are not returned, your account will be charged or your family will be billed for the missing items.

700. ATTENDANCE

701. Absences

If your student is going to be absent, please call the school office by 8:00 am and leave your name, child's name, grade, and reason for absence.

702. Absences due to COVID-19

We understand that at any given time a student may be required to stay at home due to COVID-19 related matters. The learning plan for these students is to provide continuity between in-class and distance learning on a short term basis to minimize the disruption to learning. This plan is not meant as a replacement for in-class instruction; individual live instruction may not always be available due to teacher instructional schedules. Students who are home due to illness or quarantine will be able to access daily lessons, assignments, hand-outs, and resources via Canvas. Parents and students can keep up with assigned work and follow along with the pace. Students are encouraged to keep in contact with their teachers via email. The following are guidelines any family that may need to utilize distance learning:

- Distance learning will need to be approved by school administration and teachers, as it should be utilized only for COVID-19 related matters. It should not be used for short term absences or for personal vacations.
- If a student should need to utilize distance learning, the office and teacher must be notified.
- A return date and supply pickup date will be issued, if approved.
- If your student is absent for any reason, please note, they may not attend any after-school activities on the date of their absence.
- Please also review the School Sick Policy, Travel Policy, and Distance Learning Expectations located on FACTS under Resource Documents, titled COVID-19 Safety Plans.

703. Excused Absences

The following reasons would be considered excused absences: illness, medical/dental procedures, family emergency, attending a funeral for immediate family, quarantine (official), and school initiated absence. All classwork must be made up according to the teacher guidelines. Classwork and homework will not be sent home in advance of an absence. Students will have as many days as they were absent to return missed assignments. Please understand that teachers may not always be able to provide make-up class work the day of a student's absence. Parents and or students must contact the teacher to discuss a plan to assist the student in work completion. Distance Learning, including Zoom, will not be provided for short term absences. Long term projects are due on the due date, regardless of student absence.

Medical and/or Dental Appointments

Medical and dental appointments should be arranged after school whenever possible. A written note from a parent/guardian is required for a student to be excused from school for a medical or dental appointment, and must be presented to the office upon arrival to school on or before the day of the appointment. The child must be signed out by a parent/guardian at the School Office. In order to be legally

excused for the time away from school, the law requires that students have official verification from the doctor's office when returning to school after an appointment. This note should be given to the School Office when obtaining a Late Pass.

704. Unexcused Absences

Family trips, vacation, etc. during the regular school year are not considered acceptable reasons for absence and are strongly discouraged by the school. Regular attendance is a key to student success as classroom participation and instruction is very important and impossible to make up. Classwork and homework will not be sent home in advance of an absence. Students will have as many days as they were absent to return missed assignments. Please understand that teachers may not always be able to provide make-up class work the day of a student's absence. Parents and or students must contact the teacher to discuss a plan to assist the student in work completion. Distance Learning, including Zoom, will not be provided for short term absences. Long term projects are due on the due date, regardless of student absence.

705. Early Release from School

At no time during the school day are students allowed to leave the school grounds, including during recess or lunch period, except by previous arrangement. If arrangements have been made, the parent/guardian may pick up their student from the School Office, not the classroom. The child is then signed out and released. If someone other than the parent/guardian is picking up the child, he/she must present a signed note from the parent/guardian or be listed on the family's Emergency Information and Authorization to Release Student form and must also provide a valid Driver's License before the child will be released. The school assumes no liability in cases where students leave the premises in violation of the above policy. Failure to comply with this policy incurs the penalty of a two-day suspension. This policy applies from the time the students are dropped off in the morning until they are picked up after school.

706. Absence/Tardy Policy

It is the responsibility of the parent/guardian or carpool driver to ensure that students arrive on campus at a time that permits them to be in their classroom by 8:00 a.m. Students who are not in their classroom by 8:00 a.m. are tardy and must obtain a Late Pass from the School Office. According to California State Law, any student who is tardy in excess of thirty minutes daily for four or more days in one school year is considered truant and can be reported to the Attendance Office of the local public school district. When a student exceeds 10 absences and or 10 tardies in a trimester, we will contact the student's parents to discuss the excessive absences/tardies. Students with avoidable absences and/or tardies may be placed on Attendance Probation. If at the end of two consecutive trimesters a student has

10 or more absences and or tardies per trimester, whether excused or unexcused, that student can be dismissed from Mission Basilica School. The parent/s of the student may choose to set up a meeting with the Principal with documentation that might further explain the excessive nature of the absences. When there is an unavoidable absence due to illness or family emergency, we will work with the students and guardians.

Avoidable absences include, but are not limited to:

- Vacations during a scheduled school day
- Excessive appointments that could be scheduled outside of regular school hours.

707. Truancy

Truancy is defined as “unexcused absence” from school without the knowledge and consent of a parent/guardian and proper Mission Basilica School representatives, for part or all of any school day. Failure to provide verification for an absence within 24 hours will result in consequences for an unexcused absence.

Period Truancy – Period Truancy is defined as being absent from any class period for 15 minutes or more without appropriate notification. Full Day Truancy – Full Day Truancy is defined as being absent from school for a full day without appropriate notification.

800. BEHAVIOR and DISCIPLINE

801. Good Reputation of the School

Students are expected to conduct themselves in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members. Students are expected always to be courteous and to demonstrate respect for all persons and property. Students are responsible for the good name of MBS. Actions on or off campus that can detrimentally impact the school’s reputation can result in disciplinary consequences, including involuntary withdrawal or expulsion from MBS. Any student who brings discredit to himself/herself and/or MBS through any immoral, unlawful or unethical activity in or outside school is subject to immediate involuntary withdrawal or expulsion, since it is contrary to the Philosophy and Mission of Catholic education. All enrolled students are expected to behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this Parent Student Handbook. The school reserves the right to discipline students for activities off campus and outside school hours if the activity does not support the mission and goals of the school.

Unlawful/unethical activity specifically includes, but is not limited to: immoral conduct, membership, involvement, or association with a group or gang that engages in violence, harassment, or intimidation of others; use or sale of illegal substances; theft; possession of a weapon; use of print, visual, or electronic media for purposes of harassment, etc. The wearing of gang paraphernalia, use of gang signs, symbols or graffiti will be considered as evidence of gang association. These actions will result in severe discipline measures, including the possibility of involuntary withdrawal. Consequences To be determined by the administration. Depending upon the nature and seriousness of the incident, consequences may include, but are not limited to, the following: Detention Suspension, Probation, Parent Conference, Involuntary Withdrawal, and/or Expulsion from MBS.

802. General Behavior Expectations

Stellar Swallows are:	Responsible Citizen	Respectful People	Faith Filled Catholics	Life Long Learners
All Settings	<ul style="list-style-type: none"> Follow all school wide rules set forth in student handbook Makes good choices and accepts responsibility for those actions Understands the importance of good physical, mental, emotional, and spiritual health as it relates to total growth and well-being 	<ul style="list-style-type: none"> Displays reverence for human dignity and diversity Applies gospel values to varied cultural matters Appreciates and accepts each person's differences Communicates respectfully and compassionately. 	<ul style="list-style-type: none"> Lives the Gospel message Demonstrates a basic understanding of the Catholic faith and traditions Build a personal relationship with God Actively participates in the Catholic Church and sacramental life Finds joy in serving and helping others 	<ul style="list-style-type: none"> Have a foundation of knowledge for continuing growth. Applies critical thinking and problem solving skills Display competence in oral and written expression Take personal initiative and is self-directed Develops and promotes and appreciation for the arts Use technology effectively and ethically as a tool for learning and communication
Lunch Tables	<ul style="list-style-type: none"> Walk to and from tables Eat healthy food first Stay at your table Pick up after yourself Ask permission to leave the table 	<ul style="list-style-type: none"> Keep yourself to yourself Use manners 	<ul style="list-style-type: none"> Use appropriate language Pray the blessing Include others 	<ul style="list-style-type: none"> Engage in conversation with those at your table
Playground	<ul style="list-style-type: none"> Follow playground schedule Follow game rules Put equipment away Line up when bell rings 	<ul style="list-style-type: none"> Keep yourself to yourself Take turns Share 	<ul style="list-style-type: none"> Use appropriate language Include others Be honest Encourage one another 	<ul style="list-style-type: none"> Listen to directions Play by the rules Listen to other's point of view

Assemblies/ Special Events	<ul style="list-style-type: none"> • Sit in a line facing the stage • Stay with your class • Listen to the presentors • 	<ul style="list-style-type: none"> • Keep yourself to yourself • Listen to the speaker • Use appropriate voice levels • Participate 	<ul style="list-style-type: none"> • Use appropriate language • Participate in prayer responses 	<ul style="list-style-type: none"> • Listen • Participate
Mass	<ul style="list-style-type: none"> • Wear formal uniform • Walk to and from with your class • Follow Catholic guidelines 	<ul style="list-style-type: none"> • Keep yourself to yourself • Be reverent • Pay attention • Participate 	<ul style="list-style-type: none"> • Use appropriate language • Love God • Adoration • Prayerful • Worship 	<ul style="list-style-type: none"> • Demonstrate basic understanding of the Catholic faith and traditions. • Build a personal relationship with God.
Bathrooms	<ul style="list-style-type: none"> • Use sink and toilet properly • Wash hands • Throw trash away • Return to class promptly 	<ul style="list-style-type: none"> • Give privacy to others • Inside voices 	<ul style="list-style-type: none"> • Use appropriate language 	<ul style="list-style-type: none"> • Return to class promptly
Hallways /Stairways	<ul style="list-style-type: none"> • Walk at all times • Walk up and down stairs on the right • One step at a time • No food in hallways or stairs 	<ul style="list-style-type: none"> • Keep yourself to yourself • Inside voices • Give others personal space 	<ul style="list-style-type: none"> • Use appropriate language • Be kind • Let adults go through the doorway ahead of you 	<ul style="list-style-type: none"> • Use appropriate language •
Carpool	<ul style="list-style-type: none"> • Sit on tiles in assigned area and face cars • Keep toys and phone in backpack • Watch for your car • Ask permission to use phone • Follow flags 	<ul style="list-style-type: none"> • Keep yourself to yourself 	<ul style="list-style-type: none"> • Use appropriate language • Be kind 	<ul style="list-style-type: none"> • Follow all Carpool Guidelines

803. Infractions

Minor

Good Reputation of the School Minor Behavior Infractions (include, but are not limited to the following)

Minor Problem Behavior	Definition
Disruption	Student engages in low-intensity, but inappropriate disruption.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back.
Uniform Infraction/Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school.
Physical Contact	Student engages in non-serious, but inappropriate physical contact.
Electronics/Tech Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, chromebook, iPad, ect.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Property Misuse	Student engages in low-intensity misuse of property
Other	Student engages in low-intensity, but inappropriate behavior that negatively affects others, themselves, or school property.

Major

Good Reputation of the School Major Discipline Infraction (include, but are not limited to the following)

Major Problem Behavior	Definitions
Academic Dishonesty	Any type of cheating that occurs in relation to a formal academic exercise. It can include. Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
Extreme Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; horseplay or rough housing; and/or sustained out-of-seat behavior
Extreme Disrespect	Student delivers socially rude or dismissive messages to adults or students.
Abusive Language/Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Forgery	Student is involved in by being in possession of, having passed

	on, or being responsible for removing someone else's property; or the student has signed another person's name without that person's permission, or claims someone else's work as their own.
Assault//Fighting/Weapon	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, ect.) Student brings a weapon to school. The term 'weapon' shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
Bullying	When an individual or a group of people with more power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond.
Theft	Taking and removing of personal property with intent to deprive the rightful owner of it
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property
Unsupervised/Out of Bounds/Off school location/	Student is doing one of the following: <ul style="list-style-type: none"> • in an area that is outside of school boundaries. • Student goes to an unsupervised area of campus and or/classroom.
Electronics/ Tech Violation	Student engages in inappropriate use of cell phone, music/video player, camera, and/or computer.
Harassment	Unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, age, gender, ancestry, physical or mental disability, or medical condition. Harassment of a student by any other student is prohibited and will not be tolerated. Harassment includes, but is not limited to, the following examples: <ul style="list-style-type: none"> • Sexual: unwelcome sexual advances, requests for sexual favors, sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets, and other verbal or physical conduct of a sexual nature • Verbal: commands, questions, statements, slurs, jokes against a person because of race, color, gender, creed, national origin, physical or mental disability • Written: letters, notes, or invitations (electronic or on paper) which are suggestive, hostile, or obscene • Physical: unwanted, unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement • Visual: leering, gesture, display of sexually suggestive objects, pictures, cartoons, posters or drawings (electronic or on paper)

- **Environmental:** detrimental atmosphere in which a person(s) is made to feel uncomfortable through the presence and/or actions of others in the room

804. Minor Consequences and Behavior Management

Consequences for Minor Behavior Infractions May Include, but not limited to:

- **Verbal reminder/Redirection** - The supervising adult will remind the student of the desired behavior and/or rule and ask the student to practice the desired behavior and/or verbally warn them that not to repeat the unwanted behavior and to replace it with the wanted behavior.
- **Parent Communication via FACTS** - Teachers, administrators, or staff members witnessing or addressing a notable unwanted behavior by a student will document the incident in the FACTS. The behavior report in FACTS shall include details such as the date, general time, location, description of the behavior, and any actions taken in response to the behavior.
- **Time Away** - The student may be removed from an activity and/or classroom to another for a short amount of time.
- **Restitution** - The student will be asked to participate in an act of service that helps the school and/or another student and/or teacher.
- **Retention** - Retentions are issued after a student has been warned and redirected multiple times without showing changes in behavior or study skills. Retentions are served at the student's recess time in an assigned room. The students and parents/guardians will be informed of the retention prior to the date that it is to be served. If a student comes late or misses their retention (for reasons other than an absence from school) they will have to serve it the following week. If the student arrives late or misses the second date (for reasons other than an absence from school), it will result in a detention.
- **Detention** - Detentions are issued for poor behavior and/or for poor study habits. Detentions are held during the student's 40 minute lunch period. The student will spend this time writing a self reflection form where they can reflect on how to make more positive choices moving forward. The student and parents/guardians will be informed of the detention prior to the date that it is to be served. If a student comes late or misses their detention (for reasons other than an absence from school) they will have to serve it the following week. If the student arrives late or misses the second date (for reasons other than an absence from school), it will result in parent notification where further disciplinary consequences will be determined.

- **Loss of School Privileges** - Students with an excessive number of behavior incidents may not be able to participate in school events, such as field trips, assemblies, school dances and other school sponsored events.

Consequences for Major Behavior Infractions may include, but not limited to:

- **Parent Communication via FACTS** - Teachers, administrators, or staff members witnessing or addressing a notable unwanted behavior by a student will document the incident in the FACTS. The behavior report in FACTS shall include details such as the date, general time, location, description of the behavior, and any actions taken in response to the behavior.
- **Detention** - Detentions are issued for poor behavior and/or for poor study habits. Detentions are held during the student's 40 minute lunch period. The student will spend this time writing a self reflection form where they can reflect on how to make more positive choices moving forward. The student and parents/guardians will be informed of the detention prior to the date that it is to be served. If a student comes late or misses their detention (for reasons other than an absence from school) they will have to serve it the following week. If the student arrives late or misses the second date (for reasons other than an absence from school), it will result in parent notification where further disciplinary consequences will be determined.
- **Loss of School Privileges** - Students with an excessive number of behavior incidents may not be able to participate in school events, such as field trips, assemblies, school dances, and other school sponsored events/trips, including 8th grade graduation events.
- **Parent Meeting** - The school administration will request a meeting with the parents/guardians to discuss the students behavior and what conditions must be met in order to resolve the situation.
- **In House Suspension/Suspension** - Suspension from school is not an ordinary punishment. Suspension may only be given by the Principal or Assistant Principal with consultation. It will be used when other corrective measures have failed or when a major offense has been committed. When a student is suspended, the parents/guardians will be notified of the suspension and the reasons for this disciplinary measure. In some cases, the parents/guardians will also be notified of conditions that must be met prior to the student's return to school. A student may be placed on suspension for serious misconduct on campus or off campus during school-related activities. Defiant/disruptive/disrespectful behavior means flagrant insubordination, disrespect, or disobedience of any school administrator, student, faculty, staff, and/or volunteer by speech, gesture, or in writing. This includes, but is not limited to, refusal to give legal name, to go where directed, to accompany an adult to the Principal or Assistant Principal, to not

give accurate, truthful information, and/or chronic violations of school regulations. Official suspension from school may assume various forms depending upon the circumstances. The student may receive an in-school suspension. This form of suspension requires a student to attend school but refrain from attending his/her regular classes. The student will receive all classwork and homework, as well as additional assignments as required and will complete these assignments in an office or an alternate classroom as assigned by the administration. Lunch and break times will be spent in the office or alternate classroom designated by the administration. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-school suspension will be made up at the discretion of the teacher. The student may receive an at-home suspension whereby they are sent home for the entire period of suspension. The student will receive all classwork and homework, as well as additional assignments as required and will complete these assignments at home. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) will be made up at the discretion of the teacher.

- **Behavior Contract** - A behavior contract is a written contract between a student, teacher or administrator and parent outlining the child's behavioral obligations in meeting the terms of the contract, as well as the teacher's obligations once the child has met his or her agreement.
- **Expulsion** - When all other means of discipline have proven ineffective, the student will be reviewed for expulsion from the school. Expulsion from school is an extreme punishment and may only be given by the Principal or Assistant Principal after consultation with the Pastor. It will be used when other corrective measures have failed or a very serious offense has been committed.

No student is to be expelled from the school except for clear and serious cause and only after concerted efforts have been made to prevent such action. The following are the minimum expectations of due process:

- A conference with the student, parents/guardians, Principal, Assistant Principal and Pastor (when needed) must be held to discuss the situation in its entirety before final action is decided upon. Every attempt must be made by the Principal or Assistant Principal to rectify the problem.
- The Department of Catholic Schools at the Diocese of Orange is to be notified within 24 hours after the action becomes final.
- A written record of the steps leading to expulsion will be maintained.

There may be an occasion, where after consultation and review of the individual student's needs, it is determined that the school does not have an appropriate program available for that student. In such cases, the parents/guardians will be asked to withdraw their student from the school. The Principal may determine that a student's speech, gestures, writing, and/or behavior (extreme and/or chronic violation of school regulations and/or procedures), have indicated a sufficient inability or lack of desire to remain a student at Mission Basilica School. In such a case, the Principal, consulting with the pastor, will recommend the student's withdrawal/expulsion.

Expulsion Guidelines:

- The final decision to expel a student rests with the Principal and Pastor.
- Full credit shall be given for all work accomplished by the student prior to the time of expulsion.

Acts constituting good cause for expulsion include but are not limited to:

- actions gravely detrimental to the moral and spiritual welfare of the other students
- incorrigible or disruptive behavior which impedes the progress of the rest of the class
- habitual or persistent violation of school regulations
- assault, battery, or any other threat of force or violence directed toward any school personnel, student, or other persons on school property or during school related activities
- use, sale, distribution or possession of narcotics, alcoholic beverages, or other illegal substances
- theft, extortion, arson
- possession of a firearm, knife, or any other items which could be used as a weapon or replicas of such items
- actions, regardless of intent, that results in the physical or mental injury of another student
- failure to satisfy the improvement conditions established in a behavioral and/or academic probation contract
- **NOTE: Mission Basilica School uses the California Education Code "Administrator Recommendation of Expulsion Matrix" as criteria for the suspension/expulsion of a student. You may access this matrix by going to the California Department of Education website, www.cde.ca.gov and search suspension and expulsion guidelines.**

Mission School believes discipline should be fair and consistent school wide. The following Behavior Management Chart is used to GUIDE disciplinary actions.

805. Behavior Management Guide: Please note this is a general guide and protocol may differ based on specific behavior incidents.

Teacher and Staff Managed Behaviors

- **Minor Disrespect**
- **Minor Disruption**
- **Minor Physical Contact**
- **Inappropriate Language**
- **Minor Non-Compliance**

- **Property Misuse**
- **Tech Violation**
- **Uniform Infraction**
- **Work Habits/Cheating/Forgery**
- **Other minor behavior infractions**

Intervention 1 Options:

- **Verbal Reminder of Rules**
- **Parent Communication via a Behavior Report on FACTS**
- **Redirection/Practice of Desired Behavior**
- **Self-Reflection Form**
- **Time Away**
- **Restitution**

Intervention 2 Options:

- **Parent Communication via a Behavior Report on FACTS**
- **Redirection/Practice of Desired Behavior**
- **Self-Reflection Form**
- **Time Away**
- **Restitution**
- **Retention/Detention**

Intervention 3 Options:

- **Complete a Behavior Report on FACTS (email to Parents and Lisa Vanover)**
- **Retention**
- **Detention**

- Parent Conference

Administration Managed Behaviors

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> ● Extreme Disruption ● Extreme Disrespect ● Extreme Non-Compliance ● Extreme Property Misuse | <ul style="list-style-type: none"> ● Extreme Abusive Language ● Extreme Tech Violation ● Extreme Forgery ● Property damage/Vandalism ● Assault/Fighting/weapons | <ul style="list-style-type: none"> ● Bullying ● Theft ● Out of Bounds/Off School Location ● Abusive Language/profanity |
|---|--|--|

Administration will:

- Investigate the situation
- Determine appropriate consequence
- Contact parents/guardian
- Complete a Behavior Report in FACTS

806. Search & Seizure

It is advisable that prior to beginning any search of a student's desk, backpack, handbag, or other belongings, the school administration or personnel should have reason to believe that contraband, illegal substances, harmful objects, or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed. If administration or personnel follow the standard of reasonable belief prior to conducting a search, the acts of the administration or personnel should be held legally sufficient.

807. Harassment and Bullying

Mission Basilica School is committed to creating and sustaining a safe, positive, and inclusive environment for all students, staff, and parents. We believe that all students, staff, and parents have the right to be protected from bullying and abusive behavior.

This policy was developed and is reviewed and monitored through consultation with the whole school community and applies to all members of our community. Members of our school community are:

- students
- teachers and staff members
- parents
- coaches
- volunteers
- playground supervisors

The ongoing and long-term objective of the policy is to increase the awareness of mean behavior and reduce the number of students who experience bullying. Students are encouraged to find solutions to issues of bullying. We aim to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur.

Procedures for dealing with bullying are clearly set forth so that all members of the school community know what they can expect from the school and what the school expects of them, with regard to bullying.

When bullying is reported, it is taken seriously. Faculty and staff work with the person who is being bullied, helping the student feel safe and find responses and solutions to put a stop to the bullying. Faculty and staff also work with the person or people who are bullying to change the bullying behavior. When appropriate, faculty and staff will work with the parents of any student who is being bullied and the parents of the bully.

If there is particularly serious victimization, abuse, and intimidation, or physical bullying against any other person belonging to the school community is reported, those who carried out the bullying will be suspended from school activities while it is investigated and solutions are sought. If the solutions have no effect, or if the bullying was so severe that it would be harmful to the rest of the school community to allow the suspended student to return to the school, he/she may have to be permanently excluded.

808. Cell Phones/Personal Digital Devices

Students are permitted to possess electronic devices, including cell phones and smart watches, on school property. However, they must remain in the student's backpack until school is over or only used with permission from a faculty or staff

member while in their presence. The school is NOT responsible for the loss or damage of these devices.

Using school computers or a personal device at school is a privilege. Usage may be revoked at any time for unacceptable conduct/usage at the discretion of the school administration. Off campus personal device use is the responsibility of the student's parents/guardians to monitor. Any personal drive harassment concerns brought to the attention of the school's administration will be immediately reported to the parents/guardians of all students involved.

809. Academic Dishonesty

Academic integrity and ethical behavior are expected from all Mission Basilica School students. Academic dishonesty and unethical behavior are contrary and counter-productive to the philosophy and goals of Mission Basilica School.

Academic dishonesty includes, but is not limited to:

- **Plagiarism** - Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in written work.
- **Cheating** - Cheating is defined as having unauthorized notes, materials, and/or resources of any type (calculators, computers, the help of another student, looking at another person's paper, answers and/or pertinent information written on any item, etc.) for any exam, quiz, paper, and/or homework assignment. Presenting previously submitted work from other classes as new work is considered cheating. Allowing another student to obtain information from one's own exam, paper, and/or homework is also considered cheating. The use of Artificial Intelligence (AI) programs such as ChatGPT, etc., are considered cheating unless required by and explicitly outlined within the assignment directions
- **Copying or Borrowing** - Copying is using another student's or teacher's written material to complete any assignment/homework.
- **Lying and/or Misrepresentation of the Truth**
No student shall intentionally mislead, either directly or by omission of information, or present false information to any agent of Mission Basilica School (faculty, staff, Administration) or parent volunteer.
- **Forgery**
No student shall intentionally falsify pertinent information or the signatures of any adult parent/guardian, faculty, or administrator on any document for any reason.

Consequences of dishonesty may include, but are not limited to:

- Partial Credit on test/assignment
- No Credit on test/assignment
- Detention

- Conduct points deducted
- Removal from school leadership positions (if applicable)
- Continued offenses in this area can result in suspension and/or expulsion.

810. Anti-Hate and Anti-Racism Policy

In order to create a safe and positive learning environment for all students and staff members, free from any form of microaggressions, racism, unconscious-bias/biases toward any group of people, each individual is expected to respect others regardless of race, ethnicity, gender, or creed. When inappropriate actions violate this policy, disciplinary consequences will be given.

811. Inappropriate Public Displays of Affection

Inappropriate public displays of affection shall not take place on school property or at any school sponsored events. Behavior which is not appropriate for public places makes others uncomfortable, shows poor judgment, and is demeaning to the individuals involved. Examples of inappropriate displays of affection include, but are not limited to, kissing, sitting on laps, excessive body contact or any highly sexual or suggestive behavior with a member of the same or opposite sex. When inappropriate actions violate this policy, disciplinary consequences will be given.

812. Theft

Theft is defined as taking and/or possessing property without permission or knowledge of the owner. Knowingly receiving stolen property is a violation of school rules. This includes food items that are taken and consumed from another student's lunch. When inappropriate actions violate this policy, disciplinary consequences will be given. Please note the school is not liable for any lost, missing, or stolen items. We advise students to keep all valuables at home. Students should not bring any personal items, outside of school supplies, to school.

813. Threats

Mission Basilica School needs your help in keeping our school safe for everyone. Mission Basilica School will take seriously all threats to inflict serious harm to self or others, including practical jokes or offhand comments. Our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff, or others, and any weapon possession. Mission Basilica School has an obligation to keep our school safe and will take any of the above seriously. Anyone who becomes aware of a threatening situation should immediately report it to the school Principal. When inappropriate actions violate this policy, disciplinary consequences will be given.

814. Vandalism

Students are responsible for the care and upkeep of the school and school property issued to them. The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property, will be obligated to pay the full amount of repairs and labor or replacement. Books must be kept covered at all times. If books or school items are lost, defaced, or destroyed, it is the responsibility of the student to pay for the replacement of such items. When inappropriate actions violate this policy, disciplinary consequences will be given.

815. Drug Abuse/Possession

It is illegal for any student to use, furnish, possess, sell or be under the influence of alcohol, tobacco products, drugs, any controlled substance, any drugs or drug paraphernalia at school or at any school function. All offenses in this area will result in suspension or expulsion. In addition, local law enforcement officials shall be notified where it is deemed necessary

816. Fire Safety Systems/Alarms

Any student, who pulls, tampers with, or damages a fire alarm and or any other component of the fire safety system, will be subject to appropriate fines and cost of the damages in addition to consequences issued by the school administration. When inappropriate actions violate this policy, disciplinary consequences will be given.

817. Fireworks/Explosives Possession

No explosive or flammable device of any type is permitted at school or at any school function. These include, but are not limited to, firecrackers, party poppers, lighters, and matches. Additionally, no student shall ignite any material of any kind at school or at any school related function. Any act which creates a fire hazard is a violation of Mission Basilica School rules and disciplinary consequences will be given.

In addition to the consequences, the student will be responsible for the cost of repair or replacement of any property damaged by the explosion or fire associated with said devices and/or materials.

818. Interpretation of Behavior Policy

The school reserves the right to clarify and interpret all policies and regulations.

900. DAILY SCHEDULE

901. Morning and Afternoon Carpool Procedures

Morning Drop-Off

- Gates will open at 7:40
- Pull into the school parking lot drop off point or in front of Mary's Grotto.
- Students may exit their vehicle once they are at a drop off point and all traffic has come to a stop.
- Only families who have a student in Preschool -TK may park in the school lot. Please note TK students have the option to be walked to the classroom door or dropped off in the carpool line. **Parents may not enter the classroom at this time.**
- Children should have backpacks, lunches, and any other supplies ready to go when it is their turn to get out of the car so that traffic can flow smoothly and efficiently.
- Children should exit your vehicle and walk in front of your car to go directly to their classroom.
- Parents should remain in their cars to help the flow of traffic.
- **Do not drive in, through, or park in the Pastoral Center parking lot. This is an entrance for Preschool-TK parents only.**
- We want all families to use our drive through carpool procedures. If a student walks to school they must go to Mary's Grotto or walk in through the pedestrian gate and remain on the sidewalk. They may not cut through the parking lot to get to class.
- Please note the Pastoral Center does not open until 9:00 am. If your child arrives at school once the gates are locked, but before the Pastoral Center is open, please call the school office and a staff member will let you in through the Pastoral Center.

Afternoon Pick-Up Monday - Thursday at 3:00

(Friday we dismiss at 1:00)

- The gates will open at 2:45 M-Thr and 12:45 on Fridays.
- Please drive slowly.
- Students are to sit in the waiting area on the tile designated for their group.
- Students should move to the vehicle when the safety monitors indicate that the area is safe.
- **GREEN FLAG means children can walk to their cars. Cars are stopped.**
- **RED FLAG means children are seated. Cars can go.**
- Students will remain within the secured areas of the school grounds until the last car has left the lot, then they may go to Daycare.
- Only students who have a signed permission slip and have a walking pass attached to their backpack may leave campus at 3:00pm. A permission

slip for a walking pass must be filled out, signed by a parent/guardian and be approved by administration every year.

- If we wish to park your car and pick up your student in the Mary Grotto's area then you must sign a Gym Pass permission slip and abide by all of the guidelines listed on the permission slip.

**ALL FULL TIME STUDENTS IN GRADES 2 YEARS THROUGH 8th
WILL BE DISMISSED AT 1:00pm EVERY FRIDAY (on some occasions noon a
dismissal will be scheduled)
(2 YEAR THROUGH PreK ½ DAY ARE DISMISSED AT NOON ON FRIDAYS)**

902. Gym Pass

Applications for a gym pass are available in the front office and on the FACTS Parent Portal, for parents who want their child to be dismissed on the parking lot side of the school gym. This pass does not allow students to leave campus unattended. A gym pass must be renewed yearly.

The following rules must be followed:

- Parents must park and walk up to get their child.
- Parents may not drive up to the gym to get their child
- Parents may not park in any red zone
- Parents must enter and wait in Mary's Grotto on the church parking lot side where they must wait for their student to be released.

903. Walking Pass

Permission slips for a Walk Pass are available in the school office and on the FACTS Parent Portal, for parents who want their child to be able to leave the campus unattended at dismissal time. This pass must always be attached to the student's backpack if they are exercising the privilege to leave unattended. The school is no longer responsible for your child once they leave the school campus. This pass does not allow students to leave and return to campus unattended. Students who leave the campus with a walking pass may not wait in or in front of the Pastoral Center or on the church grounds. Passes need to be renewed yearly.

904. Extended Day Care

Mission Basilica School is dedicated to serving the needs of our school families. Extended Day Care is provided for students in the 2 year old program through Grade 8 from 3:00 – 5:00 p.m. The basic Catholic Christian philosophy that permeates the total school community continues to operate in the Extended Care Program. This philosophy emphasizes the dignity and respect for all persons including the moral, social, emotional, physical, and intellectual development of each child.

The Director and Staff of the Extended Care Program:

Mission Basilica School has a detailed and current plan for evacuation in the event of an earthquake. An Earthquake Plan of Action is on file in the office and all classrooms. The faculty and staff are familiar with these procedures, including evacuation from the Basilica.

The safety of the students and school staff is of paramount importance. In the event of a major disaster, the children will remain under the supervision of school authorities until they deem it safe to dismiss the students to their parents.

Procedure for earthquakes:

- At the first sign of an earthquake, teachers will issue the DROP command. Upon hearing this command, the students and teachers will get under desks or tables and cover their neck and head. They will remain there until the earth stops shaking.
- As soon as the “all safe” signal is given, the students and teachers will leave the building and assemble at their designated area on the playground where they will maintain a command post.
- Everyone will remain in the emergency assembly area until it is determined where it is safest to congregate.
- Parents who are here to pick up students must sign them out at the command post.

Fire

Directions and floor plans for fire drills and evacuation are posted in classrooms, school facilities, and the Basilica. The Administration conducts fire drills to ensure that students and faculty know how to respond to an actual fire in a quick and disciplined manner.

Lock down

Lock-down procedures are in place and practiced throughout the school.

Security

In any disaster, the campus will be secured. No child will be allowed to leave the campus unless the child is properly signed out. Any person authorized to pick up a child must follow the instructions of the person in authority. Each child must be signed out using the proper procedure. No parent or authorized person may remove a child from the campus without signing the child out during times of emergency.

All parents and visitors must go to the pastoral center to obtain a visitor's pass. No one is to go directly to the classroom during teaching hours. It is disruptive to the learning process.

1002. First Aid Kits

First aid kits are available at all times during the school day and at all school functions (on or off campus). State law requires that minor injuries be treated only with water and Band-Aids. If there is a serious injury, the parents or paramedics will be contacted immediately

1003. Head Lice

As recommended by the National Pediculosis Association, Mission Basilica School has established a NO NIT policy. If a child is at school with nits (lice egg sacks), full nits, or empty sacks, he/she will be sent home for nit removal and treatment. Parents will be called and asked to pick up their children) immediately if they show any signs of lice. All suspected cases of lice need to be seen by outside specialists. Confirmation of lice will require treatment. Families in the affected grade level will be informed of this situation.

Upon returning to school, the student who has gone through lice treatment must report to the school office with a note of clearance from a certified lice company or doctor saying they can return to class. In addition to the initial clearance, a follow up clearance notification from a certified lice company or doctor is required 7 days after the first clearance. If there is an indication that lice are still present, the student shall be denied admission and be sent home again to repeat nit removal procedures.

1004. Health Records

State law requires that before any student is admitted to school, an immunization record must be presented to the school by the parents or legal guardians. Medical examinations are required prior to entrance to school.

The school will have accessible files containing emergency care information for each student. Each file will include:

- the student's name, address, and telephone number
- parents' business address, telephone number, and work hours
- written parents' wishes concerning the care of the student should illness or accident occur during the school day
- names and telephone numbers of other persons who may be contacted in an emergency
- family doctor's name, office address, and telephone number
- a list of any special illnesses, attacks, or allergies the child is susceptible to
- a documentation of any current medication
- parental approval to send a child to a medical facility for emergency treatment should this be necessary

- a list of any persons to whom a student may **NOT** be released, including those listed on court documents
- the signature of parents or legal guardian

1005. Medication

State law requires that in case of injury or illness, medication is to be administered by school personnel only with a written prescription from a doctor and permission of the parent. If there is any serious injury, the parents or paramedics are notified immediately.

According to the Education Code, Section 49423, “Students who must take prescribed medication at school and who desire assistance of school personnel must submit a written statement from the physician detailing the amount, method, and time schedule, as well as a statement as to how the office personnel should assist in carrying out the physician’s direction.” Medication must be sent to school in the container received from the pharmacy and must have on its label the following information:

- child’s name
- name of child’s doctor
- frequency medication is to be taken
- dose
- date

All medication must be kept in the school office in the original container. Parents should have a second prescription of the same medication at home.

1006. Pink Eye

A child who contracts bacterial pink eye can usually return to school 24 hours after antibiotics have been started, as long as symptoms have improved. With a viral pink eye, a child is contagious as long as the symptoms last. Check with your doctor to be certain which type of pink eye your child may have.

1007. Sick Policy

CONTAGIOUS DISEASES

If a child has been diagnosed as having a contagious disease (e.g. COVID 19, chicken pox, strep, “pink eye”, etc.), parents/guardians are required to notify the office so that precautions can be taken.

Lice Policy

As recommended by the National Pediculosis Association, Mission Basilica School has established a NO NIT policy. If a child is at school with nits (lice egg sacks), full

nits, or empty sacks, he/she will be sent home for nit removal and treatment. Parents will be called and asked to pick up their children immediately if they show any signs of lice. All suspected cases of lice need to be seen by outside specialists. Confirmation of lice will require treatment. Families in the affected grade level will be informed of this situation.

Upon returning to school, the student who has gone through lice treatment must report to the school office with a note of clearance from a certified lice company or doctor saying they can return to class. In addition to the initial clearance, a follow up clearance notification from a certified lice company or doctor is required 7 days after the first clearance. If there is an indication that lice are still present, the student shall be denied admission and be sent home again to repeat nit removal procedures.

STUDENT WITH SYMPTOMS OF ILLNESS

If your child is showing any signs of illness such as a fever of 100.4 or more, chills, sore throat, conjunctivitis, shortness of breath, difficulty breathing, body/muscle aches, loss of taste/smell, congestion, nasal discharge, excessive coughing, diarrhea, vomiting, headache, stomach ache, skin rash, etc, he/she may not return to school until **ONE** of the following has occurred:

- **Your child remains home for 24 hours AND is symptom free for 24 hours OR**
- **You've received medical clearance from a doctor for your child to return to school, HOWEVER any student with visible nasal discharge, uncontrollable coughing, or symptoms of illness will not be allowed to return until no symptoms are present.**
- **Any student returning to school the same day of a medical procedure, must have a doctor's clearance stating that they are able to return to school and restrictions listed, if applicable.**

Please note our sick policy is subject to change based off of new mandates and/or guidelines given by the CDC and at the discretion of the school administration

1008. Supervision

The school is responsible for adequate supervision of students during the entire time they are present on the school premises and under the control of school personnel. Supervision begins at 7:35 AM and ends at 3:00 PM, after all students are dismissed and picked up by their parents. Any student not picked up by 3:00, should be checked into daycare. The supervising teacher must make the office aware of any unpicked up student then walk them over to daycare.

No student is to be in a classroom without a teacher physically present and in a position to observe all students present. No student is to leave campus at dismissal without a walking pass. Once a student leaves with a walking pass, they may not return to campus. Students with walking passes may not loiter in or in front of the Pastoral Center.

During recess and lunch time, or at any time on the school yard, supervisory personnel and aides will be present to observe the children.

All rules, as established by the faculty, apply to each child at all recesses. Campus Supervisors are to give a written report to the Vice-Principal if a student fails to comply with school regulations. The Vice-Principal or the homeroom teacher will issue an appropriate consequence to the student.

Off-campus social events and parties outside of school hours are the responsibility of the parents. The school encourages adequate supervision at such events but has no responsibility for any of the activities or for the students' safety. For junior high students, provisions are made for socials through the Religious Education sponsored "Spirit" group and regional Junior High dances.

1100. PARENT/GUARDIAN - SCHOOL COMMUNICATIONS

1101. Communication Roadmap

All parents are expected to:

- support the administration, faculty, and staff of Mission Basilica School
- attend school events whenever possible
- participate in and volunteer for activities
- volunteer for one lunch supervision each trimester
- Allow 24 hours for a staff member to respond to any communication sent

Topic:	Contact:
Academic Concern	Homeroom Teacher
Curriculum	Homeroom Teacher
Finance/payments - Tuition Financial Aid/ Financial Questions	Mrs. Lank- blank@mbssjc.org
Lunch Volunteer Sign Ups	Sign Up Genius

	Mrs. Vanover - Ivanover@mbssjc.org
Major Discipline Issues	Homeroom Teacher and Mrs. Vanover- Ivanover@mbssjc.org
Minor Discipline Issues	Homeroom Teacher
Music/Choir	Mrs. Ruddy (Preschool-5th) sruddy@mbssjc.org Mr. Boyle (6th-8th) cboyle@mbssjc.org
Preschool	Ms. Bullock- lbullock@mbssjc.org
Preschool Extended Care	Ms. Bullock - lbullock@mbssjc.org
PTO Sponsored Event	Jessica Malvin
Retreat Set Up	Mrs. McGee - dmcgee@mbssjc.org
Room Reservations	Mrs. McGee - dmcgee@mbssjc.org
Room Reservations	Mrs. McGee - dmcgee@mbssjc.org
School Calendar/Events	Website/ Newsletter/ FACTS Parent Portal
Sports	Coach Keil- mkeil@mbssjc.org
Student Absence	Mrs. McGee- dmcgee@mbssjc.org and Homeroom Teacher
Student Dismissal - Student Messages	Homeroom Teacher & Mrs. McGee
Theater	Parent Lead - TBD
Technology/Chromebook	Mrs. Vanover- Ivanover@mbssjc.org
TK - 8 Extended Care Sign Ups	Julie Blanchard - jblanchard@mbssjc.org
Transcripts	Mrs. McGee -dmcgree@mbssjc.org
Volunteer Clearance	Mrs. McGee - dmcgee@mbssjc.org

1102. Abuse of Teachers

Any parent, guardian, or other person who insults or abuses any teacher or staff member in the presence of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such a place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine.

1103. Parent's Grievance Procedures

There are times when misunderstandings occur between the parents and school personnel or times when a procedure or policy needs clarification. The following is the procedure for addressing concerns:

1. If the concern involves any school personnel (teachers, etc.), the parents are to call or email the individual involved and arrange for a meeting opportunity. The

results of that meeting are to be in writing and all parties must sign. If a telephone conversation is held instead, the school personnel is to write down the results of that conversation and send a copy to the parents. Include date and time of the call.

2. If there is no resolution in step one, the parents are to call the Principal and arrange for a meeting opportunity with both the teacher and Principal. The parents should bring a copy of the results of the first meeting. The express purpose of this meeting is to bring about a solution. The results of this meeting are to be in writing with all parties signatures and copies distributed.
3. If no solution is reached, the parents are to call or write a letter to the Pastor and arrange for a meeting with all parties present. Again the express purpose of the meeting is to bring about a solution. The results of the meeting are to be in writing with all parties' signatures and copies distributed.
4. If no solution can be reached, the parents are to write a letter to the Superintendent of Catholic Schools, briefly stating the problem and including all written documents from all meetings held. The Superintendent will review all documentation and suggest a solution.

1200. TUITION and FEES

1201. Tuition and Registration

The administration of Mission Basilica School reserves the right to invite students to attend or to continue to remain at Mission Basilica School. Students will be invited to attend Mission Basilica School each year at the time of registration.

Registration and tuition schedules will be published yearly. Students will not be registered until all fees are paid. **Registration fees are non-refundable.**

Students may register for the coming year only if all financial obligations have been met.

1202. Tuition Collection

Mission Basilica School relies on tuition payments as the main source of income. We have creditors to pay, supplies to buy, and salaries to meet. It is critical to maintain a reliable cash flow. Therefore, our tuition policy is as follows:

Tuition may be paid through FACTS as follows:

- 1 annual payment (\$250 discount applied) due in August
- 2 semi-annual payments due August and January
- 11 monthly payments (July – May)

- 12 monthly payments (July – June)

Multi-Child Discount: \$500 discount applied to 3rd and 4th child's tuition

We currently use FACTS Management for the collection of our tuition. FACTS automatically receives your payment (via checking account, savings account, or credit card) on the dates you have chosen through FACTS. If a payment is returned to FACTS they will make two more attempts to collect the payment. If those attempts are unsuccessful, they will notify Mission Basilica School. Mission Basilica School will then send a letter requesting full payment within 10 days from the date of the letter. If payment is not made within 10 days, your student will not be permitted to attend school until the tuition account is brought current.

If payments are late, there is a late fee. All late fees must be paid.

In order to reinstate a student, parents will be required to bring their account up to date and arrange to make future payments through automatic deduction.

If a family is having serious financial difficulty, they must request a meeting with the principal.

Parents requesting financial aid must apply EACH YEAR through FACTS Grant & Aid Assessment (<https://online.factsmgmt.com/signin/3F8HV>). Parents will be informed as soon as possible if they will be receiving financial aid for the following year.

1300. UNIFORM and PERSONAL APPEARANCE

1301. Uniform Policy

Uniforms are worn at Mission Basilica School as a symbol of unity and school pride. The uniform policy creates equality among students, a valuable reminder that all students are equally precious in the eyes of God. The wearing of uniforms is to be a cooperative effort among parents, students, and staff.

The school has the responsibility for maintaining a conducive educational environment. Students and parents share the responsibility for proper dress and grooming. If a student is not in regulation uniform, a uniform infraction will be issued.

All parents are asked to remember **Uniforms 4 U** is the one and only source for Mission Basilica School uniforms. Uniforms 4 U makes a special effort to keep costs low and be competitive in pricing.

Only Mission Basilica School may give permission to have the school logo placed on any Mission Basilica School items or articles of clothing.

MBS Preschool Uniform Guidelines

Uniform Type	Girls	Boys
<p>Informal Uniform 2 year olds Any combination of these items are acceptable</p>	<ul style="list-style-type: none"> • MBS Preschool gray t-shirt w/cross • Red or navy jersey shift dress with school logo • Red/navy or white polo shirt with school logo • MBS sweatshirt (red or blue) • Red/navy sweatpants • Girls can wear non-uniform navy or black leggings (no patterns or alternate colors) 	<ul style="list-style-type: none"> • MBS Preschool gray t-shirt w/cross • Navy blue pants and/or shorts • Red/ white or navy polo shirt with school logo • MBS sweatshirt (red or blue) • Red/navy sweatpants
<p>Informal Uniformal 3-5 years only Any combination of these items are acceptable</p>	<ul style="list-style-type: none"> • MBS Preschool gray t-shirt w/cross • Red or navy jersey shift dress with school logo • Red/navy or white polo shirt with school logo • MBS sweatshirt (red or blue) • Red/navy sweatpants • Girls can wear non-uniform navy or black leggings (no patterns or alternate colors) 	<ul style="list-style-type: none"> • MBS Preschool gray t-shirt w/cross • Navy blue pants and/or shorts • Red/navy or white polo shirt with school logo • MBS sweatshirt (red or blue) • Red/navy sweatpants
<p>Mass Uniform 3-5 years only Students must have formal uniform if attending school on Friday</p>	<ul style="list-style-type: none"> • MBS plaid jumper • White collared button down dress shirt • Red formal Sweater 	<ul style="list-style-type: none"> • Navy blue pants and/or shorts • White collared button down dress shirt • Red formal sweater
<p>Shoes/Socks</p>	<ul style="list-style-type: none"> • Slip on or velcro shoes (no laces) • Red, white, navy, black, or gray • No high tops or lace up shoes permitted. • No bold patterns, plaids, or prints, including checkered prints • White socks or tights • Rain boots and raincoats on rainy days only (Please make sure an alternate pair of shoes is available) 	<ul style="list-style-type: none"> • Slip on or velcro shoes (no laces) • Red, white, navy, black, or gray • No high tops or lace up shoes permitted. • No bold patterns, plaids, or prints, including checkered prints • White socks or tights • Rain boots and raincoats on rainy days only (Please make sure an alternate pair of shoes is available)

TK-8th Grade Uniform Guidelines

TK-8th Grade Boys	Boys TK-5	Boys 6th-8th
Formal Uniform (Worn to Mass and on special events)	<ul style="list-style-type: none"> • White collared button down dress shirt • MBS logo • Navy pants • Red sweater • Plain white socks above the ankles 	<ul style="list-style-type: none"> • White collared button down dress shirt • Navy or khaki long pants • Navy sweater or vest • Plain white socks above the ankles
Informal Uniform (Worn on days we do not attend mass.)	<ul style="list-style-type: none"> • Red, white, or navy polo shirt with logo • Navy pants or shorts • Red sweater • MBS sweatshirt (red or blue) • Plain white socks above the ankles 	<ul style="list-style-type: none"> • Red, white, or navy polo shirt with logo • Navy or khaki pants or shorts • Navy sweater • MBS sweatshirt (red or blue) • NO PALI SHIRTS/SWEATSHIRTS ALLOWED
PE Uniform	<ul style="list-style-type: none"> • Red mesh fabric gym shorts, with Mission logo • Gray Mission T-shirt • Retreat or school play T-shirts • Red sweatpants with Mission logo • MBS sweatshirt (red or blue) • Mission sports uniforms may NOT be worn to P.E. 	<ul style="list-style-type: none"> • Red mesh fabric gym shorts, with Mission logo • Gray Mission T-shirt • Retreat T-shirts, school play T-shirts, and other non-sports uniform MBS T-shirts • Retreat or school play T-shirts • Red sweatpants with Mission logo • MBS sweatshirt (red or blue) • Mission sports uniforms may NOT be worn to P.E. • NO PALI SHIRTS/SWEATSHIRTS ALLOWED
Shoes and Socks	<ul style="list-style-type: none"> • Navy, black, red, gray, or white tennis shoes • High top tennis shoes not exceeding 3 in. above the ankle. • Leather oxfords, or loafers • Rain boots on rainy days only • No boots and or/lace up boots • No bold patterns, plaids, or prints, including checkered prints • No heels or platform (over 1 inch) shoes allowed 	<ul style="list-style-type: none"> • Navy, black, red, gray, or white tennis shoes • High top tennis shoes not exceeding 3 in. above the ankle. • Leather oxfords, or loafers • Rain boots on rainy days only • No boots and or/lace up boots • No bold patterns, plaids, or prints, including checkered prints • No heels or platform (over 1 inch) shoes allowed
Sweatshirts and Jackets	<ul style="list-style-type: none"> • MBS navy fleece jacket • MBS rain jacket • MBS sweatshirts (red or blue) may be worn on informal days only. 	<ul style="list-style-type: none"> • MBS navy fleece jacket • MBS rain jacket • MBS sweatshirts may be worn on informal days only. • NO PALI SHIRTS/SWEATSHIRTS ALLOWED

TK-5th GIRLS	Girls TK-3rd	Girls 4th-5th
<p align="center">Formal Uniform</p> <p align="center">Worn on days we go to mass or for special events/Field Trips)</p>	<ul style="list-style-type: none"> • Plaid jumper • Plaid skort • White collared button down dress shirt • Red sweater • Plain white knee high socks • Optional: solid white, solid navy, or solid black tights 	<ul style="list-style-type: none"> • Plaid skirt • Plaid skort • White collared button down dress shirt • Red sweater • Plain white knee high socks • Optional solid white, solid navy, or solid black tights
<p align="center">Informal Uniform</p> <p align="center">(Worn on days we do not attend mass.)</p>	<ul style="list-style-type: none"> • Plaid jumper • Plaid skort • Red, white, or navy polo shirt with logo • Navy pants, shorts, or skort • Plain white socks above the ankles • Optional: solid white, solid navy, or solid black tights • Red sweater • Red or navy polo dress (TK-2nd only) • MBS sweatshirt (red or blue) 	<ul style="list-style-type: none"> • Plaid skirt • Plaid skort • Red, white, or navy polo shirt with logo • Navy pants or shorts • Navy skort or skirt • Plain white socks above the ankles • Optional: solid white, solid navy, or solid black tights • Red sweater • MBS sweatshirt (red or blue)
<p align="center">PE Uniform</p>	<ul style="list-style-type: none"> • Red mesh fabric gym shorts, with Mission logo • Gray Mission T-shirt • Retreat or school play T-shirts • Red sweatpants with Mission logo • MBS sweatshirt (red or blue) • Mission sports uniforms may NOT be worn to P.E. 	<ul style="list-style-type: none"> • Red mesh fabric gym shorts, with Mission logo • Gray Mission T-shirt • Retreat T-shirts, school play T-shirts, and other non-sports uniform MBS T-shirts • Retreat or school play T-shirts • Red sweatpants with Mission logo • MBS sweatshirt (red or blue) • Mission sports uniforms may NOT be worn to P.E. • NO PALI SHIRTS/SWEATSHIRTS ALLOWED

<p align="center">Shoes and Socks</p>	<ul style="list-style-type: none"> • Navy, black, red, gray, or white tennis or dress shoes • High top tennis shoes not exceeding 3 in. above the ankle. • Leather oxfords, or loafers • Rain boots on rainy days only • No boots and or/lace up boots • No bold patterns, plaids, or prints, including checkered prints • No heels or platform shoes allowed 	<ul style="list-style-type: none"> • Navy, black, red, gray, or white tennis or dress shoes • High top tennis shoes not exceeding 3 in. above the ankle. • Leather oxfords, or loafers • Rain boots only rainy days only • No boots and or/lace up boots • No bold patterns, plaids, or prints, including checkered prints • No heels or platform (over 1 inch) shoes allowed
<p align="center">Sweatshirts and Jackets</p>	<ul style="list-style-type: none"> • MBS navy fleece jacket • MBS rain jacket • MBS sweatshirts may be worn on informal days only. 	<ul style="list-style-type: none"> • MBS navy fleece jacket • MBS rain jacket • MBS sweatshirts (red or blue)

6th -8th Grade Girls	6th-8th Grade Girls	
<p align="center">Formal Uniform Worn on days we go to mass or for special events/Field Trips)</p>	<ul style="list-style-type: none"> • Plaid skirt • Plaid skirt • White collared button down dress shirt • Navy sweater • Plain white knee high socks • Optional solid white, solid navy, or solid black tights 	
<p align="center">Informal Uniform (Worn on days we do not attend mass.)</p>	<ul style="list-style-type: none"> • Plaid skirt • Plaid skirt • Red, white, or navy polo with logo • Navy or khaki pants or shorts • Navy skirt or skirt • Plain white socks above the ankles • Optional: solid white, solid navy, or solid • Black tights • NO PALI SHIRTS/SWEATSHIRTS ALLOWED 	
<p align="center">PE Uniform</p>	<ul style="list-style-type: none"> • Red mesh fabric gym shorts, with Mission logo • Gray Mission t-shirt • Retreat T-shirts, school play T-shirts, and other non-sports uniform MBS T-shirts 	

	<ul style="list-style-type: none"> • Retreat or school play T-shirts • Red sweatpants with Mission logo • MBS sweatshirt (red or blue) • Mission sports uniforms may NOT be worn to P.E. • NO PALI SHIRTS/SWEATSHIRTS ALLOWED
Shoes and Socks	<ul style="list-style-type: none"> • Navy, black, red, gray, or white tennis or dress shoes • High top tennis shoes not exceeding 3 in. above the ankle. • Rain boots on rainy days only • No boots and or/lace up boots • No bold patterns, plaids, or prints, including checkered prints • No heels or platform (over 1 inch) shoes allowed
Sweatshirts and Jackets	<ul style="list-style-type: none"> • MBS navy fleece jacket • MBS rain jacket • MBS sweatshirts (red or blue) • NO PALI SHIRTS/SWEATSHIRTS ALLOWED

1304. Mass Uniform Policy

All students must wear their formal uniform when attending Mass. In the event the weather is extremely hot the school office will send out communication that boys can wear their informal uniform shorts and Mass sweaters will be optional for all students.

1305. PE Uniform and Athletic Policy

Students are to wear their PE uniform on their designated PE days. Retreat T-shirts, school play T-shirts, and other non sports uniform MBS T-shirts are allowed. Students are not allowed to wear school athletic uniforms in lieu of their PE uniform. School approved athletic uniforms are only to be worn if approved by the athletic director.

1306. Shoe and Sock Policy

All students must wear uniform approved socks and shoes to school each day. Flip flops, boots, high heels, slippers, platforms, Crocs, wedges and open toed shoes are not allowed to be worn to school.

1307. Accessories Policy

- Modesty shorts should be worn under skirts/dresses
- Hair accessories must be navy, red, white, or the school plaid
- No flowers, bling, animal ears, or other patterns
- No hoops over ½ inch, dangle earrings, or large earrings.
- No more than one ring, bracelet or necklace.
- No oversized rings, bracelets or necklaces.

- No more than two ear piercings per ear allowed.
- Ear piercings must be on earlobe only.

1308. Free Dress Policy

Free dress days are awarded throughout the school year. Please abide by the following guidelines. Dress attire includes appropriate clothing in the following fashion:

- jeans, pants, shorts (appropriate length)
- T-shirts, button-down shirts, blouses, sweatshirts (shoulders & midriff must be covered)
- skirts, dresses (no more than 3 inches above the knee)

The following are not permitted at Mission Basilica School:

- baggy or oversized clothing
- tight or revealing clothing
- leggings
- character costumes
- torn/ripped clothing
- over sized sweats
- message t-shirts or sweatshirts
- opened-toed shoes
- extreme hairstyles or hair dyes/colors/bleaches
- hoop earring over ½ inch, dangle, or large earrings
- more than two piercings per ear
- piercings other than on the earlobe
- more than one ring, bracelet or necklace
- oversized rings, bracelets or necklaces
- colored nail polish
- Artificial nails
- make-up
- colored lip gloss, chapstick, lipstick
- Smart watches, including Apple Watches and watches with beeping devices or other sounds
- pajamas or clothing that resembles pajamas
- shoes with heels or wedges
- boots or lace up boots that go more than 3 inches above the ankle

When inappropriate clothing is worn, parents will be notified immediately and asked to bring a uniform to the office for their child to change into.

1309. Personal Grooming, Hygiene, Hair, and Make Up Policy

Uniforms must be kept in good condition. They should be clean, pressed, with all buttons attached, no tears or stains, and hems intact. Shirt tails should remain tucked in while a student is on campus. Girls' uniforms should be no higher than three inches above the knee.

The following are not permitted at Mission Basilica School:

- hair dyes/colors/bleaches/highlights/lowlights/weaves/designs or extreme hairstyles
- tattoos or other marking on skin
- boy's hair touching the collar, over the ears, and/or in the eyes
- hoops larger than ½ inch, dangle, or large earrings
- more than two piercings per ear
- piercings in other than on the earlobe
- more than one ring, bracelet or necklace
- oversized rings, bracelets or necklaces
- colored nail polish, French manicures, artificial nails
- make-up
- tinted sunblock
- colored lip gloss, chapstick, lipstick
- watches with beeping devices or other sounds (including Apple watches and other smart watches)
- baggy or oversized clothing
- tight or revealing clothing
- open-toed shoes
- backpack with wheels

Uniforms can be purchased at:

Uniforms 4U

31531 Rancho Viejo Road #103, San Juan Capistrano CA 92675
949-488-2616

1400. Right to Amend

Mission Basilica School reserves the right to amend this Handbook. Notice of amendments will be placed in teachers' mailboxes and on the school website. Please see the Diocesan Administrative Handbook for other clarifications and questions.

1500. TECHNOLOGY ACCEPTABLE USE POLICY



The Diocese of Orange, Office of Faith Formation

ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS

Student Acceptable Use Policy

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each student and parent or guardian shall sign an Acceptable Use Policy Agreement before gaining access to the Mission Basilica School network system. Any student who fails to comply with the terms of this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

A. Illegal Activities

1. No attempts to gain unauthorized access to accounts are permitted.
2. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
3. Transmission of any material in violation of local, state or federal law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
4. Users will not plagiarize any materials from the Internet or any other electronic sources.
5. Users will not attempt to circumvent or bypass filtering systems and firewalls.

B. System Security and Personal Safety

1. Network accounts may be used only by the assigned authorized users.
2. Passwords are to be kept private and not shared.
3. Users will immediately notify the teacher in charge if they have identified a possible security problem or receive any messages that are inappropriate, offensive or make them feel uncomfortable.
4. Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.

C. Inappropriate Language

1. Students will conduct themselves in a manner that is appropriate and properly represents Mission Basilica School while using any technology device and the Internet.
2. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, and acronyms and abbreviations is expressly forbidden.
3. Information will not be posted that, if acted upon, could cause damage or disruption to the learning environment or violate the teachings of the Catholic Church.
4. Users will not harass or otherwise engage in personal attacks.
5. Users will not participate in any form of cyber bullying.