



ST.BENEDICT  
SCHOOL

2009-2010 PARENT HANDBOOK

Handbook

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**Revised: June 2009**

**Saint Benedict School**  
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Montebello, CA 90640  
Website: [st-benedict.com](http://st-benedict.com)  
Phone: (323) 721-3348  
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**Pastor:** Rev. Joseph Gallardo, O.A.R.

**Principal:** Mr. Frank Loya, Jr.  
E:mail: [sbsloya@hotmail.com](mailto:sbsloya@hotmail.com)

**Vice-Principal:** Mr. George D. Lozano  
E-mail: [vplozano@st-benedict.com](mailto:vplozano@st-benedict.com)

**OFFICE HOURS:**  
7:30 a.m. – 4:00 p.m.

**SCHOOL DAY:**  
8:00 a.m. – 3:00 p.m.

**OFFICE STAFF:**  
Administrative Secretary Mrs. Irma Y. Garcia  
Secretary Mrs. Icela Garcia  
Health Room Mrs. Tracie Lopez

**DAY CARE:**  
6:45 a.m. – 7:45 a.m. (Pre Care)  
3:15 p.m. – 6:00 p.m. (After School Care)

Day Care Director Mrs. Consuelo Reza

**REGULAR SUPERVISION FOR ALL STUDENTS**  
7:45 a.m. – 3:15 p.m.

## FACULTY

### PRIMARY DEPARTMENT

**Kindergarten:**  
Miss Deanne Ysais  
Mrs. Mercedes Elisaldez

**Grade One:**  
Mrs. Elizabeth Ramos  
Mrs. Donna Saavedra  
**Grade Two:**  
Miss Rosalie Marquez  
Mrs. Estela Munguia-Arellano

### INTERMEDIATE DEPARTMENT

**Grade Three:**  
Mrs. Mirtha Munoz  
Mrs. Brandy Cano-Moreno  
**Grade Four:**  
Ms. Angelica Chavira  
Mrs. Ruby Bernard  
**Grade Five:**  
Mrs. Minerva Munguia-Sanchez  
Mrs. Shirley Clever

### JUNIOR HIGH DEPARTMENT

**Grade Six:**  
Jr. Religion Mr. Jose Ramirez  
Jr. High Science Ms. Roxanne Orozco  
**Grade Seven:**  
Jr. High Math Mr. Joseph Galvan  
Jr. High English Mrs. Ryan Lane  
**Grade Eight:**  
Jr. High History Mr. Eric Lozano  
Jr. High Literature Mrs. Yvette Mendizabal

### ELECTIVE DEPARTMENT

**Computer** Mr. Daniel Anaya  
**Music** Mrs. Inna Asatryan  
**P. E. (K – 8)** Mr. Eduardo Rodriguez

**Athletic Director** Mr. George Lozano  
**Custodians** Mr. Luis Verduzco  
Mr. Rosalio Salas “Turbo”

## OUR PATRON SAINTS

### SAINT BENEDICT

Saint Benedict is known as the founder of Western Monastic life. He was born in Nursia, Italy in 480. He studied in Rome and later went to the mountains near Subiaco where he lived as a hermit in a cave for three years. During his time as a hermit, a raven would bring him food to eat.

Many young men heard of the holy life Benedict was leading and wanted to join him. He soon established his first monastery at Monte Cassino where he wrote the Rule of St. Benedict which guided the monks in their daily living. The monks remained there praying, feeding the poor and teaching school. The motto St. Benedict established for his monks was "Ora et labora" (**Pray and work**).

His twin sister, Saint Scholastica, followed him in the monastic tradition and established a Benedictine convent of Sisters following the same Rule.

### SAINT AUGUSTINE

Saint Augustine was born in Tagaste, North Africa, a Province of the Roman Empire in the year 354. His mother, Saint Monica, trained him in Christianity. His story is that of a young man who chose to turn away from goodness, falling into a life of sin. Monica prayed daily that her son would change his ways.

Augustine was a very clear youth with a brilliant mind, however, he preferred not to follow Christian ways. He quickly fell in with bad company and led a sinful life. After so many years of following the wrong path, the grace of God allowed the young Augustine to turn from his evil ways and to embrace Christianity and St. Monica offered prayers of thanksgiving.

Soon after Monica's death, St. Augustine founded his first monastery and many others wanted to follow in his path. The Rule of St. Augustine is a guide for all those who follow his path. The motto established by St. Augustine for his monks was "Caritas et Scientia" (**Love and Learning**). St. Augustine used all of his energy and intelligence to guide others to God. He wrote: "Our hearts are made for You, O Lord, and our hearts are restless until they rest in You."

## THE MEDAL OF ST. BENEDICT

### FRONT SIDE OF MEDAL

On the face of the medal is the image of St. Benedict. In his right hand he holds the cross as a symbol of salvation. In Benedict's left hand is his Rule for Monks, which gives the exhortation to "walk in God's way, with the Gospel as our guide."

On a pedestal to the right of St. Benedict is the poisoned cup, shattered when he made the sign of the cross over it. Above the cup and the raven are the Latin words "CRUX S. PATRIS BENEDICTI (The Cross of Our Holy Father Benedict)

On the margin, encircling the figure of St. Benedict are the Latin words: EIUS IN OBITU NOSTRO PRAESSENTIA MUNIAMRU! (May we be strengthened by His presence in the hour of our death!)

### REVERSE SIDE OF MEDAL

On the back side of the medal, the cross is dominant. On the arms of the cross are the initial letters of the Latin prayers: CRUX SACRA SIT MIHI LUX! NUNQUAM DRACO SIT MIHI DUX! (May the holy Cross by my light! The devil never be my guide!)

The letters C S P B surround the cross, standing for CRUX SANCTI PATRIS BENEDICTI (The cross of our Holy Father Benedict).

The letters on the back of the medal are V R S N S M V – S M Q L I V B are the initial letters of a Latin prayer against the power of Satan: VADE RETRO SATANA! NUNQUAM SUADE MIHI VANA! SUN MALA QUAE LIVAS. IPSE VENENA BIBAS! (Be gone, Satan! Tempt me not with your poison! What you offer me to evil. Drink your poison yourself.)

## BRIEF HISTORY OF SAINT BENEDICT SCHOOL

Saint Benedict Parish began in 1906 under the leadership of the Benedictine monks from Shawnee, Oklahoma. The early days of the parish saw many opportunities for growth and expansion addition to construction of the first parish church and hall, the first wing of saint Benedict School was built in 1941.

Saint Benedict School, opened its doors on Wednesday, September 22, 1941, and was staffed by the Sisters of the Presentation of the Blessed Virgin Mary. Two hundred sixty students were enrolled for the first year. The school was formally dedicated on Pearl Harbor Day, December 7, 1941.

By 1951, a new wing was added to the school to meet the growing student population. During the summer of 1958, the present school library and another classroom was added. That same year, the new Saint Benedict Church was completed. In 1973, a new hall was constructed on the same site as the original one that had been built in 1938.

The Kindergarten program was started in September of 1980 and in 1985, a Franciscan Sister assumed the responsibility as school administrator. A new building was constructed for the Kindergarten and First Grade program in 1986, a gift of the members of the Pace Family.

In May of 1998, the Benedictine Monks returned to the Abbey in Oklahoma and leadership of the parish community was entrusted to the order of Augustinian Recollects. The first lay principal was hired in 1999 and in July of 2001, an Augustinian Brother was asked to serve as principal. Our current principal, Mr. Frank Loya, Jr., was hired in 2003.

Saint Bendict, Pray for us

Live Jesus in our hearts. Forever!

## Saint Benedict, Oh Blessed You Are

Words and Music by Lusine and Armine Manoukian

*Verse 1:*

Saint Benedict, oh, blessed you are  
Who helps us to reach so far  
Bless us all in your special way  
Bless all today and everyday

*Refrain:*

Bruins dressed in blue and gold  
Follow the light of Christ our Lord  
Blue and Gold, blue and gold  
Follow the light of Christ our Lord

*Verse 2:*

Bless us Jesus, oh, Christ our Lord  
Help us see the light that's stored  
May the Bruins seethe victory light  
Shining in your church so bright

*Refrain:*

Bruins dressed in blue and gold  
Follow the light of Christ the Lord  
Blue and gold, blue and gold  
Follow the light of Christ the Lord.

This handbook is for the sole purpose of helping you and your family to follow the basic guidelines of our school. Keep it handy, please read it, and have your child/children become familiar with the philosophy, goals, objectives, policies, and guidelines of the school.

I am grateful for the opportunity to serve you as principal of St. Benedict School. In the name of all the teachers and staff, I welcome you and I look forward to a wonderful year.

Sincerely,  
Mr. Frank Loya, Jr.  
Principal

## **ST. BENEDICT SCHOOL MISSION STATEMENT**

Jesus Christ is the foundation for our school community. In our community, we strive for the education of Catholic values and faith that promote faithfulness and stewardship. St. Benedict is also committed to the development of the whole child, while maintaining an environment that provides and academic program designed to develop the diverse learning abilities of each child.

St Benedict works together to nurture the individual character of each child and embrace the cultural and ethnic diversities.

The school community encourages praising others, modeling peace, building values and emphasizes the importance of each individual's responsibility towards others.

### **PHILOSOPHY**

The philosophy of Saint Benedict School is committed to the intellectual, emotional and spiritual development of each student. The school community teaches the importance of our Catholic faith encouraging students to work hard and pray hard.

We strive for the excellence in teaching knowledge and critical thinking skills to our students while maintaining values of respect for themselves, others and, above all, God. In the spirit of Saint Benedict and Saint Augustine, our school promotes love and learning through the praising of one another, emphasizing the importance of assuming responsibility of one's actions, and invites students to help build a community of faith, mutual respect, with peace at home, at school and in our community.

## **STUDENT LEARNING EXPECTATIONS**

### Religion

1. Students will understand the Sacraments and their importance in receiving God's grace.
2. Students will understand all aspects of the Mass, including its order, purpose, and significance to the faith.
3. Students will act as stewards of the Catholic faith by striving to serve as examples of moral development, strong ethics, and personal integrity.
4. Students will be familiar with the lessons taught in the stories presented in the Old and New Testaments.

### English

1. Students will be able to write paragraphs that are clear, coherent, and focused, while progressing through the stages of the writing process.
2. Students will be able to edit written works for appropriate grammar and mechanics.

3. Students will be able to employ on multiple strategies as they write using a variety of process elements to communicate with different audiences for a variety of purposes.

### Mathematics

1. Students will be able to perform and understand concepts that involve addition, subtraction, multiplication, and division.
2. Students will be able to apply problem solving skills and strategies to solve real world application.
3. Students will be able to identify and apply basic geometric formulas.
4. Students will be able to use graphs and indicate points, linear equations, and inequalities.

### Literature

1. Students will be able to apply knowledge of literary elements to understand written text.
2. Students will be able to apply critical thinking skills to analyze written text.
3. Students will be able to accurately verbalize written texts.
4. Students will be able to demonstrate comprehension of written texts through a variety of methods.
5. Students will be able to think conceptually by interpreting both written and oral information.

### Science

1. Students will utilize hands on activities, critical thinking skills and logic to make abstract information concrete and useful.
2. Students will problem solve and demonstrate proficient use of the scientific method to show how a sequence of events interact to produce and interpret a set of results.
3. Students will know that matter, which is all around us, is made up of atoms and exists in three physical states.
4. Students will know that cells are the basic units of structure and function in all organisms.

### Social Studies

1. Students will recognize social justice and injustice in action within a historical context.
2. Students will become familiar with the political, economic, cultural, and scientific contributions of different civilizations throughout history.
3. Students will understand that peace is always preferable to war when resolving any conflict in human history.
4. Students will recognize the contributions of notable individuals in changing the course of human history.

## **GOALS AND OBJECTIVES**

### **A. Religious Goals and Objectives**

- 1) To develop a personal, ongoing, closer relationship with Christ:
  - a. By providing opportunities for the students to be involved in the primary areas of Scripture, Doctrine, and Liturgy;
  - b. By the use of the Old and New Testaments with focus on the unconditional love of God for each Catholic student and each non-Catholic student;
  - c. By augmenting the understanding of faith and moral issues through the doctrinal teachings of the Catholic Church;
  - d. By enhancing the child's knowledge of scripture and doctrine by their whole-hearted participation in liturgies and Para liturgies of the Church;
  - e. By encouraging the ability to pray spontaneously and developing knowledge of formal and informal prayers.
  - f. Through our role modeling.
- 2) To enhance the child's experience in Catholic family living:
  - a. By involving the students and parents in the sacramental life of the church to increase their spiritual and communal life within the Body of Christ.
  - b. By providing opportunities for students to dialogue with parish clergy and religious (Order of Augustinian Recollects) within the classroom setting.

### **B. Intellectual Goals and Objectives**

- 1) To provide an environment and standard which will motivate an intellectual desire to learn:
  - a. By motivating students to read and explore all areas of learning;
  - b. By encouraging students to develop study skills;
  - c. By giving all students the equal opportunities to achieve.
- 2) To recognize the talents and abilities given by God:
  - a. By appreciating the students' individual abilities;
  - b. By encouraging and providing opportunities to students to share their talents with their peers, teachers, and the community;
  - c. By providing competent adult models who teach through example and guidance.

### **C. Sociological Goals and Objectives**

- 1) To develop each person's own social identity as part of the society and learn to understand, respect, and accept others:
  - a. By educating the student in awareness of the dignity of persons regardless of religion, culture, and ethnic background;
  - b. By student participation in parish and school activities;
  - c. By encouraging participation in Student Council and school related assemblies and activities.

### **D. Psychological Goals and Objectives**

- 1) To develop in the student a healthy self- concept:
  - a. By expecting students to take responsibility for their own actions;
  - b. By providing opportunities to make decisions;
  - c. By encouraging classroom decision-making on appropriate issues.

### **E. Emotional Goals and Objectives**

- 1) To recognize emotional needs and differences of individuals:
  - a. By nurturing growth in individual self-esteem;
  - b. By realizing inherent differences and responses in feelings and actions.
- 2) To encourage self-discipline:
  - a. By implementing a school wide policy of discipline standards and individual classroom policies;
  - b. By recognizing positive behavior.

### **F. Physical Goals and Objectives**

- 1) To encourage in each student the ability to value and respect his/her life:
  - a. By educating the student in theories and practices of health care, drug awareness, and good nutrition;
  - b. By educating students in the practice of safety.
- 2) To develop positive attitudes of teamwork and sportsmanship:
  - a. By using physical exercise in the development of individuals;
  - b. By providing outlets for physical energy through participating in the Physical Education program and school team sports;

- c. By encouraging students to participate in various community sponsored programs for sports and extracurricular activities;
- d. By instilling a sense of fair play in each student.

### **Peace Builders Pledge**

I am a PeaceBuilder. I pledge...

- To praise people
- To give up put-downs
- To seek wise people
- To speak up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home, at school, and in my community each day.

### **Bruin Creed**

Saint Benedict Bruins respect themselves, others, and above all, God, by always behaving the way Jesus wants us to.

## **ADMISSION**

### **Guidelines for Admission**

- Preference shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

### **Student Non-Discrimination Policy**

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

Saint Benedict School does not discriminate on the basis of race, color, disability, sex or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs.

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

### **Inclusion Procedures**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP). Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

### **Admissions Preference**

Enrollment in Saint Benedict School will be reviewed annually. In order to qualify for the "In-parish" tuition rate, families and students must be attending Sunday Mass, contributing to the church through family/student offering envelopes, completing Service Hours and participating in fund-raising events.

The pastor of the parish community is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocese and, on points not covered by Archdiocesan policy, determines policies appropriate to

the needs. The principal is responsible for the immediate direction and supervision of the school program.

### **Parental Requirements**

- Classroom participation
- Parental support of the religious instruction by regular and active participation in religious practices and worship (Sunday Mass and sacramental programs).
- Support of school standards and policies as set forth in this Parent/Student Handbook.
- Financial support of the school by prompt payment of tuition and fees. Families who are two months behind in tuition and/or other fee will be asked to withdraw.
- Participation in and support of school fundraising activities and service hours. Fundraisers: We are requiring families to participate in the following fundraisers by selling the following: Giftwrap \$100.00, World's Finest Chocolate \$200.00, Cookie Dough \$100.00. You also have the option to buy out your fundraiser obligation by paying a flat fee of \$450.00 by October 2, 2009. Parents not completing their participation service hours will be billed \$20.00 an hour for any hours unfulfilled.
- Attendance at school meetings and events.
  - Parent Conferences, Back to School Night, Open House, Virtus Parent Training, Scheduled Parent Teacher Meetings, 1st Communion Sacramental Journey.Parents not attending these required meetings will be fined \$50.00.
- Review the Parent/Student Handbook with your child(ren) and sign the Parent/Student Policies Agreement Form acknowledging compliance with school regulations.
- FAMILY ENVELOPES ARE SENT HOME EVERY 2<sup>ND</sup> & 4<sup>TH</sup> MONDAY OF THE MONTH WITH THE PARENT BULLETIN, CALENDARS, LUNCH MENU AND OTHER INFORMATION. THE FAMILY ENVELOPE IS TO BE SIGNED AND RETURNED THE FOLLOWING DAY. THERE WILL BE A CHARGE OF \$5.00 TO REPLACE ENVELOPES.

### **Student Requirements**

- A Christian attitude and conformity to school regulations in all areas.
- Completion of the basic grade level requirements and related assignments according to his/her ability.

- Meets the school standards as set forth in the Parent/Student Handbook.

### **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

### **Pupil Records**

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

Only the principal, as custodian of the records, authorizes the release of the pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parent or legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **Directory Information**

“Directory information” means one or more of the following items: pupil’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of

members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address list or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

**Verbal/Written Confidences**

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

**ST. BENEDICT SCHOOL ACADEMIC POLICIES**

St. Benedict School offers a curriculum based on the California State Standards and offers students opportunities for growth in the following major subjects:

**CURRICULUM**

Religion	Reading and Literature	Computer
Social Studies	Science	Family Life
English	Music	Art Appreciation
Spelling	Handwriting	Physical Education
Mathematics	Health and Safety	Good Touch/ Bad Touch

**Enrichment:**

Learning Center	School Clubs	Bruin Choir
Field Trips	Sports Program	Student Government
Art Fair	Science Fair	Educational Assemblies

The total curriculum is coordinated K through 8<sup>th</sup> grades. Teachers evaluate and review curriculum areas according to Archdiocesan Guidelines and participate in the WASC/WCEA accreditation process.

**ACADEMIC POLICIES**

**Academic Grading Key – Primary Level (Grades K – 2)**

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

**Academic Grading Key (Grades 3 – 8)**

A	97 – 100%	C+	80 – 84%
A-	93 – 96	C	75 - 79
B+	90 – 92	C-	70 - 74
B	87 – 89	D	65 - 69
B-	85 – 86	F	64 and below
Skills	+ = Area of Strength		
	√ = Area for Improvement		

**Report Cards and Progress Reports**

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

Progress Reports will be sent to the parents of all students midway through each quarter.

A student may not be entitled to receive a report card for any quarter in which the student has had 15 or more days absence from school.

### **Academic Probation**

Students with a grade point average of less than a 2.0 will be considered on academic probation. The probation lasts for one quarter. During that time, students may not participate in extra-curricular student activities. Parents will be notified of the academic probation and an appointment will be made with the classroom teacher.

### **Retention/Transfer**

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

If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons, the teacher will inform the Principal and parents. A decision will be made to recommend remedial help, counseling, and/or testing by the public school district. The program will begin as soon as the teacher and Principal are aware of the child's needs.

There will be a formal conference, in November, with the parents, and teacher to discuss the child's status. During the rest of the school year, it is the responsibility of both the parents and teacher to discuss the child's progress. After consideration of input from both the parents and teacher, the Principal will make the final decision. In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that St. Benedict School is not equipped to meet the student's needs, and therefore, a transfer will be necessary. In all cases, the Principal will make the final decision.

### **Homework**

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

Homework is generally assigned Monday through Friday. On various occasions, homework may be assigned over the weekend.

Homework or schoolwork missed through absence should be completed and turned in to the teacher within two days of the absence.

Any assignment turned in late will result in partial credit.

Homework will count for 1/3 of the over-all grade. Parents will be notified in writing and by phone if a student misses 3 homework assignments in a particular subject. It is the responsibility of the parents to make sure their child completes all homework assignments.

### **Homework Time Allotments**

Kindergarten, First and Second Grade: Not to exceed one hour

Grades Three – Five: Not to exceed two hours

Grades Six – Eighth: Not to exceed three hours

### **Tutoring**

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### **Honors Requirements**

For the purpose of determining honor roll eligibility, all academic subjects are averaged: Religion, English, Reading, Spelling, Math, Social Studies, Science, Music, Arts Appreciation, P.E. and Computer. An "A" = 4.0, "B" = 3.0, "C" = 2.0, "D" = 1.0, "F" = 0.

Students receiving D's or F's in any of the above subjects will not be eligible. Honors I requires a minimum 3.7 GPA. Honors II requires a minimum 3.3

GPA. Honorable Mention requires a minimum 3.0 GPA. Honor Society students will receive a certificate and decal at the end of the year.

### **Virtue of the Month**

Each month the students in grades K-8 will be encouraged to exercise a particular virtue, i.e., kindness, generosity, etc. Each teacher will select students in their class who have exhibited this virtue for recognition by the Principal.

### **Standardized Testing**

The Iowa Test of Basic Skills (ITBS) has been selected for the Archdiocesan Elementary School testing program. This test is administered in the fall to Grades 1 through 8; testing results will help teachers to identify academic strengths and areas for growth. These scores are given to parents.

The Otis-Lennon School Ability Test is administered to Grades 3 – 5 and 7. A.C.R.E. (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in January. This test identifies class/school strengths and areas for growth for curriculum planning. Class profiles are received by the school.

## **CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

### **Parent Organizations**

The main function of the Parent Teacher Organization is to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

### **Consultative School Boards**

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, the principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

### **TEXTBOOKS**

Student textbooks are the property of the school and are to be cared for. All textbooks must be covered and free of unnecessary markings.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Beginning of Day Procedures (Drop-Off)**

- Students may be dropped off no earlier than 7:45 a.m. unless going to Pre-Care. Parents need to escort their children to Pre-Care room.
- Parents are to drive into the parish lot from Cleveland and exit out of the driveway into 12th Street. Parents may also enter the small parking lot on the corner of Madison and 10<sup>th</sup> Street. (driving West on Madison) to drop off your child and exit onto 10<sup>th</sup> Street.
- The parking lot is very small and children are not always seen between cars. Please drive slowly when dropping off and picking up your child.
- Children remain on the playground and are being supervised by teachers until the bell rings to assemble.
- On rainy days, children go directly to their classrooms. Parents may drive closer to the building for dropping off children.

- No equipment is allowed prior to the start of the school day.

### **End of Day Procedures (Pick-Up)**

- Parents are to drive into the parish lot from 10<sup>th</sup> Street and exit out of the driveway into 12<sup>th</sup> Street. While waiting for dismissal, park outside of the coned area.
- Students of Grades K – 2nd are to be picked up from their classrooms. Parents may go to the classrooms after the 3:00 p.m. bell rings. Older students will come to you in the parish lot.
- Parents may not wait in the hallway of school prior to the 3:00 p.m. bell. It distracts the students from listening to their teacher.
- All students must be picked up by 3:15 p.m. unless attending after school care.
- If not picked up by 3:15 your child(ren) will be sent to daycare.

### **Interruptions/Early Release**

Classes are not to be interrupted at any time. Students **will not** be allowed to be called out of class for the following: to pick up lunches, lunch money, uniforms, books, supplies and or messages. Classrooms are being interrupted several times throughout the day for non-emergency reasons. **Students are not called to the phone during the school day.** When it is necessary for students to be released during school hours, parents are to come to the school office and sign them out. **A child will only be released to an authorized parent or guardian.**

ID may be required. Teachers will not release a child to the parent without authorization from the office.

## **ATTENDANCE**

### **Absence**

Please call the school office by 8:30 a.m. the day your child is absent. This is for your child's protection. When a student has been absent, a note must be sent to his/her teacher the day he/she returns to school. It should explain the reason for the absence, dated, and be signed by a parent or guardian.

### **Student Release Form**

Parents fill out this form each year to specify how their children normally leave school and which adults have permission to take the children home.

### **The Non Traditional Family**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

### **Medical Absences**

Please try to schedule medical and dental appointments after school hours or during vacations. When that is not possible, the child is to bring a note from the parent/guardian and submit it to the teacher at the beginning of the day. Parents/guardian are to pick up their child at the school office. Absence for doctor or dentist appointments cannot be listed as an "excused medical absence" unless the child brings a note from the doctor/dentist.

### **Extended Absences**

Please notify the Principal in writing, in advance, if a student will be absent for an extended period of time. Students who are absent for 15 or more days in a quarter may not receive report card grades, depending on the student and the situation.

Family holidays should not be scheduled during school days. If circumstances make it necessary, please contact the Principal. It is left to the discretion of the teacher whether to prepare advance assignments.

### **Tardiness**

Students are expected to be present for Morning Assembly. Every effort should be made to ensure that students are conscientious about being on time. Chronic tardiness is disruptive to the start of day for the class and the student.

If a student is not present during morning attendance, the student is considered late and is to report to the school office. At no time is a child to be dropped off unattended. This is for safety reasons.

Excessive tardiness will be grounds for disciplinary action.

### **Withdrawal of Students**

The school grants full credit for all work a student accomplishes up to the time of transfer.

## **Transfer of Records**

### **Student Transfers and Graduation**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at school.

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

Official transcripts are not given to students or parents.

## **Damaged or Loaned Property**

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

## **PHONE GUIDELINES**

Students may use the school phone for emergencies only (before school/ lunch/ recess/ after school)

### **Cell Phones**

- Cell phone is to remain in students backpack during school hours.
- Cell phones are to be turned **OFF** on school grounds during the hours of 6:45 a.m. – 6:00 p.m.
- Students cannot call or text message anyone during school hours. If there is an emergency concerning your child, the school office will notify the parent.
- Cell phone can **only** be used off campus.

Students who violate these guidelines will have their cell phones taken away from them and given to Mr. Loya. Only the parent will be able to pick up the cell phone and a \$30.00 fine must be paid at that time. The student will no longer have the privilege of carrying a cell phone during school hours. This item will be confiscated if used during the school day.

## **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, DAMAGED OR STOLEN CELL PHONES.**

## **HEALTH CARE**

### **Nutrition**

It is important that students have a nutritious lunch each day. Students may bring a sack lunch or purchase from the hot lunch program. Students are not allowed to purchase items from the snack machine during lunch-only nutritious drinks.

If a student forgets to bring his/her lunch, the parent may bring the lunch to the cafeteria at the start of the students lunchtime. Kindergarten lunch begins at 11:00 a.m.; First and Second Grade lunch begins at 11:30 a.m.; Third – Fifth Grade lunch begins at 12:00 noon; Junior High (6 – 8) lunch begins at 12:30 p.m.

Students may bring a snack for their morning recess break. Students staying for After-School Care may bring a snack.

### **Lunch**

Visitors must sign in in the school office and wear a visitor's pass.

### **Emergency Card/Illness at School**

The Emergency Card must be on file before your child begins the school year. Please notify the school when there are changes to a home or work phone or address, the names of persons to notify in case of an emergency, or to any medication prescription for a child.

In case of emergency, the card is shown to paramedics or emergency room staff to authorize treatment and to let them know if your child has any unique medical needs or is on medications. Therefore, it is imperative that the information be kept up-to-date. Parents are required to list medication the child takes on a regular basis.

### **Illness or Injury at School**

When students are ill in the classroom or sustain minor injury on the playground, they are sent to the school office for first aid and observation. Parents are called to take their child home when the child has a fever, has an injury requiring medical treatment or X-ray, or appears to be ill.

## **Medication**

To protect and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours.

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, a “Medication Authorization and Permission Form (Archdiocese of Los Angeles)” must be requested from the school health office. Physician/health care provider will write directions on the form. It must be signed and dated.

Medications must be delivered by the parents or guardians to the health office coordinator in the original labeled prescription bottle, together with the medication form signed by the health care provider and parent/guardian.

Students carrying inhalers must have a Physician/Health care provider’s release on file stating that he/she may have it with them while at school or at school activities.

### **Only under these conditions may medicine be given at school.**

## **Communicable diseases**

The school office must be contacted immediately after a child is diagnosed with a communicable disease. The school will then send a letter home notifying parents and classmates.

A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before he/she is readmitted to school. The principal may readmit a student who has been absent because of non-reportable communicable disease such as chicken pox, rubella and influenza.

## **Immunization and Health Regulations**

No student may be unconditionally admitted to school unless he/she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, and pertussis for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering Kindergarten. Beginning July

1999, all students entering Grade 7 are required to present documentation showing the dates when three doses of Hepatitis B have been received.

## **Student Insurance**

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

Accidents must be reported to the school within 24 hours after an injury, if you wish to benefit from the program.

## **Child Neglect or Child Abuse Reporting Policy**

In accordance with Archdiocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse and/or deprivation, physical neglect and/or inadequate supervision, or sexual abuse and/or exploitation. Once reasonable suspicion is established, school staff will make such reports in the best interest of the affected child and do not have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Archdiocesan Administrative Team**

In those instances where allegation of criminal activity has been lodged against an employee of a Catholic school, and a determination of guilt or innocence within the police and court system has not been established, the Archdiocese will commence its own administrative investigation.

An Archdiocesan Administrative Investigative Team with representation from personnel, legal and educational arenas, will examine the evidence they are able to obtain which is involved in the allegation, to determine if there are contractual violations. This team will make a recommendation based on their study. This recommendation is made to the pastor and the principal who can accept or reject the recommendation of the team in rendering the final determination of continued employment.

## **WORK PERMITS**

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue permits.

A copy of the signed work permit must be kept in the student's file.

## **DISCIPLINE ACTION PLAN**

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

Teachers are responsible for establishing and maintaining discipline procedures that encourage positive behavior and respect for one another. Teachers must communicate to students the appropriate behavior that is needed to maintain an effective teaching/learning environment. Students demonstrating inappropriate behavior will be choosing predetermined consequences.

Teachers will use reasonable discretion deciding what determines the appropriate discipline policy.

### **Reasons for Discipline**

1. Disrespect to an adult in authority.
2. Use of inappropriate language.
3. Defacing property
4. Students not dressed within uniform code after three violation notices.
5. Inappropriate behavior in church during Liturgies or practices.
6. Rough housing, yelling, pushing.
7. Gum chewing.
8. Excessive tardiness. Late arrivals are disruptive to the academic environment. After the 4<sup>th</sup> tardy within one month, a fee of \$50.00 per child will be charged to the family.

### **Intervention Policy Procedures:**

#### **Step I**

Students who repeat a distraction three times will be verbally corrected by the teacher and parents will be called. (One write-up)

#### **Step II**

Parent conference will be scheduled with teacher and department chairperson on the fourth distraction. Students can be recommended for the Outreach Program with the authorization from parents/ legal Guardian. The Student Support Team may also intervene to help create an action plan on behalf of the student. (Two write ups)

#### **Step III**

Student is sent to vice-principal's office on the fifth distraction. Parent is called into the office for a meeting with the vice-principal. (Three write ups)

#### **Step IV**

Student is sent to the principal's office on the sixth distraction and parents are called into the office for a Principal/Parent conference. The student will be suspended from school. (Four write-ups)

## Conditions of Suspensions

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

## Expulsions

Reasons for expulsions are, but not limited to, the following offenses committed by a student:

1. Actions gravely detrimental to the moral and spiritual welfare of other students;
2. Habitual profanity or vulgarity.
3. Assault, battery or any threat of force or violence directed toward any school personnel or student.
4. Open, persistent defiance of the authority of the teacher.
5. Continued willful disobedience.
6. Use, sale or possession of narcotics, drugs or any other controlled substance.
7. Use, sale, distribution or possession of any alcoholic beverages on or near school premises.
8. Smoking or having tobacco.
9. Stealing.
10. Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
11. Habitual truancy;
12. Possession of harmful weapons (e.g., knives, guns etc) or materials that can be used as weapons.
13. Bullying or harassing school personnel or other students.
14. Forging signatures.
15. Cheating or plagiarism.
16. Membership in, active involvement in, or affiliation with a gang or group

responsible for coercive or violent activity.

17. Actions in or out of school which are detrimental to the school's reputation.
18. Violation of the Electronic Communications Policy policies and guidelines.
19. Inappropriate conduct or behavior unbecoming a student in a Catholic school.

## Procedure for Expulsion

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

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

## Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

### **Time of Expulsion**

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

### **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

### **Right to Make Exceptions**

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

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The students' 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. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the

school on its discretion. These principles include, but are not limited to, any policies or procedures set forth in any student/parent 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.

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on the school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (eg., extended care, athletics, field trips etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

### **Actions/Attitudes of Parents or Guardians**

There are occasions when misunderstanding can arise between students, parents and/or teachers. Parents concerns can be addressed in the following order: **First Step:** Classroom Teacher. **Second Step:** Department Chair. **Third Step:** Vice-Principal. **Fourth Step:** Principal.

Every parent, guardian, or other person who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil is guilty of a misdemeanor (Education Code 44811).

If the teacher is “insulted or abused” by any person in the presence of other school personnel on school premises, on public ways adjacent to the school, or at another place where the teacher is assigned, that person is also guilty of a misdemeanor (Education Code 44812).

At no time are parents allowed to distribute any materials to parents or students on or around school property without the approval and permission of the principal. Under no circumstances will parents be allowed to present information directly to students. Attempting to distribute materials to parents as they are entering or exiting the school or in the car line is extremely dangerous and will never be tolerated.

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude or abusive behavior of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. (Administrative Handbook, Department of Catholic Schools.)

### **Counseling Policy**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for the psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;

- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student’s academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian’s expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims’ Assistance Ministry is available as a resource. The Victims’ Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victims’ Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

## **DRESS CODE**

### **DAILY UNIFORM**

#### **Boys: Grades K-2**

Black Belt

Navy pants or navy shorts (length of shorts must be above knee). No Dickies.

Navy polo with school emblem or broadcloth light blue-collar shirt

Navy sweatshirt or navy sweater with school emblem

Black crew socks with solid black shoes or black tennis shoes. No zipper, slip ons or high tops. Velcro ok for Kindergarten through 2<sup>nd</sup>.

#### **Boys: Grade 3 - 8**

Black Belt

Navy or Dark khaki pants or khaki shorts (length of shorts must be above the knee). No Dickies.

Navy or beige polo with school emblem or broadcloth light blue collar shirt

Navy sweatshirt or navy sweater with school emblem

Black crew socks with solid black shoes or black tennis shoes. No zippers, slip ons or high tops.

**Girls: Grades K-2**

School plaid jumper or plaid skort (length of jumper, skort or shorts must be 2 inches above the knee)

Navy pants with navy crew socks. No Dickies.

Navy shorts with navy knee-highs. No Dickies.

School white blouse

Navy polo with school emblem with plaid skort, navy pants or navy shorts

Navy knee-highs (Purchase at Bruin Den only)

Navy sweatshirts or navy sweater with school emblem

Saddle shoes in black and white or navy and white.

**Girls: Grades 3 - 8**

School or plaid skort (length of skort and shorts must be 2 inches above the knee)

Navy pants with navy crew socks. No Dickies.

Navy shorts with navy knee-highs. No Dickies.

School white blouse

Navy polo with school emblem with plaid skort, navy pants or navy shorts

Navy knee-highs (Purchase at Bruin Den only)

Navy sweatshirts or navy sweater with school emblem

Loafers (Black, Dark Brown or Burgundy) **ONLY**

**SHOES: Girls loafers, solid white tennis and boys solid black tennis may be purchased at [www.shoesforcrews.com](http://www.shoesforcrews.com)**

**Physical Education:****Boys and Girls: Grades K-8**

Navy P.E. T-shirt with P.E. shorts or sweatpants with school emblem

Sweatshirt with school emblem

SBS white crew socks **ONLY** (must be purchased in Bruin Den)

Boys: Solid black tennis shoes. Laced, no slip ons, zippers or high tops.

Girls: Solid white tennis shoes. Laced, no slip ons, zippers or high tops.

Velcro ok for Kindergarten through 2<sup>nd</sup> grades.

**School Mass:****Boys: Grades K-8**

Navy pants with black belt. No Dickies.

Broadcloth light blue collar shirt

Plain navy tie

Black socks with solid black shoe or black tennis shoes

Navy blue vest (Purchase at Bruin Den only)

**Girls: Grades K-2**

School plaid jumper with school white blouse

Navy blue knee-highs with saddle shoes; black and white or navy blue and white.

**Girls: Grades 3-8**

School plaid skort with school white blouse

Navy blue knee-highs with Loafer (Black, Dark Brown or Burgundy)

Navy blue vest (Purchase at Bruin Den only)

**Hair Accessories:**

School Plaid or School colors (i.e. navy or gold)

Headbands

Bows

Scrunchies

**Free Dress:**

Free dress is allowed on days specified by the principal. Appropriate apparel is expected. The following types of clothing are accepted:

**Boys** – Dressy slacks, cords, or jeans and shirts designed for sportswear. Writing or designs on shirts, faded or torn jeans and tank tops are not permitted.

**Girls** – Dresses, skirts, and blouses or sweater; dress pants, jeans and top. Writing or designs on shirts, faded or torn jeans, halter tops or bare midriffs are not permitted.

Students may wear white or navy blue turtlenecks (purchased **ONLY** at the Bruin Den) during cold weather.

Saint Benedict School Sweaters, jackets, raincoats, scarves, beanies and umbrellas are part of the school uniform. These items must be clearly marked with the student's name. These can be purchased at the Bruin Den.

The following items are not acceptable:

- Make-up, lip-gloss, nail polish, acrylic nails.
- Jewelry unless it is a religious medal; hoop earrings.

- Oversized clothing – uniforms must be fitted correctly
- Uniform shorts **MUST** be above the knee.
- **TENNIS SHOES WITH WHEELS ARE NOT ALLOWED ON CAMPUS AT ANYTIME.**

### **General Requirements**

St. Benedict students are expected to be neatly dressed during the school day. This includes having shirt and blouses tucked in and hair combed. Hair must be its natural color; it may not be streaked with color. Tails, spikes, excessively long hair or other extreme fad-style haircuts are not permitted. Hair should be neatly styled; a businessman’s haircut. Junior High Boys should not have excessive facial hair. St. Benedict School will honor organizations such as “Locks of Love” during the months of June through August only with proof of participation. **NO EXCEPTIONS.** Girls hair should be neatly styled and away from eyes.

**WE RESERVE THE RIGHT TO SEND ANYONE HOME WHO COMES TO SCHOOL INAPPROPRATELY DRESSED.**

## **STUDENT ACTIVITIES**

### **ACADEMIC REQUIREMENT FOR EXTRACURRICULAR ACTIVITIES**

Students must maintain a 2.0 average and a B in conduct in order to participate in school-sponsored activities. The average is composed of the following academic subjects: religion, language arts (reading/literature, English, spelling), math, science, social studies, music, arts appreciation, computers, P.E. and foreign language.

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

Students in Grades 4 through 8 may participate in football, volleyball, basketball, softball, and track. There is a \$50.00 fee per student for participation in each sport. This fee assists in the payment of fees to the Catholic Youth Organization, stipend for the coaches, referee fees for each game, equipment and other expenses. Parents will also be asked to participate with Sport Activities to assist in meeting the additional expenses for after school sports.

Uniforms are selected and paid by the school. Uniforms are available for use by the students and are property of the school. Practice times T.B.A. Parents

are expected to help provide transportation to and from games. (Vehicles must have a seat belt per occupant.) Students staying after school for sports or any other activity may not leave the school grounds other than designated field or court at all times.

### **Student Government**

Students in the seventh and eighth grade who meet the academic and citizen requirements may serve as student body officers. They are elected in May to serve the following year. Class representatives from grades four through eight also serve on the student council, which meets monthly under the supervision of a faculty moderator.

### **Cheerleading and Drill Team**

Girls in grades fourth – eighth may try out for Cheerleading and Drill Team. The Cheerleaders/ Drill Team practice regularly after school under the supervision of an adult. They cheer for home games, both boys and girls, and may attend away games if they have transportation. The Cheerleaders and Drill Team purchase their own uniforms and wear them for all games and for special school rallies. There is a flat sports fee of \$25.00.

### **Yearbook**

Students in grades six – eight may join the Yearbook Staff. An application must be filed in May and after consideration by the advisor he/she is selected for the upcoming year. Our primary purpose is to provide the necessary skills to students to produce an artistic and interesting school yearbook. Students will be expected to have an exceptional grade in Language Arts and conduct, be committed to after schoolwork and have parental permission and transportation.

### **Altar Servers**

Students may apply for the altar server program when they are in the fourth grade. The program is directed through the rectory. Practice takes place after school.

### **Class Parties**

St. Benedict students participate in various in-school celebrations. Details concerning each celebration are communicated to parents prior to each event.

- Halloween. Students may dress in costumes that are safe and modest. The activities and treats are arranged through the teacher and room parents.
- Christmas. Gift exchange between students is not allowed. In keeping with the spirit of the season, students will be invited to choose an Advent Prayer Partner and a Christmas greeting can be distributed prior to the holiday recess.
- Valentine's Day is observed by exchanging cards and having refreshments.

Balloons, floral arrangements, etc. to individuals are not allowed and will not be delivered to classrooms.

### **Graduation**

There will be a Graduation Fee in the amount of \$225.00 for each 8<sup>th</sup> Grade student. This fee will cover the following expenditures: graduation gowns, diplomas, panorama photo, transcripts, field trip, bus transportation, luncheon, a memorable DVD and a High School Entrance Exam book.

There will be a Kindergarten Graduation Fee in the amount of \$85.00 for each student. This fee will cover the following expenditures: personal nap mat, graduation gowns, panorama photo, cake and refreshments.

It has been customary for the 7<sup>th</sup> Grade students to host a Dinner/Social for the Eighth Grade students and their parents. A \$60.00 fee is required from each 7<sup>th</sup> grade student to cover the cost of invitations, decorations, catering and entertainment.

### **Birthday Celebration Policy**

Please contact the teacher ahead of time if treats are being planned for the class. The treats may be brought to the teacher before school, or immediately before morning recess. The treat will be given to students at morning recess.

Small individual snacks are the only treats permitted. Birthday parties for teachers are not permitted.

### **Invitations**

Party invitations **may not** be passed out at school unless all the girls or all the boys in the class are invited. This policy helps avoid the hurt feelings, which

result from being left out. Parent cooperation in enforcing this rule is essential.

### **Parties Outside of School**

We encourage parents to use good judgment in conducting parties outside of school time. Although these parties are the responsibility of parents, such parties can cause great difficulties for the school. Distractions from the learning environment and the social difficulties that impact student behavior appear to be the areas most affected by these activities. The “carry over” effect has a way of distracting from the main focus of school, which is learning. Parents need to be mindful of the positive and negative features of outside of school parties.

### **Field Trips**

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

## **HARASSMENT POLICY**

St. Benedict School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

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

circumstances involved. For student in grades 4 through 8, the disciplinary action may include suspension or dismissal.

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

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

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

- Sending mean text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

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

or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person.

### **Archdiocese of Los Angeles “Zero Tolerance Policy”**

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

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

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

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan’s Law and our “Zero Tolerance Policy.”

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

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children’s education regarding child sexual abuse. The approved programs include **Good Touch-Bad Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

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

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

## STUDENT THREATS

The Archdiocesan Office of Safeguard the Children will work with the principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007 – 2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at (213) 637-7460.

### **Responsibility of the School**

It is the responsibility of St. Benedict to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

### **Responsibility of the Student**

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint, which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal or a teacher. The principal will notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

### **School Searches**

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

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

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

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

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

In the event that any item belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

### **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures must be followed for filing and investigating a harassment claim.

The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does

not cease immediately, the student must report the harassment to the principal, or to a teacher who will report the harassment to the principal, or to the regional supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.

The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained.

The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the nature of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

Once the facts of the case have been gathered, the principal, in consultation with the regional supervisor, and, in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary action up to and including immediate termination.

If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

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

### **School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

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

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **GUIDELINES FOR USE OF ELECTRONIC COMMUNICATION AND EQUIPMENT**

*The following guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks).*

*Parents are required to explain these policies to their child/ren, including primary grade students.*

### **Guidelines for Use of School Computers and Other Technology:**

- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

Students using school computers and/or related technology systems may not:

- Violate any school conduct or educational rules.
- Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.

- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as “podcasting”) of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.
- Employ the network for commercial and/or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g., use others’ passwords trespass on other’s folders, work on files.
- Enable unauthorized persons to access or use the school’s computer systems or jeopardized the security of the school’s electronic communications systems.
- Alter, without authorization, the start up screen or the desktop, or download applications, that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school’s computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in “spamming” (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.

- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

### **GUIDELINES FOR USE OF COMPUTERS OR PERSONAL ELECTRONIC COMMUNICATION DEVICES**

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child’s Internet access and electronic use outside of school in a manner supportive of the school’s policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.

Students may not:

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g., use another persons passwords, trespass on other’s folders, work or files.
- Enable unauthorized persons to access or use the school’s systems or jeopardize the security of the school’s electronic communications systems.

Consequences for violating any of the above guidelines:

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal’s discretion.

- Involvement of law enforcement agencies.

#### Parent Conduct:

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

### EMERGENCY/DISASTER PROCEDURES

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

**Very important:** Please inform the school office in writing of any changes to the emergency forms. We have prepared some emergency procedures to should remain at school for a period of time. Here are some things you can do to assist us: provide – dry foods, such as nuts, granola bars, raisins, etc. (nothing salty) and box of juice. Any other things that you feel would help is take care of your child, we would appreciate. If possible, include a solar-emergency blanket (available at sporting goods stores) in the packet. These items hopefully will not be used during the school year and will be returned to you in June. Don not send perishable or items that need to be refrigerated such as: mild, yogurt, fresh fruit and vegetables. (All inappropriate food will be returned to you and will need to be replaced with the above suggested food immediately.)

The best radio stations for up to date information in the event of an emergency would be:

KNX 1070 AM  
KFWB 980 AM

Only the following entrances will be designated for parent arrival and these are known as Parent Control: Twelfth Street, Madison (by former convent) and Tenth Street (by Parish Hall).

Emergency drills (fire, earthquake and lockdown) will be conducted once a month.

In the event of a power outage – remain calm your children are safe with us. Please do not telephone the school as phone lines run on electricity. In the event of an emergency or illness, we will contact you via cell phone. Also, please do not come to the school during a power outage. This will only add to the confusion and since traffic lights will be non-operational, the added traffic will create a safety hazard for you. Students will be released at normal dismissal time. Should you be late in picking up your child during a power outage – don't worry. We will be with the children at all times and until every parent/guardian arrives.

### RAINY DAY DROP-OFF/PICK-UP MAP

Maps will be included in your August Family Envelope.

### HANDBOOK REVISIONS

The principal reserves the right to amend this handbook at any time. Parents and students will be notified of any amendments.

**ST. BENEDICT SCHOOL  
MONTEBELLO  
2009-2010**

Month	M		W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
<b>AUG</b>	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					
<b>SEP</b>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			
<b>OCT</b>				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	
<b>NOV</b>	2	3	4	5	6 √	9 √	10 √	11	12	13	16	17	18	19	20	23	24	25	26	27	30					
<b>DEC</b>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		
<b>JAN, 10</b>					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
<b>FEB</b>	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26						
<b>MAR</b>	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			
<b>APR</b>				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	
<b>MAY</b>	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					
<b>JUN</b>		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			

**KEY:**

	SCHOOL NOT IN SESSION		NON-PUPIL DAY: TEACHER IN-SERVICE		MODIFIED DAY FACULTY MEETING (5 hours) (8 – 1)		PARENT CONFERENCE
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**Parent Conference**  
By Prescheduled Appointment  
November 6, 9 & 10  
(Modified Day for Students) 8am-1pm

Quarters	Progress Reports	Report Cards
I. 8/24 – 10/30	Oct. 2	Nov. 6,9 &10
II. 11/2 – 1/22	Dec. 16	Jan 29
III. 1/25 – 4/2	March 5	April 16
IV. 4/5 – 6/11	May 20	June 11

IMPORTANT DATES	
First Day of School	August 24
Back to School Night	September 9-11
Christmas Program	December 16
First Communion	April 17
Festival	May 21– May 23
Graduation	June 11
Summer School Begins	June 21

HOLY DAYS & HOLIDAYS		
Labor Day	9/7	Presidents' Day 2/15
Veteran's Day	11/11	Easter Break 4/2 – 4/11
Thanksgiving	11/26 & 11/27	
Christmas	12/17 – 1/3/10	Cesar Chavez 3/29
Martin Luther King	1/18	Memorial Day 5/31



**PLACE SCHOOL  
NAME & LOGO  
HERE**

## **PARENT HANDBOOK 2009 - 2010**

### **Handbook Revisions**

The principal reserves the right to amend this handbook at any time.  
Parents and students will be notified of any amendments.

**PLEASE PLACE “THIS AGENDA BELONGS TO:”  
INFORMATION HERE**



