



Serra Catholic School

Parent Handbook Update Receipt

September, 2010

I/We, _____ (please print name), have read, understand and agree to comply with the philosophy of the school, and the policies and regulations of the Parent/Student Handbook. I/We understand that school policies and procedures may change throughout the year, and will supercede information contained in this Handbook. Parents will be notified of changes in policies and procedures through the weekly envelope.

I/We also agree that our children will abide by the rules and policies as set forth in the Handbook and its appendix.

I/We understand that these policies and regulations are based on the guidelines of the Diocesan Administrative Handbook for Catholic Schools which is available at the school site. I/We further understand that the Principal has the right to interpret all policies.

Signed _____ Date _____



Section 1000: School Philosophies and Policies

Philosophy Statement.....1010

Steeped in the Gospel values and the Catholic tradition, we believe ourselves to be a faith community, centered in prayer, modeling for students and one another, what it means to be a Follower of Jesus. We extend our parishes' mission to teach, and therefore, work in partnership with parents to provide each student with a well-rounded education. In the spirit of Blessed Junipero Serra, we move "always forward" to prepare students for life in the twenty-first century by assisting them in applying Christian values to life situations. Living in a fast changing world, we believe we must emphasize the mastery of skills basic to all aspects of growth. To accomplish this, we promote higher thinking skills, encourage the value of creativity and moral decision-making, and use the latest tools of technology.

Mission Statement1020

Rooted in Faith and Vision, the community of Serra Catholic School welcome children from the parishes of St. Kilian, San Francisco Solano, Santiago de Compostela, and Holy Trinity. In the spirit of the Gospel, the parents, teachers, and administration of Serra Catholic School strive to educate and develop the unique potential of each student spiritually, academically, physically, psychologically, and socially. We strive for excellence in fulfilling this mission by offering a program which fosters various learning styles and provides a diversity of academic experiences in order to instill in each child:

- a Catholic Faith-filled Life and Missionary Spirit
- a Life-long Love of Learning
- a Reverence for One's Own Physical Being
- a Positive and Realistic Self-image
- a Willingness to Share One's God-given gifts.

An expanded version of the school's Philosophy and Mission Statement are available in the Front Office.

Inclusion Program.....1030

Every student is a child of God, and is deserving of an opportunity to the best Catholic education possible. Serra Catholic School supports and complements the parents in their responsibility as the primary educators of their children. Our mission is to teach the gospel and to model Jesus Christ. Our primary goals are to assist students to grow into the fullness of life in Jesus, to be members of the community of believers, and to teach the redeeming message of God's love. We strive to develop the whole child: physically, intellectually, morally, psychologically, socially and spiritually.

Recognizing that a Catholic School should be available to all who desire this educational environment, Serra Catholic School strives to accept all students for whom an appropriate program can be designed and implemented.

The goals of our Inclusion Program are:

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

Admissions

Statement of Non-Discrimination1040

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

Likewise, Serra does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and national and/or ethnic origin.

Admissions to Serra Catholic School.....1050

Preference in admissions shall be given to practicing members of the four Catholic communities: St. Kilian, San Francisco Solano, Santiago de Compostela and Holy Trinity.

Parents must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school.

New Students (Priority of Admissions).....1060

Parents are encouraged to check with their parish for specific criteria and guidelines used by their Pastor in determining a family's recommendation and admission to Serra Catholic School.

First: Pastors will recommend admission for *returning families* based on active family participation in the life of their parish.

Second: Pastors will recommend admission for *siblings of currently registered Serra families* based on active family participation in the life of their parish.



Third: Pastors will recommend admission for students of registered members of St. Kilian, San Francisco Solano, Santiago De Compostela or Holy Trinity based on active family participation in the life of their parish, *subject to the remaining available spaces.*

Note: Re-admission is not automatic. Active family participation in parish life is evaluated by the pastor(s) annually.

Registration must be accompanied by a recommendation from their pastor, baptismal certification, birth certificate and immunization records. Children transferring from another school are to bring their report cards from that school. Health records and transcripts are requested by the principal from the previous school. Where applicable, emergency cards and proof of physical examination must be returned prior to the first day of school. These will be kept on file in the school office.

Entrance Age1070

A child entering Kindergarten must be five (5) years of age on or before September first of that year. All Kindergartners must have the screening examination required by the State of California called Child Health and Disability Prevention Program (CHDP).

A child entering First Grade must be six (6) years of age on or before September first of that year. All First Graders and any student new to the school must have the screening examination required by the State of California called Child Health and Disability Prevention Program (CHDP).

Serra Catholic School will accept any child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child is to be admitted for admission to, and will continue enrollment in Serra, based upon his/her emotional, academic and physical needs and the resources available to the school in meeting those needs. The final decision in this matter will be determined by the Serra administrators.

Probationary Period1080

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

Principal/Teacher Availability1090

Please contact the teacher directly or the Principal's Administrative Assistant to schedule a meeting with the Principal.

Parents may send a "Bear Gram", e-mail, or voice mail to a teacher requesting a meeting.

Child Abuse Reporting Obligation1100

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

School Organization

Administration1300

Serra Catholic School follows the Diocesan Structure, which directly stems from the office of the Bishop of the Diocese of Orange. The Office of Faith Formation oversees the implementation of all Diocesan policies at all school sites.

The lead Pastor of Serra Catholic represents the three pastors of our parishes and acts as the overall administrator of the school as defined in Diocesan policy and Church mandates. He in turn allows the school principal to handle the running of the school with direct communication to him. Decisions to be made by the pastor are clearly defined at the Diocesan level as well as in conversation with the school principal.

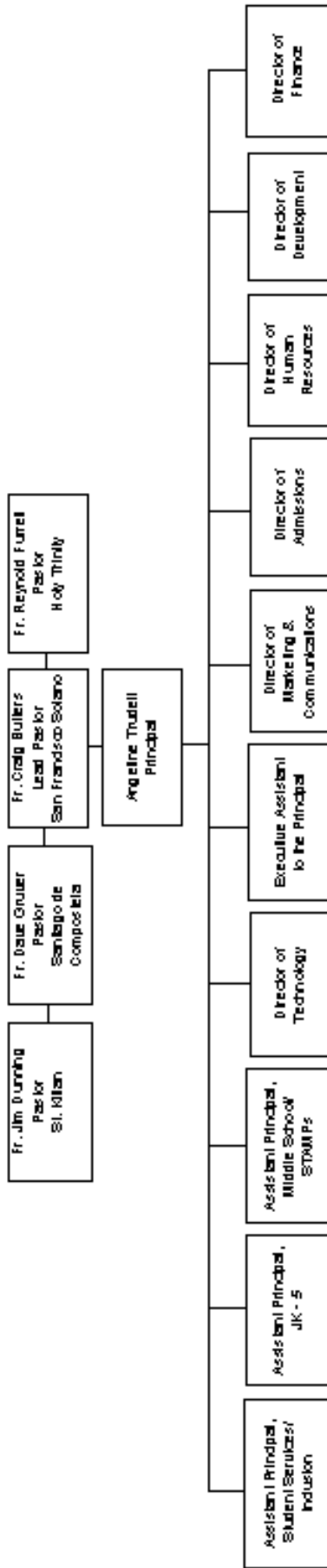
The current Serra Catholic School Administrative Leadership Team is overseen by the Principal and includes the Associate Principal and Vice Principal who work in conjunction with the the Pastors from our four parishes.

The Principal is delegated by the Pastors with the day-to-day development and implementation of educational and operational policies of Serra, ensuring the vision of Serra and the Diocese of Orange are in place at all times. It is the responsibility of the Principal to keep the Pastors informed and ask for guidance and decisions regarding all areas of the school. The Principal is directly supervised by the Pastors and the Vicar of Faith Formation for the Diocese of Orange.

The Associate Principal works closely with the Principal in the areas of vision for Serra and teacher development. The Associate Principal is directly responsible for teacher supervision, including implementing Diocesan policies for new and returning teachers.



Serra Catholic School Administrative Flow Chart



The chart above defines the organizational shift effective August 1, 2006, which was developed under the consultation of our four pastors, the Diocese of Orange and a consultant dedicated to the ethical leadership in schools, businesses and non-profit organizations. We are confident that the members of this team will model Servant Leadership demonstrating such gifts as dedication, commitment, patience, energy, respect and perseverance. The complete structure was reviewed on Back-to-School Night, and is our foundation for our growth. Also discussed on Back-to-School Night are the job descriptions for each of these administrators, the grade level directors, and others in different departments.

Chain of Command 1310
 The school has established a communication chain of command in order to ensure that questions and/or concerns are addressed in a thorough and timely fashion.

All parents are asked first to contact the teacher when an issue arises with a student. If further discussion is required, then please contact the appropriate Grade Level Director (the names are available from the School Receptionists). Upon parental request, additional meetings with the Assistant Principal and Principal will be scheduled by the Grade Level Director.



Office Hours1320

The school's office is open from 7:30 a.m. to 3:30 p.m. on regular school days and 7:30 a.m. to 1:00 p.m. on minimum days. Please note that the telephone system is turned off when the office closes.

Parent-Teacher Conferences1330

Conferences are conducted during the first trimester for all parents/guardians to discuss, with the teacher, their student's academic progress, habits of self-control, attitudes and interests. Additional parent-teacher conferences are recommended any time a parent, guardian, or teacher recognizes a need.

Informal contacts by note, phone, or visit are also welcomed, with the reminder that **advance arrangements should be made for a visit with the teacher. Impromptu drop-in, and after school visits are strongly discouraged as they do not allow the teacher the appropriate amount of time to prepare for a conference.**

Parent/Guardian Support

Student and Parent/Guardian Code of Conduct1400

(Department of Catholic School Administrative Policies #4180A)

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 child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles, include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1340.1 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.

1340.2 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.

1340.3 These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

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

Parental Involvement1410

For the school to be effective, it is essential that a spirit of cooperation, trust, and support exist between the school and the parent. It is for this reason that we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced by Serra Catholic School.

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents/guardians might so diminish the effectiveness of the school in acting *in loco parentis* that continuation of the child in the school appears to be incompatible with the school philosophy. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school. *(Adapted from the Santa Margarita Catholic High School Parent Handbook)*



Parent Teacher Organization (PTO)1420

The purpose of the PTO is to bring about a closer relationship between the school, the home, and the parish, and to give all of us that spiritual and material support without which we could not function efficiently and effectively.

Each family is to pay a \$10.00 membership fee per student with their annual registration fees. This money provides the PTO with seed money to cover hospitality, postage and works of charity (e.g. Get Well cards, flowers, Mass stipends, etc.) Your active involvement in this organization will have its own rewards, and shows your child that you are vitally interested in him or her and in the school.

Check the school calendar for PTO meeting dates. The attendance of at least one parent or guardian is strongly encouraged. Also be aware that your assistance and attendance at PTO sponsored events is necessary to their success.

Consultative Boards and Committees1430

Serra has several governing boards in place. Each of these boards serves in an advisory role to the Principal. Membership on each of the boards is governed by individual constitutions and bylaws as approved by the Diocese of Orange, and includes parents representing each of the four parishes. Because Serra is a multi-parish school, it does not have a Parish Council. However, the school Administration works closely with each of the parishes.

- 1430.1 The Principal's Advisory Council is comprised of the chairs of each of the Consultative Committees and meets on a quarterly basis, or as convened by the Principal.
- 1430.2 The Facilities Committee assists in developing and monitoring a maintenance and improvement plan for the buildings and grounds.
- 1430.3 The Development Committee's function is to aid in the future development of the school to ensure its future success and availability to all Catholic families in the community. To meet these goals, additional sub-committees have been formed including: Capital Campaign, Tuition Assistance/Endowment, Annual Appeal, Planned Giving , Alumni and Memorials
- 1430.4 The Curriculum Team is comprised of Serra faculty who assist the Principal in the drafting and implementation of various policies pertaining to the school's curriculum and academic standards.
- 1430.5 The Finance Committee assists and advises the Pastors and Principal in matters relating to financial needs of the school including the preparation and monitoring of the annual bud

get and recommendations regarding all expenditures.

- 1430.6 The Technology Committee assists in the assessment, procurement, installation and maintenance of technology on campus.
- 1430.7 The Trinity Team is comprised of Religion faculty who assist the Principal in ensuring the presence of the Catholic identity on campus through programs, curriculum, and liturgical celebrations.

Parent/Guardian School Community Involvement1440

- 1440.1 Parents/guardians have the primary responsibility for the education of their children. It is the role of the school to support and complement this parental function.
- 1440.2 Serra Catholic School is a cooperative endeavor in which every family in the school has a vital role to play.
- 1440.3 The school's primary expectation of the parents/guardians is an active and ongoing support of the religious formation which the school seeks to develop in the children. Parents/guardians can do this by:
 - talking to their children about God and their own faith
 - praying together
 - celebrating Mass together on Sundays and special days
 - being informed about the religious concepts the children are learning
 - reaching out to develop their own faith life

Additional Expectations1450

The school has additional practical expectations of the parents/guardians. Tuition and fees do not even begin to cover the cost of education at Serra Catholic School. The difference between our income from tuition and fees and the expense for running the school is considerable. This difference is made up by fundraising. Expected proceeds of these activities keep the tuition payments at a more affordable rate. We expect our parents/guardians to:

- 1450.1 participate actively in the parish/school activities
- 1450.2 assist and support fundraising activities
- 1450.3 purchase Scrip and raffle tickets according to the Fundraising and Service Hours Agreement (Please note: As part of fulfilling the fundraising commitment, families may elect to subscribe to various online services. Scrip credit from services such as schoolpop.com is available as a service. Serra Catholic School does not endorse either the advertising or products of the virtual malls and subscription services.)



- 1450.4 fulfill the 40 hours per year service hours requirement per the Fundraising and Service Hours Agreement or pay \$9.00 per hour
- 1450.5 Act as a lunch supervisor three (3) times per year for each full-time student at Serra. A maximum of six (6) lunch supervisions will be required of each family. The fine for each Lunch Duty "No Show" will be \$36.00 (2 hours x \$18.00 per hour)

Minimum Responsibilities1460

The minimum responsibilities of parents/guardians are:

- 1460.1 regular church attendance
- 1460.2 contributing your time and finances to your parish
- 1460.3 a willingness to volunteer your services and to help build a strong school community by giving of yourself
- 1460.4 an active interest in and participation in fundraising activities
- 1450.5 regular attendance at PTO meetings and other meetings that relate to your student's educational or religious growth
- 1460.6 open communication by bringing your questions, concerns, doubts, etc. immediately to the teacher involved or to the principal
- 1460.7 support for the educational programs by fostering good study habits and the importance of study at home

Your cooperation with these responsibilities will determine whether your child/children may return to Serra Catholic School for the following school year.

School Policies

School Hours1501

Daily Schedule1501.1

- 7:30 to 8:00 a.m.Student Arrival
- 8:00 a.m.School begin.
- 2:00 p.m.Dismissal for Jr K and Kindergarten
- 2:30 p.m.Dismissal for Grades 1 and 2
- 3:00 p.m.Dismissal for Grades 3 through 8

Early Dismissal (Minimum Day) Schedule1501.2

A minimum day is one on which pupils are dismissed beginning at 11:30 a.m. Lunches are not eaten on campus on minimum days. These days will be announced in the monthly calendar and/or parent letter. Staff meetings are held regularly twice a month (the first and second Fridays of the month) and Students will be dismissed at the following times:

- Jr K and Kindergarten11:30 a.m.
- Grades 1 and 212:00 p.m.
- Grades 3 through 812:30 p.m.

Supervision of Students1501.3

Your child should arrive at school between 7:30 and 7:50 a.m. and students are to be picked-up promptly at dismissal in the designated areas.

Your child will be dismissed to the carpool area. However, students in JK through 2nd Grade who are in a carpool with students who are in grades Three through Eight, will be escorted to the blacktop play area and will be supervised, at no charge, until the third dismissal.

Late Pick Up: Students who are not picked up by 3:15 p.m. will be required to attend the Extended Care Program and the family will be charged for the time spent in the Extended Care Program until they are picked up.

No exceptions will be made to this policy. Parents who are unable to pick up their children before 3:15 p.m. must make alternative arrangements. No student will be allowed on the school premises unsupervised.

If your child is going to attend Extended Care, please inform the classroom teacher in writing as soon as possible. The Extended Care hours are from 6:30 to 7:30 a.m. and 2:00 to 6:00 p.m.

Please Note: Since there will not be a formal lunch period on minimum day Fridays, parents are strongly encouraged to pack a healthy and filling snack for their child(ren).

Tardiness1501.4

It is the responsibility of the parent, guardian, or carpool driver to ensure that students arrive on campus at a time that permits them to be in their classroom by 8:00 a.m. Students who are not in their classroom by 8:00 a.m. are tardy and must be accompanied into the Front Office by the person driving the child to school. The adult must sign the student into the school. A student who is tardy must present the teacher with a written excuse signed by his/her parent or guardian stating the reason for the tardiness.

Any student who is tardy in excess of thirty minutes each of four days or more in one school year is truant and can be reported to the attendance office of the local public school district.

Emergency Closing1501.5

Serra Catholic School has established a very detailed protocol in the event of an emergency, which follows the guidelines established by the Federal Emergency Management Agency (FEMA). In the event of an emergency, or school closing, parents will be directed by school staff as to the procedures to follow.

Absences1510

Parents must notify the school by 9:00 a.m. if a student will be absent from school. Messages may be left 24 hours a day on extension 299, stating the child's name, home-room teacher and reason for absence. If the school has



not been notified of a student's absence by 9:00 a.m., parents will be contacted to verify absence.

If a child has been diagnosed as having a contagious disease, (e.g. chicken pox, strep, "pink eye" etc.), notify the Health Room (ext. 105) so that precautions can be taken and notifications sent home. If your child is not well prior to the beginning of the school day, you are requested to keep the child home. **If your child is showing any signs of illness such as a fever over 99.6°, vomiting, skin rash, etc, he/she should not return for 24 hours and all symptoms have disappeared. If your child has lice, he/she must report to the Health Room before being admitted back to the classroom.**

A student who has been absent is required to present, upon returning to school, a written excuse signed by his/her parent or guardian stating the reason for the absence (State of California Education Code).

Homework: Students who are out ill need to take the opportunity to rest and recuperate. It is the student's responsibility to obtain all missing work from the teacher(s) when he/she **returns** and it is his/her responsibility to coordinate missing work and to follow each teacher's dates for when missed assignments and tests are to be made up. The only exception to the following policies is for an extended absence due to illness or hospitalization.

Students will not be given assignments ahead of time in order to go on a family trip. As regular attendance is a key to student success, classroom participation is important and is impossible to make up. Parents should expect that, due to the nature of classroom instruction, long-term absences will impact their child's grade.

Teachers in Grades Three through Eight will post their homework online as a guide for students to check the accuracy of their homework assignment book. The homework pages may also be used by students to check homework on days they are absent. Please note that the online homework pages are intended for reference only and might not be updated regularly.

1510.1 Students in JK - 2nd Grade: no homework will be sent home in advance, or during an absence from school. Homework will be sent home upon the student's return. They will then have as many days as they were absent to return missed work.

1510.2 Students in 3rd to 5th Grades: no homework will be sent home in advance, or during an absence from school. Homework will be sent home upon the student's return. They will then have as many days as they were absent to return missed work.

However, after three consecutive days of illness, parents may, at their discretion, pick up a student's homework from the teacher between 3:20 and 3:30.

Long-term projects are due on the due date, regardless of student absence. Projects are accepted early.

1510.3 Students in 6th to 8th Grades: no homework will be sent home in advance of an absence. A student with an absence of three (3) or more days may request homework from the office. Parents are not to call the child's classroom during instructional hours to request work. Students absent less than three (3) days are encouraged to get classroom assignments from classmates. It is the student's responsibility to obtain all missing work from teachers and complete it within three days upon return. Students may make up missed tests after school on the day assigned by the Middle School Grade Level Director.

Long-term projects are due on the due date, regardless of student absence. Projects are accepted early. Should a project come in one day late for any reason, the grade will drop 10%. After two days, a student will only be able to receive a 50% maximum project score. After three days, the project will receive a 0.

In cases of severe illness, the parent should contact the teacher and Middle School Grade Level Director to discuss a plan to assist the student in work completion.

Accidents, Illness and Injury1520

Accidents occurring on the school grounds or during school related activities are to be reported promptly to the school office. Those of a minor nature will be treated by school personnel or volunteers with reasonable care.

Insurance forms are available from the Front Office and must be filled out within three (3) months of the accident.

Parents/guardians will be notified immediately of any serious injury or sudden illness that occurs during school hours. No student shall be permitted to go home until this contact is made. If you are called to pick-up your child due to illness or injury, **please do so in a timely manner.**

If the student's injury or illness is serious enough to require medical attention, and parents or guardians cannot be reached, the student's emergency care authorization form will be consulted and arrangements made for treatment as authorized therein. The emergency care authorization form is to be completed by parents the first day of school each year. Once completed and returned to school, it is filed for future reference. For this reason you



must notify the school office when there is a change of phone numbers or of persons to be contacted when you cannot be reached.

In the event that the school cannot reach parents/guardians or other authorized emergency care providers, Serra Catholic School reserves the right to select emergency care providers. No liability would attach to such decision.

Steps to provide necessary emergency care may include, but are not limited to, the following:

- 1520.1 contacting a parent or guardian;
- 1520.2 contacting one of the emergency contacts, as listed on the family's emergency form;
- 1520.3 calling the paramedics if necessary. (Please note, students who require transportation to a hospital by ambulance will be accompanied by a Serra staff member); any expense incurred will be borne by the child's family.

Appointments1530

Doctor and dental appointments should be arranged after school if at all possible. **A written note is required for a student to be excused for a medical or dental appointment and presented to the homeroom teacher.** The child must be picked up at the Front Office. The parent must then sign the register for the child who is leaving early.

In order to be legally excused for the time away from school, the law requires that students have a note from the doctor's office when returning to school after an appointment.

Attendance.....1540

At no time during the daily session are pupils allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parents or legal guardian must present himself/herself to the **Front Office (not the classroom)** before the child is released. If someone other than the parent or guardian is picking up the child, he/she must present a signed note from the parent or guardian or be listed on the family's emergency card before the child will be released. **The school assumes no liability in cases where students leave the premises in violation of the above policy. Failure to comply with this policy incurs the penalty of a two day suspension.** This policy applies from the time the students are dropped off in the morning until they are picked up after school.

Diocesan and school guidelines indicate that students may **not** be absent more than 10 days within any trimester period, or 30 days per year. Students who are absent in excess of this amount must complete all homework, classwork, and tests before any Student Learning Assessments will be released.

Bicycles, Skateboards and Walking to School1550

Bicycles are not to be ridden on the school grounds. Students who violate this rule will not have the privilege of riding their bicycles to school for a designated time. Bicycles are to be securely locked in a designated area to be determined by the school. The school accepts no liability for bicycle damage or theft.

Skateboards, rollerblades, and scooters are not to be ridden on the school grounds at any time.

Important Note to Parents: If your child will be riding a bike or walking to and from school, parents must write a letter to the school indicating the student has your permission to do so. The letter must be turned in to the Front Office and will be kept on file there. A new letter must be written each year. If your child rides a bike, it must be locked inside the gate behind the Father Serra statue during school hours.

Book Bags, Personal Athletic Equipment..1560

Students are asked to use a durable, protective bag so that wear and tear of school materials may be lessened. Please refer to the grade level appendix for backpack restrictions.

Due to space limitations in both the classroom and the offices, students must store their personal athletic equipment outside the classroom at their own risk.

Athletic equipment not permitted on the school grounds during recesses include: hard soccer balls, baseballs, footballs, baseball bats, and any item that may cause an injury when improperly used.

Computer Acceptable Use Policy1570

The Serra Catholic School Acceptable Usage Policy for Computers is a two-part document, consisting of 'Principles of Use' and 'Policies and Procedures'. Principles of Use set forth the terms under which one accesses the network and/or uses computer equipment, while Policies and Procedures address specific actions required, permitted and prohibited.

Depending upon the nature and seriousness of violations of the Acceptable Usage Policy, consequences may include but are not limited to the following: Parental Notification, Parent Conference, Computer Use Privilege Revocation, Probation, Suspension, or Withdrawal/Expulsion from Serra Catholic School.

The Acceptable Usage Policy may be amended at any time. The current Acceptable Usage Policy is available on the school's website, www.serraschool.org, and at the Administration Office.

Principles of Use1571

- 1571.1 No person accessing the Serra Network (a "user") has any expectation of privacy. This means that anything done using a school computer - any website visited, anything composed



- whether saved or not, any keystroke made - can be observed at the time it occurs or reviewed at a later time.
- 1571.2 Being allowed to use computers at Serra Catholic School is a privilege, not a right. This right can be modified, suspended or revoked if it is abused. There may be further consequences to classroom participation and grades if computer privileges are changed, and these consequences are the sole responsibility of the student. Students whose privileges have been suspended or revoked will continue to attend classes that use computers and will be given alternate work.
- 1571.3 No student will be penalized for issues that occur as a result of innocent activity providing a student notifies a teacher before the activity is otherwise discovered.
- Example: A student using the Internet who clicks on a site that proves to have inappropriate material displayed should raise his/her hand and inform the teacher at the time it happens, and no action against the student will result.
- 1571.4 A condition of enrollment, as expressed in Serra Catholic School Student and Parent Handbooks, requires students to "behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion". "Behavior" extends to any material e-mailed or published by students, whether through an e-mail account, school website, or elsewhere.
- 1571.5 While the following Policies and Procedures address specific actions that must be followed as well as actions that are prohibited, users hereby recognize that the list cannot possibly be complete, for no policy can anticipate every situation that could be encountered. Users lacking the maturity or the ability to exercise responsible behavior that respects the online safety of the user, the safety of network files and data, and protection of the overall network infrastructure will have network access revoked.

Policies and Procedures Network Access and Logging In 1572

- 1572.1 Only those assigned a valid login may access network resources. Guests (including relatives) of students and employees having a valid login may use the Internet but may not access network files or programs. The conduct of a guest is the responsibility of the student or employee

- who permitted the guest use of the computer.
- 1572.2 All users must login and logout of their own Windows account for network and Internet access. Users may not work under another user's login without their express permission and then only for the immediate login period.
- 1572.3 A user wishing to use an available computer that has been left logged onto by another user must first notify the lab administrator or classroom teacher of the computer's status and then log that user out before logging in to work.
- 1572.4 Users must logout of Windows at the end of a class or other use period.
- 1572.5 Users may not intentionally seek information on, obtain copies of, modify or move any file or folder not of their own creation.

Internet Usage..... 1573

- 1573.1 The use of messaging systems including web-based e-mail is prohibited. 'Messaging systems' include but are not limited to any 'instant messaging' program such as AOL Instant Messaging, Windows Messenger, or other interactive messaging or "chat" system.
- 1573.2 Students wanting to transfer files to work on at home must ask the teacher assigning the work to e-mail the attachment to them. Class work from home may be e-mailed to the teacher assigning the work.
- 1573.3 Access to website or online materials that are inappropriate for school assignments, unrelated to school business, are otherwise incompatible or not in keeping with school philosophy, or facilitate any illegal activity are prohibited.

E-Mail and Electronic Publishing 1574

- 1574.1 Users may not e-mail, electronically publish, receive or access through the Internet any material considered inappropriate, offensive, immoral, derogatory, sexist, racist, or defamatory to Serra Catholic School or any current or former student or employee, whether created on a school computer or a computer located off campus.
- 1574.2 Users may not e-mail, electronically publish, receive or access through the Internet any material considered inappropriate for school assignments and/or incompatible with school philosophy, whether created on a school computer or a computer located off campus.
- 1574.3 Computers and network resources may not be used for commercial advertising, or to facilitate any illegal activity or activity not in keeping with school policy.



1574.4 Copyrighted material may not be used without permission or without legally acceptable attribution.

Using Computer Hardware1575

- 1575.1 Only computers owned by the school may be used on campus.
- 1575.2 Users may not load onto any computer files from floppy disks, CD-ROM disks or any other portable/removable device (such as mini-USB drives). Files on such devices are to be given to a network administrator who will make the file(s) available on the network. Programs may not be downloaded from the Internet.
- 1575.3 The changing of any operating system setting (e.g., changing a desktop component) or the changing of drive settings (including the addition, deletion or moving of programming software, files, or other system components) is prohibited.

Emergency Drills1580

Fire drills are held monthly at the school. Disaster drills are held monthly by all teachers.

Should a disaster occur, children are to remain at the school under the teacher's guidance until picked up by the parent or designated guardian.

Family Trips1590

Due to the amount of information presented in the classroom, the school discourages students from missing school for any reason, except for health reasons.

In the event of absence due to a family trip, it is the responsibility of the student to make up all classwork, assignments, and tests missed due to a trip. *Upon returning from this trip*, all missed assignments must be collected by the students from each teacher. The work must be completed at home and returned to each teacher within **7 days** of return from the trip. The student must make arrangements with the teacher to make up tests within 7 days of return from the trip. Failure to make up work will result in loss of credit/grades. It is the parent's responsibility to ensure that students are up-to-date on all key concepts covered during their absence.

Field Trips1600

No student shall go on a field trip unless a permission slip signed by a parent has been returned to the school. A separate permission slip must be obtained for every field trip. Permission for a field trip may not be given verbally, e.g. by telephone.

The Administration must be notified if a student is unable to attend a field trip. Alternative instruction will be arranged for the student while the class is on the Field Trip.

All volunteer drivers under the age of 24 must be pre-approved by the Principal or her designate. All volunteer drivers are required to have on file with **the classroom teacher** a copy of a valid driver's license and required insurance coverage of \$100,000 - \$300,000 (Public Liability - Bodily Injury). A seat belt must be provided for each child riding in the car. Additionally, students under 6 years of age or weighing less than 60 pounds must ride in a booster seat.

Drivers are required to exercise "reasonable care" for the students in their charge. Specifically, in order to reduce distractions, drivers are asked to refrain from playing the radio or any videos while students are in the car.

For liability reasons, drivers may only drive to the scheduled destination and back — they may **not** make any unscheduled stops.

Forgotten Items.....1610

To minimize classroom interruptions, any forgotten items (lunches, books, homework, etc.) brought to school during class time must be left at the Front Office, **not taken to the classroom. It will be the student's responsibility to come to the Front Office at recess or during lunchtime** to collect them. Lunches are to be placed on the appropriate lunch cart in the Front Office with the provided sticker, indicating the student's name. Students in Grades One through Five will pick-up lunches from the cart near their lunch table area at lunch time; students in Grades Six through Eight will pick up their lunch from the cart in the Front Office. No parent may visit a classroom during school hours unless provisions for this have been made through the teacher and/or principal.

Immunizations1620

No child will be admitted to the school unless he/she brings a record of compliance with current immunization requirements, as mandated by the State of California. In addition, parents must furnish proof of a negative TB test administered by the Mantoux (PPD) method within the past 18 months of entry into school.

Condition of Admission: A student who lacks the required immunizations and proof of a negative TB test will **not** be allowed entry into school until all of the requirements have been met.



Inclement Weather Procedures1630

During periods of inclement weather, pop-up tents will be provided curbside to provide shelter to the students at dismissal. Otherwise, all traffic patterns and procedures will remain unchanged.

Lost and Found1640

All items should be permanently labeled. Lost sweaters and other uniform items handed into the office will be put on display in the Multi-Purpose Room. If the articles of clothing are not claimed, they will either be sold at the used uniform sales, or donated to charity.

Medical Records1650

California law requires specific health screening procedures for all children entering school for the first time. A Report of Health Exam and a copy of the child's Immunization Record must be on file with the school. This form was sent to parents/guardians with the school registration forms and must be on file prior to the student being admitted to school. This rule applies to new students entering Serra Catholic School.

Returning Students: Students who have attended Serra Catholic School **must** have their medical records kept current. If the student has received any immunization during the summer, or if there is additional information that should be listed on the health card, please bring this information with you when you register your child/children.

Medications1660

No medications (prescription or over-the-counter such as Tylenol, Advil, or cough drops) shall be given to students by the school without written physician and parent consent.

Consent forms for Medication Administration Authorization are available in the Health Room Office. Any medication brought to school must be in the original container with the child's name and dosage to be given. *Students are not permitted to keep medications, vitamins, herbal supplements, or energy drinks in the classroom, their locker, their backpack, or on their person (09-30-09).*

Parking on Campus1670

Parents and visitors may begin to use the designated "staff" parking spaces after 7:30 a.m. **However**, when parking in **any** of the on-campus parking spaces you **must** wait until 15 minutes after school starts (8:15 a.m.) or 15 minutes after pick-up before pulling out of the parking space.

There are four "VIP Parking" spaces on campus, and are designated with a personalized sign. These spaces have either been purchased or won at one of the school's fundraising events. Please do not park in any of these spaces.

One parking space has also been designated for "Pastor Parking." Please respect this space, as our Pastors

are frequent visitors on campus.

Periodically, Staff must leave campus during the school day. In order to ensure that they will have a parking space upon their return, they may place a bright orange cone in their parking space. Please respect the "no parking" cones.

Parking in the Temporary Lot between the Dome and the PEB

is available on a limited basis at morning drop-off. Parents may park in the lot to escort their child to the classroom, but must remain in the lot until directed by staff to exit the lot safely between 8:00 and 8:05 a.m.

Parties1680

Mixed parties (boys and girls) are strongly discouraged as per Diocesan policy.

Graduation parties should not be held until after graduation.

Personal Items1690

No trading cards of any subject, collection or play may be brought to school. Magazines or comic books are also to be excluded from school grounds. Adult reading material or pictures are prohibited.

Students are also not to bring balls of any type, CD players, stereos, headphone sets or hand-held electronic games onto school grounds.

1690.1 The use of a cell phone on campus is **strongly** discouraged. However, if a parent feels it is imperative that their child have a cell phone, a student may carry a phone with them providing the following conditions are met. Failure to comply with the following conditions will lead to the suspension of the student/family's privileges.

1690.2 The school accepts no responsibility for the cell phone. The responsibility lays solely on the student.

1690.3 Students may only carry their cell phone in their backpack.

1690.4 Cell phones may not be turned on at **any time between the hours of 7:30 a.m. and 3:20 p.m.**

1690.5 Furthermore, students may not utilize their cell phones **at any time** if they are signed-in to the Extended Care Program.

Pets1700

Pets are not allowed on campus **at any time** without prior authorization from the administration. This includes, but is not limited to, the following:

- Classroom visits for "Friend of the Week"
- After school activities (sports, etc.)

Pets are defined as, but not limited to dogs, cats, rabbits, hamsters, frogs, lizards... if it breathes, then these rules apply! Service Dogs and Service Puppies are excluded from this policy.



Responsibility of the Student1710

Students are responsible for observing safety rules when coming to or going from school. They must also obey all playground rules and respect the directives of the supervisor on duty. The school is not responsible for students who use the playgrounds outside of school hours.

Students are also responsible for the materials they are issued in the classroom for their learning; therefore, they are responsible for the replacement cost of lost or severely damaged books.

School Property1720

If furniture or equipment is destroyed or marred deliberately or through carelessness, the student will be required to replace said damaged item. Damage or loss of loaned textbooks or classroom library books will be paid for by the student. Each student is responsible for having his or her "hard covered" textbooks covered at all times. Textbooks are not to be written in or pages folded down.

Student Store/Snack Bar1730

The Bear Necessities Student Store is open to students, parents and staff for the purchase of PE uniforms, sweat-shirts/sweatpants, Serra items and school supplies. The Student Store is open every morning from 7:45 to 8:30 a.m. and Thursday afternoons from 2:00 to 3:15 p.m.

The Snack Bar is open during recess and lunch, and is closed when the students stay indoors due to the weather. The Snack Bar sells drinks and food treats to supplement the students' snacks and lunches.

We ask that parents please **do not** rely on the Snack Bar as the main source of your child's lunch. The Student Store and Snack Bar are staffed by volunteers and strive to be open for all shifts when possible.

Traffic Procedures1740

Please note: Due to ongoing refinements and work with the City of Rancho Santa Margarita, traffic procedures are subject to change.

In the morning parents are to drop off students in the front of the school, facing Antonio Parkway on the sidewalk closest to the Multi Purpose Room, or in front of the PEB. Extreme caution must be followed at all times. At dismissal, drivers should use extreme caution when picking up students from these two areas.

Parents coming to school during class time are asked to use the designated parking areas rather than the Office curb area. This will avoid any conflicts with the traffic pattern and in the event of an emergency.

All parents and carpool drivers are to adhere to the Traffic guidelines as established and distributed each year.



Severe Food Allergy Policies1725

As soon as possible, parents must inform the school of their child's severe food allergy. All allergies must be indicated on the Emergency Information form at the time of registration. If the child develops a food allergy during the school year, the parent must call the Health Room and inform the health room of the allergy and fill out a new Emergency Information Form as soon as possible.

Before the first day of school the Health Room staff will develop a list of students with severe allergies and give the list to the teachers and staff. Parents are to call the school at 888-1990 ext 105 and request a meeting with the child's teacher before school begins. Health Room Staff are to coordinate the time and place for the meeting. Teachers are to meet with the parents of children with severe allergies to discuss a plan that works for their child as soon as possible. It is imperative that the Vice-Principal for Student Services, the Yard Duty Supervisor and a Health Room Staff member be present at this meeting. Signs of an allergic reaction and treatment must be discussed and understood by all members at this meeting.

A list of children with peanut allergies or any other severe allergies will be posted in the classroom and all other appropriate places including the Health Room (this is a confidential listing, so it will be posted only for staff to see). This list will be updated on a regular basis by Health Room staff based on the information provided by the parents. The list will be distributed to teachers and staff who work near or around the student/s, including Yard Duty Personnel and STAMPs teachers.

Parents must supply documentation from the doctor regarding the peanut allergy or other severe allergy. Also, a Medication Authorization form for the Epi-Pen/Benadryl or other medication must be on file in the Health Room. If an Epi-Pen is needed, parents must provide an Epi-Pen to be kept in the Health Room and an additional Epi-Pen to be kept in the child's classroom.

Parents should send in a box of "safe snacks" to be kept in the child's classroom, so there is always something the student can choose from during unplanned special events, birthday parties and holiday parties. Parents are responsible for ordering only foods their child is not allergic to from Great American Lunchbox, In 'N Out or any other lunches the school offers for purchase. Parents may call Great American Lunchbox at 949-548-7427 to inquire about the ingredients and food handling practices of the food offered.

The Health Room will send home a letter informing all parents of the severe food allergies the the applicable classrooms.

The teacher will inform the students of the severe food allergies in the classroom and will discuss the necessary precautions to take. She/he will inform the students they are never to share food with the allergic student. She/ he will require all students to wash their hands after eating. All tables and desks will be washed down thoroughly after meals. Parents, teachers and supervisors should constantly remind the students not to share or trade food. She/he will share this information in an understanding, compassionate manner. He/she will require complete cooperation from the other students, parents and staff in the classroom.

For any food allergy i.e. (milk, egg, tree soy, fish, shellfish, wheat and soy) parents should provide a complete list of foods to be avoided by the allergic child. The school will provide a peanut free table for snack and lunch time for the students with severe peanut allergies.

1725.1 Field Trips: A designated volunteer or staff member must be in charge of the medications. Medications must always accompany staff or the volunteer on field trips. They must be trained and know how to administer an Epi-Pen in the event of an emergency.

1725.2 Protocol for Administering the Epi-Pen: If an anaphylactic reaction occurs in the classroom a trained staff member must administer the Epi-Pen immediately and then call 911. Administration must be contacted and made aware of the emergency at ext. 177, ext. 100 or ext. 102. The Health Room at ext. 105 should also be informed. Children should never administer their own Epi-Pen unless permission from the child's doctor and parents is on file in the Health Room.

1725.3 Yard Supervisors: All school yard supervisors and staff must be aware of students with severe food allergies. They must recognize the signs of an allergic reaction and act quickly with treatment. Yard supervisors are to thoroughly clean the peanut free table after each use.



This page left intentionally blank.



General Guidelines1741

- 1741.1 Students are never to be dropped-off or picked-up on Antonio or Banderas.
- 1741.2 There is a city-designated “no stopping” zone on Banderas. Parents who stop in this zone are subject to being ticketed.
- 1741.3 A Permit Parking program is in place for the neighborhood adjacent to the school. Please watch the hours posted on the signs carefully, as tickets will be issued for vehicles parked without a permit. If you must park in the residential area, please be good ambassadors to our neighbors and not block driveways, move garbage cans, or leave trash. Always drive carefully, being watchful for children at play.
- 1741.4 **Never** park in the Bristol Park parking lot **unless** you have been notified that the school has received approval for a special event. You **will** be towed!
- 1741.5 Never leave your car, even for a “moment,” unattended in the yellow drop-off zone. Doing so will interrupt the traffic flow while we locate the driver of a parked car, and may even block access on campus in the event of an emergency.
- 1741.6 For the safety of all staff, be mindful of the directions that are given, taking special care at the stop signs when staff are managing incoming and exiting traffic.
- 1741.7 For the safety of staff and students, your attention while in the parking lot is crucial. **Please turn off all cell phones while on school grounds.**
- 1741.8 When exiting the campus onto Antonio, please use caution and courtesy. An attempt to cross three lanes is dangerous and holds up the entire traffic flow in the lot. An immediate right hand turn onto Antonio and a U-turn at Empressa is safer and doesn’t hold up traffic for other Serra parents.

Morning Drop-off1742

- 1742.1 Students may be dropped-off beginning at 7:30 a.m. without incurring any Extended Care fees.
- 1742.2 Work with your children to ensure that they are ready to exit the car quickly.
- 1742.3 Once you have dropped-off your students do not pull into the traffic lane. Wait until the car line, as a group, moves forward.
- 1742.4 Students arriving before 7:30 a.m. are required to report to Extended Care where there is supervision.

Afternoon Dismissal1743

- 1743.1 You may come no earlier than 10 minutes prior to your pick up. Coming earlier on campus, particularly between the 2:30 and 3:00 dismissals, bottlenecks the student pick-up. This will help to limit the number of cars on campus, allowing the dismissal pick-ups to run smoothly and quickly.
- 1743.2 Parents must remain with their vehicles at all times.
- 1743.3 The Front Office is a place of business, and as such, is not the appropriate place for holding impromptu meetings or waiting for your child.

Use of Telephone.....1750

No student may be called to the telephone, except in cases of emergency. If there is need to contact the student during the school day, a message may be left at the Front Office.

Students who must call home regarding school-related business must do so from the classroom with the approval of the teacher.

Faculty and teaching staff are unavailable to receive phone calls during the school day. Parents may leave a voicemail message for the staff member.

Vision and Hearing Screening.....1760

Arrangements will be made for Vision and Hearing Screening through the Health Room. All students in Grades K, 1, 3 and 7 will have the opportunity to pre-pay screening fees along with their annual registration fees. Results of the testing will be recorded in the student’s cumulative health record, with a copy of results going to parents.

Parents of students who are not regularly scheduled for a vision and hearing screening may request and pay for a screening, dependent upon scheduling availability.

Visitors1770

All persons entering the school **must** first go to the Front Office to obtain proper authorization to visit the school.

Parents who wish to confer with teachers are to do so after school or at other appointed times so as not to interrupt class instruction time.

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the Principal.

The Principal must seek written parental consent (when possible) for the above. The Principal will never allow students to be alone with anyone who is not a legal guardian, even if they are law enforcement officials, medical personnel, or counseling personnel not employed by the school, unless demanded by law.



Section 2000: School Uniform Policy and Dress Code

Philosophy2010

Serra Catholic School believes that a student's personal appearance has an impact on his/her attitude and behavior. The student shows respect for his school and himself by "dressing up" for school. The dress code is provided as a guide to assist the student in making decisions about appropriate dress. The dress code is based on modesty, neatness, cleanliness, good-taste and safety. Uniforms are to be worn every day. Emergency situations when a child cannot be in uniform require a note of explanation from the parent or guardian.

General Information.....2020

In all instances, the school reserves the right to regulate against unbecoming fads or fashion trends that reflect negatively upon the student and school. Any clothing or accessories that are, in the opinion of the administration or faculty, not in accordance with the above philosophy are not permitted on the Serra Catholic School campus or at any Serra Catholic School event or activity. All students are to appear neat, clean, and wellgroomed at all times. Clothing should be in good condition and appropriate for the occasion. Undergarments must be properly covered. Undergarments of any kind should not be visible. This includes, but is not limited to lacy tank tops, bra straps and boxers.

When there is a change to the dress code (specifically, the introduction of a new uniform item), there will be a one-year transition, during which time the item being replaced may be worn. After the transition, the items which were replaced may no longer be worn as part of the uniform. Articles of clothing not listed or specifically addressed are not permitted. Parents are responsible for ensuring that their children are dressed in accordance with the Serra Catholic School dress code policies from the first day of school through the final day of classes.

All clothing must be purchased from the approved uniform vendor or Serra Student store.

Uniform Requirements For Boys.....2100

Jr. Kindergarten to Fourth Grade:

Required:

- Dark navy pants (twill or cotton)
- White short sleeve monogrammed shirt
- Green cardigan sweater with school patch and monogrammed name
- Belt required for Grades Three and Four

Optional:

- Dark navy Bermuda shorts (belt required for Grades Three and Four)
- Navy short sleeve monogrammed shirt
- Royal blue short sleeve monogrammed shirt
- Navy or white long sleeved monogrammed polo shirt
- White long sleeved monogrammed turtleneck may be worn as an undershirt only. It may be worn under the uniform polo shirts or PE shirts.

Fifth to Eighth Grade:

Required:

- Khaki pants (flat or pleated front) with belt
- White short sleeve monogrammed shirt
- Navy v-neck pullover sweater with school patch and monogrammed name

Optional:

- Khaki Bermuda shorts (flat or pleated front) with belt
- Green short sleeve monogrammed shirt
- Navy short sleeve monogrammed shirt
- Navy or white long sleeved monogrammed polo shirt
- White long sleeved monogrammed turtleneck may be worn as an undershirt only. It may be worn under the uniform polo shirts or PE shirts.

Accessories and Book Bags.....2110

- 2110.1 A watch, one Christian necklace and one bracelet are permitted.
- 2110.2 No earrings or other body piercing are permitted.
- 2110.3 No unnatural markings such as tattoos are permitted whether temporary or permanent.
- 2110.4 All belts must be appropriately fitted and exclusive of large buckles.
- 2110.5 Eighth grade boys will be permitted to wear large buckles on their belts.
- 2110.6 Belts must be khaki, navy, brown, black or green (optional for students in Grades JK to Two).



- 2110.7 All backpacks, book bags, lunch boxes and lunch bags should be clearly marked with the student's name.
- 2110.8 All backpacks and book bags are to be free of inappropriate writing, drawing, stickers and patches.
- 2110.9 Books and other classroom accessories should be free of writing, drawing, and stickers. All textbooks are to be covered according to teacher's directives.
- 2110.10 Rolling backpacks are not allowed for students in Grades JK through 8. A medical note is required for any exemptions.

Grooming, Hygiene, and Hair2120

- 2120.1 No strongly-scented cologne or any other strongly-scented hair products are permitted. Deodorant or anti-per spirant should be worn as needed.
- 2120.2 Hair styles that are unbecoming, bizarre, distracting, or otherwise inappropriate are not permitted.
- 2120.3 Only the student's natural hair color may be worn. Unnatural color, bleaching, weaving, highlighting, etc., are not permitted at any time. Students who violate this policy will be sent home until the requirement is met.
- 2120.4 Hair must be kept clean, brushed and cut above the collar and ears.
- 2120.5 Hair cannot be over the ears, cover the eyebrow, or touch the top of the shirt collar. Student wearing hairstyles that exceed any of these parameters will be asked to trim/cut their hair.
- 2120.6 Spiked hair can only be 1" high.

Hats2130

- 2130.1 No hats of any kind may be worn exclusive of uniform hats at school or school sporting events.
- 2130.2 Hats may never be worn in the classroom.
- 2130.3 Uniform hats and visors may be worn at student assemblies held outside only if approved by the Administration.

Jackets.....2140

- 2140.1 In the case of severe weather, a Serra school jacket or a heavy jacket may be worn over the school uniform. The heavy jacket may carry no logo or words and must be solid, dark navy blue or green in color.
- 2140.2 Team jackets may be worn as part of the regular uniform only on game days.
- 2140.3 Only Serra School jackets or sweatshirts may be worn in the classroom.

Pants and Shorts.....2150

- 2150.1 Pants and shorts may not be oversized, baggy, and excessively long or rolled at the hem.
- 2150.2 Pants and shorts must be worn at the natural waist.
- 2150.3 Pants must be worn with a belt fitted through the loops.
- 2150.4 Pants other than those purchased through the uniform company may not be worn at any time.

PE Uniform2160

- 2160.1 Required: Serra logo grey shirt and blue shorts
- 2160.2 Optional: Serra sweats, which may be worn in cold weather only on scheduled PE days. Exceptions may be made only by the Administration.
- 2160.3 Hems on the sweatpants may not be torn, cut or loosened. Hemming must be done in a professional looking manner.
- 2160.4 Serra After School Sports uniform shorts (Football, Basketball, and Lacrosse) may only be worn during the appropriate sport season and on game days. After school sports uniform pieces may not be worn in replacement of PE clothing except on game day.
- 2160.5 PE uniforms may not be altered or defaced in a manner that is disrespectful to the school (09-30-09).

Shirts2170

- 2170.1 Shirt should be properly fitted and not oversized or baggy.
- 2170.2 Shirts may be worn un-tucked with the exception of formal uniform days where the shirt must be tucked into the pants and a belt must be worn.
- 2170.3 Only a plain, white short sleeved tee-shirt may be worn underneath the uniform shirt. A plain, white long-sleeved or crewneck with no logos or turtleneck may be worn underneath the uniform shirt only in severe weather.

Shoes2180

- 2180.1 Shoes must be closed at the heel and toe.
- 2180.2 Shoes must be in neat condition and free of writings or drawings.
- 2180.3 Athletic shoes should be predominantly white, brown, navy, dark green or black with white or matching shoelaces. Athletic shoes must be worn including PE days when the formal uniform is worn.
- 2180.4 Shoe laces should be white or match the color of the shoe and must be tied tightly outside the shoe at all times.



- 2180.5 All shoes must securely conform to the foot when student is running, moving, playing, etc.
- 2180.6 Shoes must always be worn on campus, and at all school events and activities.
- 2180.7 Extreme or faddish shoes are not permitted, including combat boots, steel-toed boots or sandals, rollerblade shoes or high-heeled, etc.
- 2180.8 Bare feet are never permitted.

Socks2190

- 2190.1 Socks must be worn at all times.
- 2190.2 White "Ped" style socks may be worn.

Sweaters, Sweatshirts and Sweatpants.....2200

- 2200.1 Sweaters and sweatshirts may not be oversized or baggy.
- 2200.2 A school uniform shirt must be worn underneath the sweater or sweatshirt.
- 2200.3 Only blue sweatshirts with the Serra Catholic School logo and team sweatshirts are permitted. Sweatshirts which do not display the formal school logo, but say "Serra Catholic School" are not considered to be a part of the approved uniform code.
- 2200.4 The sweater or sweatshirt may not be worn or tied around the waist during liturgies and formal school functions.
- 2200.5 Sweatpants may only be worn in cold weather on scheduled PE days. Exceptions may only be made by the administration.
- 2200.6 Team sweatshirts may be worn as part of the regular uniform only during the season of the sport.
- 2200.7 Eighth Grade class sweatshirts are an Eighth Grade privilege and may be worn on any school day except for days designated for formal uniform.

Uniform Requirements For Girls.....2300

Jr. Kindergarten to Fourth Grade:

Required:

- White short sleeve Peter Pan blouse
- Plaid jumper with drop waist
- Green cardigan sweater with school patch and monogrammed name

Optional:

- Plaid walking shorts
- Navy pants
- Navy skort
- Navy short sleeve monogrammed shirt
- White short sleeve monogrammed shirt
- Royal blue short sleeve monogrammed shirt
- Navy or white long sleeved monogrammed polo shirt
- White long sleeved monogrammed turtleneck may be worn as an undershirt only. It may be worn under the uniform polo shirts or PE shirts.

Fifth to Eighth Grade:

Required:

- White short sleeve monogrammed over blouse
- Plaid multi-pleat skirt
- Navy v-neck pullover sweater with school patch and monogrammed name

Optional:

- Khaki walking shorts
- Khaki pants
- Khaki skort
- Green short sleeve monogrammed shirt
- Navy short sleeve monogrammed shirt
- White short sleeve monogrammed shirt
- Navy or white long sleeved monogrammed polo shirt
- White long sleeved monogrammed turtleneck may be worn as an undershirt only. It may be worn under the uniform polo shirts or PE shirts.

Accessories2310

- 2310.1 A watch, one Christian necklace and one bracelet is permitted.
- 2310.2 One pair of matching stud earrings is permitted.
- 2310.3 Body piercing other than one in each ear is not permitted.
- 2310.4 No unnatural markings such as tattoos are permitted whether temporary or permanent.
- 2310.5 All belts must be appropriately fitted and exclusive of large buckles.
- 2310.6 Belts must be solid in color and can be khaki, navy, brown, black or green.



- 2310.7 All backpacks and book bags are to be free of inappropriate writing, drawing, stickers and patches.
- 2310.8 All backpacks and book bags should be marked with the student's name.
- 2310.9 Books and other classroom accessories should be free of writing, drawing, and stickers.
- 2310.10 Rolling backpacks are not allowed for students in Grades JK to Eight. A medical note is required for any exceptions.

Grooming, Hygiene, and Hair2320

- 2320.1 Nail polish may not be worn. Acrylic nails and French manicures are not permitted.
- 2320.2 No strongly-scented perfume or any other strongly-scented hair products are permitted. Deodorant or anti-per spirant should be worn as needed.
- 2320.3 Hair styles that are unbecoming, bizarre, distracting, or otherwise inappropriate are not permitted.
- 2320.4 Only the student's natural hair color may be worn. Unnatural color, bleaching, weaving, highlighting, etc., are not permitted at any time.
Students who violate this policy will be sent home until the requirement is met.
- 2320.5 Hair rollers, curlers, or other extreme hair accessories are not permitted. Curlers for competition purposes must be approved by the Administration prior to wearing them.
- 2320.6 Eighth grade girls are permitted to wear "light make-up" this will include the following: mascara, light foundation or powder that matches that matches the skin tone, light blush and light lip gloss. There will be no exceptions to this including but not limited to: eye liner, eye shadow, heavy foundation, and dark lipstick. Students who abuse this privilege (three or more offenses) will lose the privilege of wearing make-up to school.

Hats2330

- 2330.1 No hats of any kind may be worn exclusive of uniform hats at school or school sporting events.
- 2330.2 Hats may never be worn in the classroom.
- 2330.3 Hats and visors may only be worn at student assemblies only if approved by the Principal.

Jackets.....2340

- 2340.1 In the case of severe weather, a Serra school jacket or a heavy jacket may be worn over the school uniform. The heavy jacket may carry no logo or words and must be solid, dark navy blue or green in color.

- 2340.2 Team jackets may be worn as part of the regular uniform only on game days.
- 2340.3 Only Serra School jackets or sweatshirts may be worn in the classroom.

Pants and Shorts.....2350

- 2350.1 Pants and shorts must be appropriately altered and may not be excessively tight or short.
- 2350.2 Pants and shorts may not be oversized, baggy, excessively long, or un-hemmed
- 2350.3 Pants and shorts must be worn at the natural waist and may not be rolled at the waist or hem.
- 2350.4 Pants must be worn with a belt fitted through the loops.
- 2350.5 Pants other than those purchased through the uniform company may not be worn at any time.

Shirt or Blouse2360

- 2360.1 Shirt should be properly fitted and not oversized or baggy.
- 2360.2 PE and informal uniform shirts may be worn untucked.
- 2360.3 Only a plain, white short-sleeved t-shirt may be worn underneath the uniform shirt. A plain, white turtleneck may be worn underneath the uniform shirt only in severe weather.

Socks2370

- 2370.1 Socks must be worn at all times.
- 2370.2 White "Ped" style socks may be worn.
- 2370.3 White or navy opaque knee socks are permitted.
- 2370.4 In severe weather, plain white or navy tights may be worn.
- 2370.5 Sweats and thigh highs worn under the skirt are not permitted.
- 2370.6 For formal uniform days, the girls will be required to wear white, knee-high style socks with their jumper or skirt.

Shoes2380

- 2380.1 Shoes must be closed at the heel and toe.
- 2380.2 Shoes must be in neat condition and free of writings or drawings.
- 2380.3 Athletic shoes should be predominantly white, brown, navy, dark green or black with white or matching shoelaces.
- 2380.4 Athletic shoes must be worn on PE days including on days when PE takes place and the student is wearing the formal uniform. Shoes worn on non-PE days must securely conform to the foot even when the student is running, moving, playing, etc.
- 2380.5 Shoe laces should be white or should match the color of the shoe and must be tied at all times.
- 2380.6 Shoes must always be worn on campus, and at all school events and activities.



- 2380.7 Extreme or faddish shoes are not permitted, including combat boots, steel-toed boots, sandals, skateboard shoes, rollerblade or high heeled shoes and platform shoes that present a safety hazard. Heels may be no higher than two inches.
- 2380.8 Bare feet are never permitted.
- 2380.9 Rain boots and other protective boots may be worn on rainy days with required socks. If the rainy day occurs on a PE day, students must bring athletic shoes to wear during the PE class.

Skirts, Skorts, Shorts and Jumpers.....2390

- 2390.1 Must be appropriately altered and may not be rolled at the waist.
- 2390.2 Skirt length may be no shorter than four (4) inches from the top of the knee when a student is in a kneeling position.
- 2390.3 Jumper length may be no shorter than three (3) inches from the top of the knee when a student is in a kneeling position.
- 2390.4 (JK-4) Shorts and skort length may be no shorter than three (3) inches from the top of the knee when a student is in a kneeling position. (5-8) Shorts and Skort length may be no shorter than five (5) inches from the top of the knee when a student is in a kneeling position.
- 2390.5 Skirt, jumper, skort and shorts length may be checked by teachers or administrators.
- 2390.6 All girls are required to wear shorts or dance bloomers under their skirts or jumpers in order to maintain modesty and permit regular play and movement.

Sweaters, Sweatshirts and Sweatpants.....2400

- 2400.1 Sweaters and sweatshirts may not be oversized or baggy.
- 2400.2 A school uniform shirt must be worn underneath the sweater or sweatshirt.
- 2400.3 Only blue sweatshirts with the Serra Catholic School logo and team sweatshirts are permitted. Sweatshirts which do not display the formal school logo, but say "Serra Catholic School" are not considered to be a part of the uniform code.
- 2400.4 The sweater or sweatshirt may not be worn or tied around the waist during liturgies and formal school functions.
- 2400.5 Sweatpants may only be worn in cold weather on scheduled PE days from November 1st until March 31st.

- 2400.6 Eighth Grade class sweatshirts are and Eighth grade privilege, students may wear their class sweatshirt, except for days designated for formal uniform.

PE Uniform2410

- 2410.1 Required: Serra logo shirt and blue shorts
- 2410.2 Optional: Serra sweats may be worn in cold weather only on scheduled PE days. Exceptions may be made only by the administration.
- 2410.3 Hems on the sweatpants may not be torn, cut or loosened. Hemming must be done in a professional looking manner.
- 2410.4 Serra After School Sports uniform shorts (Volleyball, Basketball, Soccer, Lacrosse, and Softball) may only be worn during the appropriate sport season, and on game days. After school sports uniform pieces may not be worn in replacement of PE clothing except on game days.
- 2410.5 PE Uniforms may not be altered or defaced in a manner that is disrespectful to the school.

Special Circumstances2500

A physician's note must be on file in the Health Room for any non-uniform clothing item which must be worn due to medical condition(s).

Consequences:

- 2500.1 First offense and Second Offense - one merit infraction or one conduct point (JK-2), Parent is contacted to bring appropriate clothing or remedy to school.
- 2500.2 Third Offense - Detention - Loss of five merit points, or 5 conduct points (JK-2), Parent is contacted to bring the appropriate clothing or remedy to school.
- 2500.3 Fourth Offense – Detention - Loss of five merit points, or 5 conduct points (JK-2), Parent is contacted to bring the appropriate clothing or remedy to school, Parent Conference

Formal Uniform Dress/Required Uniform ..2600

- 2600.1 Boys are required to wear uniform pants, white uniform shirt, belt, socks, shoes and uniform sweater for days that are designated as "Formal Uniform Required". Shirts must be tucked into pants at the waist.
- 2600.2 Girls in grades JK-4 are required to wear the school jumper, white peter-pan collared blouse, cardigan sweater, shorts underneath jumper, white knee socks and shoes. Girls in grades 5-8 are required to wear the school skirt, white oxford blouse, sweater, shorts underneath skirt, white knee socks, and shoes.



- 2600.3 For extremely hot weather the administration may elect to allow boys to wear the uniform shorts and both boys and girls may not be required to wear sweaters.
- 2600.4 Formal Uniform Dress for Grades 1-8 is required on all school Mass days and other days as designated by the grade level teachers or administration including but not limited to class retreats, fieldtrips and events.
- 2600.5 Formal Uniform Dress from grades JK-K is required on Prayer Service days and other days as designated by the grade level teachers or administration including but not limited to class retreats, fieldtrips and events. JK-K students are not required to wear their formal uniform on school Mass days when they are not attending Mass.

Special dress arrangements will be announced by the principal or her designee for masses and other functions as required.

Non-Uniform Dress Code Regulations2610

On non-uniform dress days students are encouraged to dress with a sense of decorum, keeping in mind this is a Catholic School. The student's personal appearance should reflect the Serra Catholic School sense of modesty, neatness, cleanliness, and good taste.

Casual Non-Uniform Dress Policy2620

- 2620.1 Casual Non-Uniform Dress: Casual Non-Uniform Dress days may follow a specific theme. When advised of a particular theme, students are required to dress accordingly or wear their uniform.
- 2620.2 Students are required to dress in a manner that will be comfortable and appropriate for an entire day of school activities. Closed toe shoes must be worn at all times.
- 2620.3 Clothing that reflects inappropriate images; logos or fads are not permitted. Camouflage or military apparel is not permitted.
- 2620.4 Girls are not permitted to wear shorts or skirts that are hemmed at an inappropriate length, bare midriffs, tank tops, spaghetti strap tops, halters, or nail polish.

Special Occasion Dress/Formal Non-Uniform Dress2630

- 2630.1 Boys are required to wear collared shirts (no logos or messages), appropriately fitted slacks, and dress or uniform shoes. Neck ties may be required on occasion. Students may not wear jeans or shorts.

- 2630.2 Girls are required to wear a dress or skirt not more than four inches above the knee and the skirt should not be tight. Tops should not be tight or revealing. No tank tops, half shirts, spaghetti straps, tube-tops, bare-midriffs, or bare backs. Dress or skirt slits may not be above the knee. Shoes must have a heel strap and should not have a heel exceeding two (2) inches.

Middle School Dance Dress.....2640

- 2640.1 Boys will wear collared shirts and nice pants(not jeans). No clothing expressing any negative connotation, such as alcohol, drug, or violent/sexual motifs, will be allowed.
- 2640.2 Girls will wear dresses or skirts that are appropriate for church. Sundresses or slacks may not be worn. The skirt or dress length should not be more than four inches above the knee and the skirt should not be tight. Tops should not be tight or revealing. No tank tops, half shirts, spaghetti straps, tube-tops, bare-midriffs, or bare backs. Dress or skirt slits may not be above the knee.
- 2640.3 Make-up should be kept at a minimum.
- 2640.4 Dance shoes should not be higher than two inches and have a back strap.

Athletic Uniform Policy.....2650

- 2650.1 Student athletes participating in the current sport season may wear an approved team shirt or jersey and approved shorts on game days only. (All approvals for game day wear will be made by the Athletic Director in consultation with the Principal).
- 2650.2 Any athletic team wear is not an acceptable substitute for the PE uniform unless you have a game on that day.
- 2650.3 Shirts may not be tied in any way.
- 2650.4 Shorts may not be rolled at the hem.
- 2650.5 Formal uniforms must be worn on designated Formal Uniform Days regardless of scheduled athletic games or PE class. Students are required to bring their PE uniform for use in the PE class after the formal uniform event.



Birthday Non-Uniform Casual Dress.....2660

Students are permitted to wear Non-Uniform Dress (refer to section 2630 for requirements) on their birthday. Should their birthday occur when school is not in session, they may elect to celebrate their half birthday or the Friday before their birthday with consultation from their homeroom teacher.

Invited Guests/Shadow Students2670

In the event that a student invites a non-school member guest to a school sponsored event such as the sports awards banquet, the guest must also observe the dress code. Please refer to section 1770.



Section 3000: Fees, Tuition, Financial Obligations

- 2400.2 A school uniform shirt must be worn underneath the sweater or sweatshirt.
- 2400.3 Only blue sweatshirts with the Serra Catholic School logo and team sweatshirts are permitted. Sweatshirts which do not display the formal school logo, but say "Serra Catholic School" are not considered to be a part of the uniform code.
- 2400.4 The sweater or sweatshirt may not be worn or tied around the waist during liturgies and formal school functions.
- 2400.5 Sweatpants may only be worn in cold weather on scheduled PE days from November 1st until March 31st.
- 2400.6 Eighth Grade class sweatshirts are and Eighth grade privilege, students may wear their class sweatshirt, except for days designated for formal uniform.

Special Circumstances2500

A physician's note must be on file in the Health Room for any non-uniform clothing item which must be worn due to medical condition(s).

Consequences:

- 2500.1 First offense and Second Offense - one merit infraction, Parent is contacted to bring appropriate clothing or remedy to school.
- 2500.2 Third Offense - Detention (Loss of five merit points), Parent is contacted to bring the appropriate clothing or remedy to school.
- 2500.3 Fourth Offense - Detention (Loss of five merit points), Parent is contacted to bring the appropriate clothing or remedy to school, Parent Conference

Non-Uniform Dress Code Regulations2510

On non-uniform dress days students are encouraged to dress with a sense of decorum, keeping in mind this is a Catholic School. The student's personal appearance should reflect the Serra Catholic School sense of modesty, neatness, cleanliness, and good taste.

Free Dress Day Policy2520

- 2520.1 Casual Non-Uniform Dress: Casual Non-Uniform Dress days may follow a specific theme. When advised of a particular theme, students are required to dress accordingly or wear their uniform.
- 2520.2 Students are required to dress in a manner that will be comfortable and appropriate for an entire day of school activities. Closed toe shoes

- must be worn at all times.
- 2520.3 Clothing that reflects inappropriate images; logos or fads are not permitted. Camouflage or military apparel is not permitted.
- 2520.4 Girls are not permitted to wear shorts or skirts that are hemmed at an inappropriate length, bare midriffs, tank tops, spaghetti strap tops, halters, or nail polish.

Special Occasion Dress/ Formal Non-Uniform Dress:2530

- 2530.1 Boys are required to wear collared shirts (no logos or messages), appropriately fitted slacks, and dress or uniform shoes. Neck ties may be required on occasion. Students may not wear jeans or shorts.
- 2530.2 Girls are required to wear a dress or skirt not more than four inches above the knee and the skirt should not be tight. Tops should not be tight or revealing. No tank tops, half shirts, spaghetti straps, tube-tops, bare-midriffs, or bare backs. Dress or skirt slits may not be above the knee. Shoes must have a heel strap and should not have a heel exceeding two (2) inches.

Athletic Uniform Policy2540

- 2540.1 Student athletes participating in the current sport season may wear an approved team shirt or jersey and approved shorts on game days only. (All approvals for game day wear will be made by the Athletic Director in consultation with the Principal).
- 2540.2 Any athletic team wear is not an acceptable substitute for the PE uniform unless you have a game on that day.
- 2540.3 Shirts may not be tied in any way.
- 2540.4 Shorts may not be rolled at the hem.
- 2540.5 Formal uniforms must be worn on designated Formal Uniform Days regardless of scheduled athletic games or PE class. Students are required to bring their PE uniform for use in the PE class after the formal uniform event.

Invited Guests2550

In the event that a student invites a non-school member guest to a school sponsored event such as the sports awards banquet, the guest must also observe the dress code.



Fees3100

Fees are charged according to the following:

Application Fee (New Students Only).....3110

An application fee is charged to all new students accepted to Serra Catholic School. This fee is not collected until an opening in the school has been offered to a family. The fee covers the cost of producing application and registration materials, as well as associated costs. This fee is non-refundable and cannot be applied to any other Serra and/or sibling account.

Classroom Fee3120

The classroom fee is paid per student and covers the costs of classroom projects and celebrations (Harvest Festival and Anchor Ball projects, special holiday classroom parties, and miscellaneous curriculum activities).

Disaster Preparedness Fee.....3130

Many of the components in the student's earthquake kit are rated to last five years. As such, the school must periodically replace food and water which will soon expire. This fee covers the cost of replacement of perishable items, medical equipment, and supplies.

Earthquake Kit Fee (New Students Only).....3140

In the event of an emergency, the school has sufficient supplies for all students to last at least three days. This fee covers the student's initial earthquake kit, as well as the cost of medical equipment and supplies.

Enrollment Fee3150

A \$500 non-refundable enrollment deposit per child will be required to secure each child's enrollment. This enrollment deposit will be applied to each child's first month's tuition and cannot be applied to any other Serra and/or sibling account.

Field Trip Fee.....3160

Each year, students may attend field trips. The cost of the field trip and any transportation fees will be the responsibility of the parent.

Fourth Grade Pilgrim Fee3170

Students in the Fourth Grade will participate in an overnight stay on the "Pilgrim," a tall mast ship operated by the Dana Point Ocean Institute. The cost of the overnight program is the responsibility of the parents.

Graduation Fee3180

A fee for students in Eighth Grade will be assessed at the beginning of the year. This fee will cover the various activities held throughout the year, including, but not limited to: Disneyland trip, Awards Night, Eighth Grade sweat-shirt.

Health Screen Fee (Grades K, 1, 3 and 7)3190

The Health Screening Fee covers vision and hearing



screenings, completed on campus by an outside organization.

JK and K Activity Fee.....3200

The Activity Fee includes arts and craft supplies, cooking supplies, and film fees for Junior Kindergarten and Kindergarten.

Middle School Camp Fee.....3210

Students enrolled in Grades Six through Eight will participate in a week-long camp, by grade level:

- Sixth Grade Science Camp - Lake Arrowhead area
- Seventh Grade Science Camp - Catalina Island
- Eighth Grade Leadership Camp - Lake Arrowhead area

The cost of the camp is the parent's responsibility, and payment plans are offered to parents.

After discussion with school staff, a parent may opt their student out of the camp for personal reasons.

Middle School Guest Speaker Fee (Grades 6-8) .3220

The Guest Speaker Fee will cover the cost of guest speaker presentations, designed to support the Middle School Language Arts curriculum and will feature authors of adolescent literature.

Parent Teacher Organization (PTO) Fee3230

The PTO fee is paid per student and is used for enrichment activities for students, parents, and teachers. These activities include: First Day of School and New Family Welcome, Red Ribbon Week, Hospitality for Parent Meetings, End-of-the-Year Thank You, Catholic Schools Week, Sonshine Club, Pastor and Teacher Appreciation, Junipero Serra Awards, and 8th Grade Graduation Dance.

Registration (Re-Registration) Fee3240

The registration fee is **non-refundable** and is to be paid and forwarded with registration forms, this fee includes: consumable and hard cover texts, teaching/art supplies, testing, student insurance, diocesan assessments, processing/photocopying of registration and clerical records, technology fee. This fee is non-refundable and cannot be applied to any other Serra and/or sibling account.

Screening Fee3250

New students entering Serra Catholic School are required to take a placement test for the grade they wish to enter and pay a screening fee.

Second Grade Sacramental Fee.....3260

The Second Grade Sacramental Fee will cover retreats and other activities related to the reception of the Sacraments of Reconciliation and First Eucharist.

Tuition3400

Tuition is to be paid promptly by the 1st of each month from August 1 through May 1. If payment is not received by the 10th of the month, a late charge of \$25.00 per family will be added to each month payment is in arrears. A service charge of \$30.00 will apply to all checks returned by the bank. If more than two checks issued are returned by the bank, all subsequent payments will be accepted only by cash, money order or cashier's check.

Delinquent Payments3410

If payment is one month late, a letter will be sent by the Business Office reminding you of this fact. If tuition is delinquent in excess of 60 days, and an acceptable alternative arrangement has not been approved by the school administration, then a letter will be sent via certified mail advising that the child/children will not be permitted to return to school until all delinquent tuition fees are paid in full. The last tuition payment of the year is due on May 1. If this payment is delinquent past May 10, the same 60-day delinquent policy will apply.

Refunds.....3420

Tuition prepayments are refundable only with a 30-day written advance notice.

Re-Registration.....3430

Any account not paid in full at the time of re-registration will prevent the child/children from re-enrollment at Serra Catholic School for the following school year until all delinquent fees are paid in full. In addition, students with past due fees will not receive their diplomas or Student Learning Assessments until all outstanding fees have been paid.

Non-Payment of Tuition.....3440

The school shall have the right to legal action for the non-payment of tuition, and parents or guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees.



Section 4000: Communications

Fundraising Requirements.....3600

Every family is required to participate in our three (3) major fundraisers:

Harvest Festival Requirements3610

Each family must buy or sell sixty (60) \$1.00 Harvest Festival raffle tickets, for a total of \$60.00. The Harvest Festival takes place in October. You are encouraged to come to, and participate in, this event.

Anchor Ball Requirements3620

Each family must purchase or sell sixty (60) \$1.00 Anchor Ball raffle tickets, for a total of \$60.00. In addition, each family must donate or underwrite a new item or donate a service for the auction by the end of Cargo Roundup (usually in February). The Anchor Ball is held in the Spring of each year. It is our hope that all Serra families will attend this event, but attendance is not mandatory.

Scrip Program Requirements3630

Each family is required to participate in this program by purchasing scrip certificates/eScrip which generate \$200 worth of profit per school year (May 1st through April 30th). A family may elect to pay a one-time fee of \$200 if it wishes to “buy-out” of the Scrip Program. Any family who generates more than \$200 in scrip profit, per school year, will receive a notification of credit from Serra by the end of August for 50% of the profit generated over \$200 (subject to deduction of any past due balances and timely receipt of vendors’ profit reporting). Any family who has not generated \$200 in scrip profit by the end of April will be billed in May for any scrip profit difference. The difference will be billed at the amount equaling “the \$200 scrip profit required” less “the scrip profit generated”. Payment is due by the published date.

Other Fundraising3700

Additional fundraising events and activities will be offered to parents, as a convenience. Participation in these activities is at the discretion of the parent, but benefit school activities and programs.

Additional fundraising programs include:

- Golf Tournament
- In-n-Out
- See’s Candy
- Jog-a-Thon
- Family Portraits
- Mother-Son Bowling
- Father-Daughter Dance
- “Islands” Nights



Service Hour Requirements3800

Each family is required to perform forty (40) hours of service per school year, including a Lunch/Recess Duty Requirement.

Lunch/Recess Duty Requirement3810

3810.1 Each family must schedule and perform a total of six (6) hours of service per child or a maximum of twelve (12) hours per family. Each Lunch Duty is equal to two (2) hours of service and each Recess Duty is equal to one (1) hour of service.

3810.2 Lunch/Recess hours must be scheduled or bought-out, at the rate of \$9.00 per hour, by the published date. Families that do not schedule their required duties by the published date will be invoiced for any unscheduled Lunch/Recess hours.

3810.3 The fine for each Lunch/Recess “No-Show” will be billed at \$18.00 per hour (double hours). Each “No-Show” Lunch is equal to \$36.00 and each “No-Show” Recess is equal to \$18.00 per missed duty.

3810.4 Rescheduling will be limited to one (1) reschedule per duty date and will require a 24 hour advance notification to the Lunch Duty Coordinator.

Service Hours Program Buy-out Option.....3820

If a family is unable to perform the required 40 hours of service, including the Lunch/Recess Duty Requirement, a family may elect to buy-out with a one-time fee of \$360.00 (\$9.00 per hour x 40 hours) to be exempt from the Service Hours Program. (Lunch/Recess requirement must be bought-out by the published date.)

Any family who has not completed the required service hours by the end of May will be billed in June and expected to pay a fee at the rate of “\$9.00 per hour” times “the number of service hours not completed.” Payment is due by the published date.

Serra’s Development Program3900

Serra’s Development Program is dedicated to securing the financial future of our school and to providing the best possible Catholic education for children now and in the future. Serra’s Development Program consists of the Alumni Association, Annual Fund, Capital Campaign, Endowment and Tuition Assistance Funds, Grants, Hospitality, Memorial Program, and Planned Giving.

There are two areas where your participation is expected:

Annual Fund3910

Each October Serra launches our Annual Fund. The Annual Fund is designed to provide a stable and growing source of income to the operating budget of Serra Catholic School. This fund exists to:

- Enhance academic development
- Support our extracurricular programs
- Grant Financial Aid to those in need
- Keep tuition costs down
- Maintain current buildings and grounds

A portion of the proceeds from each year’s Annual Fund is allocated to Serra’s Endowment and Tuition Assistance Funds.

Our goal is 100% participation from all of our Serra families. All gifts are appreciated and tax deductible. Please choose a gift that is most appropriate for your family.

Capital Campaign3920

It is through the generosity of those who have come before you, that Serra Catholic School is here today. Through their efforts Serra Catholic School has paid for the 9.2 acres on which it resides and completed our first permanent structure, The Primary Education Building.

We are still striving to meet our Capital Campaign goal of \$8,600,000. Not only will this campaign pay for our new building, it will also assist us in moving forward with our Master Site Plan. We ask that you help us meet this goal with a Capital Campaign contribution. Our Capital Campaign Committee will contact all new families to answer any questions and to assist with each new family’s decision on how to contribute to the campaign.



Section 5000: Religious Experience

Family Directory4010

For the convenience of Serra families, a family directory is published each year, containing the names, address, and telephone number for each family, unless directed otherwise by the family.

The family directory is posted on the school's website in a password-protected area. A minimal number of hard copies are also available from the Front Office.

By use of the directory, parents acknowledge that information contained in the directory may not be used for commercial use or mass distribution.

Lines of Communication4020

Several lines of communication are available to parents who wish to communicate with Serra Faculty and Staff. These include:

Bear Grams4025

Bear Grams are available in the Front Office or may be downloaded from the school website, and are a convenient tool for parents to communicate with Serra Faculty and Staff.

- 4025.1 Questions pertaining to schoolwork
- 4025.2 Notification of changes in pick-up
- 4025.3 Request for information

Voice Mail.....4030

All Serra staff members have access to the school's voice-mail system and check for messages regularly.

- 4030.1 A voice mail directory is available online: click on "Contact Us", then "Staff Directory". A staff directory is also available by pressing the "#" sign during the greeting.
- 4030.2 Voice mail is available 24 hours a day.

E-mail.....4035

E-mail accounts are provided to all staff and families.

- 4035.1 E-mail addresses are:
first initial last name @ serraschool.org
(note: no spaces between the first initial and last name; serraschool is one word)
For example: jsmith@serraschool.org
- 4035.2 Parents who wish to address schoolwide issues and concerns or compliments may send an e-mail to the principal at: talk2me@serraschool.org.

Publicity4050

Serra Catholic School is proud of the many accomplishments of our students, staff, and parents. These accomplishments may draw the attention of newspapers, television stations, or other media who visit the school to photograph, film, or interview members of Serra's community. In addition, Serra may also use pictures of our students in school-related activities (such as drama, sports, choir) for publication in media including, but not limited to, newsletters, school/parish bulletins, informational brochures and presentations, and the school's website.

School Guidelines for Publication of Pictures and Information4055

As the school continues to grow, it has become increasingly difficult to ensure that students with publicity restrictions are not photographed. In recognition of parental concerns over the identification of their child in publications, the school has adopted the following publication guidelines:

- 4055.1 Any photos taken at school activities and events may be used in school publications; individuals will **not** be identified by name **without** prior notification.
- 4055.2 **Exceptions to this policy:** school portraits for use in the annual yearbook (unless a family does not authorize any publicity; see provisions below for opting out of publicity.) **AND** as a condition of participation, it is the consent of the parent that individuals who are involved in activities as a representative of Serra Catholic School (i.e. drama, sports, choir, academic competitions) may be photographed and identified in photos for publication.

Designation of Authorization.....4060

Each year, parents may designate their choice in authorization for publicity by indicating either:

Yes I hereby give permission to Serra Catholic School to use pictures and/or name(s) of myself/ourselves and our children in any publication featuring Serra Catholic School. I understand the school's guidelines for the Publication of Pictures and Information as outlined above. I hereby relieve *Serra Catholic School*, its officers, agents, employees and volunteers of any and all liability in connection with any of the above referenced media activities



No I do not give permission to Serra Catholic School to use pictures and/or name(s) of myself/ourselves and our children in any publication featuring Serra Catholic School. **(Note: selecting this choice means that your child will be excluded from all publications, including the school yearbook.)**

Weekly Envelope4070

The school will send home weekly an envelope containing all important school information. This is given to the oldest student in the family. Parents/guardians have the responsibility of ensuring that they receive this envelope and read all pertinent information it contains.

All envelopes are to be returned to school the following day.

Website.....4080

Serra maintains its own website with information for the general public and for the exclusive use of currently enrolled students and their families.

Public Information.....4085

Information which may be accessed by the general public includes:

- Admission detail, procedures and documents
- Campus Life photo library
- Activity and Event flyers and information

SerraConnect.....4090

SerraConnect is the password-protected area of the website, requiring a login account. Content includes:

- Family Directory
- Parent Handbook
- Online Homework
- Current and archived *SerraDIPITY* newsletters
- Campus maps

Login Accounts4095

Login accounts consisting of a User Name and Password are given to the parents of all enrolled students. Family account information is distributed at Business Day.

Accounts are for the exclusive use of enrolled families and are not to be shared. Passwords may be changed by written request to webmaster@serraschool.org.

User names and passwords remain active until a family leaves the school.

Telephone Auto Dialer4100

In an effort to keep parents updated on important school dates, events and activities, the school utilizes a telephone auto dialer. To ensure the effectiveness of this communication tool, families are encouraged to keep their home phone numbers up-to-date with the school's office.



Section 6000: Academic Program

Mission Activities5010

Serra students have the opportunity to participate in many outreach activities. These include schoolwide, classroom, and individual participation in service projects such as:

- 5010.1 Monthly food drives
- 5010.2 Advent, Lenten and Catholic School's Week Outreach programs
- 5010.3 Christmas card donations
- 5010.4 Holy Childhood collections
- 5010.5 Emergency relief collections for disasters which may occur

Individual grades may also sponsor additional community activities such as making cards for the elderly, collecting clothing, and sponsoring students and classes from underprivileged schools.

Prayers in School5020

Since this is a Catholic school, the greatest emphasis is placed on providing a religious education for all students. As a school community, we recognize the importance of both formal and informal prayer. Prayers will be said on a regular basis in the classrooms. Choices of the prayers are at the discretion of the teachers, and approval of the Administration.

Prayers for Kindergarten and 1st Grade Students5025

- Sign of the Cross
- Lord's Prayer
- Hail Mary
- Grace before Meals
- A Morning Prayer
- Guardian Angel Prayer

Prayers for 2nd Grade Students5030

- All of the prayers listed above
- Act of Contrition
- Apostle's Creed

Prayers for 3rd Grade Students.....5035

- All of the prayers listed above
- Memorare

Prayers for 4th and 5th Grade Students5040

- All of the prayers listed above
- Angelus
- Prayer to the Holy Spirit



Prayers for 6th, 7th and 8th Grade Students5045

- All of the prayers listed above
- Nicene Creed
- Hail Holy Queen
- Prayer of St. Francis

Christian Service Award5100

Serra Catholic School has established a Christian Service Award Program. Under this program:

- 5100.1 All students in the 3rd through 7th grade are eligible to participate.
- 5100.2 Twenty service hours must be completed in the 8th grade year no later than May 1st in order for a graduate to be eligible recognition at graduation.
- 5100.3 Students in the 6th through 8th grades must complete 20 service hours by May 15th to qualify for the end-of-the-year pin. Students in the 3rd through 5th grades must complete 10 hours by May 15th to qualify for the end-of-the-year recognition.
- 5100.4 All Service Hour Verification Forms (available from the teacher and the Front Office) must be received by the teacher by the deadline in order for students to receive the recognition. Forms returned after the deadline will not be counted towards the service hours for the school year. Recognition will not be awarded after the teacher has turned in the class list of recipients.
- 5100.5 Service hours can be on behalf of the church, community or school and projects must be pre-approved by the student's teacher.
- 5100.6 Although this is a voluntary program, in keeping with the mission of the school and the Church, all students are encouraged to participate.
- 5100.7 Students may not receive any compensation for service hours.

Citizenship Award.....5110

Students in Grades Three through Eight may be recognized for their Christian behavior on a trimester basis.

Details of recognition for students in Grades Three through Five will be published at a later date.

Students in Grades Six through Eight will be recognized if the average of the Responsible Behavior and Work Habits Grade on their weekly Merit Card is 4.9 or above (out of a possible 5.0).

Sacramental Preparation5200

Families of students preparing for the sacraments of First Communion and/or Reconciliation will participate in the Sacramental Preparation Program of their parish.

School Liturgy.....5300

Since religious education is an integral part of a child's growth, the school celebrates monthly Liturgies. Liturgies are planned by staff and ministered by students from various grade levels. Other paraliturgical events are planned on a grade-by-grade basis.

Class Retreats.....5310

Each year, students in Grades One through Eight will have one retreat. Retreats serve to enhance the student's spiritual experience and to expose him/her to new ways of exploring the Catholic faith. Retreats may be held either on campus, at one of our parishes, or other local retreat centers.

Adoration5320

Four times a year, our Pastors will bring the Blessed Sacrament on campus for Adoration. Each Pastor will preside over one Adoration Benediction service per year. All members of the Serra Community are invited to spend time with our Lord.

Prayer Partners5330

Students have an opportunity to share in prayers, liturgical events, sitting together at Mass, and service projects with students from another grade level. Prayer Partner grade levels are announced each fall. Teachers work together to prepare prayerful events for students to participate in (i.e. Prayer Partner Grades Two and Seven). Each student is assigned a student from another level to be their Prayer Partner for an entire school year.

Reconciliation Services.....5340

Serra Catholic School provides two Reconciliation Services for students. Serra invites priests from our four parishes, as well as neighboring parishes for the Sacrament of Reconciliation for students in Grades Three through Eight. Reconciliation Services are scheduled once during the Advent season and once during the Lenten season.



School Theme/Virtue Program5350

Every school year the Serra Catholic School staff develops a theme for the year. Once this theme has been developed, Catholic virtues are picked to help students learn how to following the teachings of Jesus and apply his teachings to their daily life.

Examples of virtues include, but are not limited to, love, compassion, courage, grace, faith and hope.

Sunday Mass Attendance5400

As a Catholic school, we recognize that there is no greater opportunity for parent directed religious education than your presence at Saturday evening/Sunday Mass. It is essential to our mission as Catholic educators, in partnership with parents for the Catholic education of children, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are expected to follow through consistently on this most serious obligation.

Curriculum6010

This may be defined as “all the guided experiences of the child under the direction of the school.” It includes the content of courses of study; it also embraces the development of the whole child in-so-far as this is within the scope of the school. The school will assist the child in forming the right understandings, attitudes, and habits, not only in connection with subject matter areas, but also in each and every school experience.

The school curriculum subject areas at Serra Catholic School include:

- Religion
- Reading (phonics emphasis Grades K through Two and Literature emphasis Grades Three through Eight)
- Composition, Grammar, Spelling and Handwriting
- Mathematics
- Science and Health
- Social Studies and Geography
- Music (Grades JK through Eight)
- Art (Grades JK through Eight)
- Physical Education (Grades JK through Eight)
- Technology (Grades K through Eight)
- Spanish (Grades Six through Eight)

Grading Policy6020

The administration and faculty of Serra Catholic School measure total student performance in: classwork, homework, test performance, class participation, work on special projects. Therefore, written grades will be given so as to keep students and parents/guardians aware of performance. Any matter involving a student’s work or behavior **must** first be taken up with the teacher.

Diocesan Achievement Scale.....6030

For students enrolled in Grades 3 through 8, Serra follows the Diocesan Achievement Code:

A	=95-100%	C	= 73-76%
A-	=90-94%	C-	= 70-72%
B+	=87-89%	D+	= 67-69%
B	=83-86%	D	= 63-66%
B-	=80-82%	D-	= 60-62%
C+	=77-79%	F	= 59% and below

Homework6040

Work planned to meet the needs of the students has an essential place in the educational program at Serra Catholic School. Homework is assigned to:

- reinforce concepts and skills that have been presented in class;
- foster students’ creativity and discipline through enrichment projects or research;
- train the student to work independently and to accept responsibility for completing a task.

Ordinarily, homework is not assigned on weekends



Section 7000: Student Services

unless it is a long term assignment, or very special project that would require additional work time.

Parents are responsible to see that homework assignments, both study and written, are completed, and that written assignments are submitted. Long range research assignments should be carefully planned so as to avoid last minute rush efforts.

If a student is unable to finish the assigned homework, a signature of either parent/guardian on the paper, with an appropriate explanation, will be accepted provided that this is done only for exceptional reasons.

The amount of homework assigned is based on what the average child of the grade can accomplish in the time prescribed:

- Homework for Grades K-2: 30 minutes per day
- Grades 3-5: not more than 1 hour
- Grades 6-8: not more than 1-1/2 hours

A student with an absence of three (3) or more days may request homework from the office. Students absent less than three (3) days are encouraged to get classroom assignments from classmates and homework from the Serra Intranet (Serra Online). Students are responsible for obtaining all missing work from their teacher(s) when returning from an absence. Furthermore, students are responsible for following each teacher's dates for when missed assignments and tests are to be taken.

Testing.....6050

The following tests are administered annually:

Developmental Screening for entrance into Jr. K and Kindergarten

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

- I.T.B.S (Grades 2-8)Fall
- A.C.R.E (Grades 5 and 8)Winter
- High School Placement Test (Optional
.....Last Saturday in January

Other tests are administered as needed to measure the personal growth for each student and to help evaluate programs. Students entering Serra Catholic School will be screened to determine grade placement.

Our standardized testing program follows the direction of the Diocesan Department of Education. Its purpose is to obtain an objective estimate of the child's ability and progress and to see how this achievement compares with national and local norms.

Academic Integrity.....6060

It is imperative that Serra students, as part of their

Christian formation and preparation for higher education, understand and practice academic integrity and honesty. For this reason any form of academic dishonesty will be addressed. Academic plagiarism is the theft or use of others' ideas or writings with or without their knowledge. (Students will be taught how to cite sources in written work when necessary.) Cheating is the use of unauthorized notes, materials or resources on any test, quiz, or homework assignment. Allowing another student to copy from one's test or homework is also considered cheating, as is taking a test for another student. Students are responsible for the appropriate storage of their notes, materials and/or resources during testing periods. Failure to do so will be considered academic dishonesty.

A student involved in any form of academic dishonesty may not receive any academic and/or citizenship awards during the given trimester. Any 7th or 8th Grade student involved in any form of academic dishonesty is automatically disqualified from the Valedictorian and/or Salutatorian Awards.

Reporting Student Progress6070

Progress Reports6075

Formal Progress Reports are sent home for every student mid-way through each trimester. The purpose of these Progress Reports is to advise students and parents of the student's progress, and to allow time for a student to improve as needed.

Parents may also monitor their student's progress through student papers, notebooks, and binders.

Student Learning Assessment

(Formerly referred to as Report Cards).....6080

Student Learning Assessments are issued three times a year in 13 to 15 week increments. Students are graded for academic progress and social growth. Students who have been absent for ten (10) days or longer will not receive their Student Learning Assessment unless all work is made up.

Interpretation of Grades. In Grades Kindergarten through Second, word grades are given in the different areas of study. A key appears on the card to interpret what each represents.

In Grades Three through Eight, letter grades are issued and are interpreted in a key which appears on the card. The most important evaluation is that found in the section dealing with Responsible Behavior and Work Habits/Study Skills. These give a better indication of your child's attitude toward the learning situation provided in school. The teacher takes into consideration the individual ability of the child as indicated in his mental tests,



daily application, and participation in class. The school is trying to report to you the picture of your child with as much accuracy as possible.

Teachers differ, and so do their policies in assigning grades. If you should question your child's grades with respect to his past records, please contact the teacher for an explanation.

A good way to show your interest in your child's educational development is to ask your child to see samples of work from time to time. Your interest will help to support and encourage your child's performance in school, and instill a sense of pride and accomplishment.

Promotion and Re-admittance6090

To be promoted, a student must pass the required competencies for his/her grade level in Math and Language Arts. Students not meeting these scholastic requirements must attend summer school as a condition for advancement to the next grade, or be retained at the same grade level. These promotional decisions will be made in consultation with teachers, parents or guardians, and the administration.

At the end of the school year, students who have exhibited a spirit of cooperation and effort in conduct and studies will receive an invitation to return to Serra's student body for the coming school year. Re-admission is also contingent on Pastoral approval.

Learning Center6100

The Learning Center strives to "educate and develop the unique potential of each student..." (excerpt from the Serra Mission Statement).

The mission of Serra's Learning Center is to address the needs and challenge the abilities of students in Grades One through Five by supporting, extending, and diversifying the application of Serra's core grade level curricula. To attain this goal, the Learning Center utilizes a variety of techniques and materials such as: challenging, self-paced, sequential programs with progressive management systems, cooperative learning techniques, problem solving strategies, manipulatives, and educational games.

The Learning Center serves students through the Personal Academic Challenging Program (PACE). Based upon personal assessment, programs are designed to challenge and meet each student's educational needs.

- 6100.1 Level Education Plan (LEP): students in Grades K through Eight master the basic grade level competencies.
- 6100.2 Modified Education Plan (MEP): helps students in Grades K through Eight reinforce specific academic needs.
- 6100.3 Advanced Education Plan (AEP): challenges students in Grades Two through Eight with

more advanced educational needs.

Academic Recognition6110

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

Honor Roll

88 to 92% Overall Trimester Average6111

At least a B (83%) in both Responsible Behavior and Work Habits/Study Skills, and no D or F in any subject

Principal's Honor Roll

93 to 100% Overall Trimester Average*6112

At least a B (83%) in both Responsible Behavior and Work Habits/Study Skills, and no D or F in any subject

**GPA will be calculated to two (2) decimal points and will not be rounded i.e. A 91.75 will be placed on Honor Roll, not on Principal's Honor Roll.*

Valedictorian and Salutatorian6115

Serra will recognize the Eighth Grade class Valedictorian and Salutatorian based upon the following requirements:

- 6115.1 Students must be enrolled at Serra Catholic School for the entire 7th and 8th Grade school years;
- 6115.2 Students must have completed 20 hours of Christian Service in both the 7th and 8th Grades;
- 6115.3 Students must have participated in one formal, school-sponsored extra-curricular activity in both the 7th and 8th Grades;
- 6115.4 Students must maintain a conduct grade of an A or A- for all trimesters in both the 7th and 8th Grades.
- 6115.5 Students must have participated in the full battery of standardized tests that are endorsed by the Diocese of Orange in both 7th and 8th Grades (I.T.B.S and ACRE); Scores for the standardized tests must be representative of the top 10% of the local student population.
- 6115.6 Students must have attendance records that indicate attendance at school for at least 95% of the scheduled school days in both 7th and 8th Grades. Medical or dental absences are considered excused, but must be authorized by an official note from the physician or dentist.
- 6115.7 Then, the student with the highest cumulative Grade Point Average for the 7th and 8th Grade combined will be named Valedictorian; student with the second highest cumulative Grade Point Average for the 7th and 8th Grade combined will be name Salutatorian.



Section 8000: Discipline, Suspension and Expulsion (Code of Conduct)

Philosophy and Student Learning Expectations8010

Serra Catholic School is steeped in the Gospel values and Catholic tradition, we are a faith community, centered in prayer and modeling for students and one another, what it means to be followers of Jesus. Serra Catholic School is a comprehensive program offering a diverse, inclusive curriculum emphasizing a Catholic faith-filled life and missionary spirit, a life-long love of learning, a reverence for one's own physical being, a positive and realistic self-image, and a willingness to share one's God-given gifts. In order to successfully implement such an expansive educational program, a strong disciplinary component integrating all aspects of the school community is essential. The ultimate goal of the teachers and administration is to actively work with students, parents/guardians, faculty, and administrators to promote personal responsibility and respect for others and maintain a safe, orderly environment considered necessary for the learning process and full participation at Serra Catholic School.

A Serra Student Values:

A Catholic Faith-filled Life and Missionary Spirit by:

- Recognizing God as the center of life
- Developing a prayerful relationship with God
- Demonstrating a commitment to the Church and its teachings
- Choosing to make morally responsible decisions

A Life-long Love of Learning by:

- Exhibiting competency in basic skills
- Building critical thinking, problem solving, goal setting and study skills
- Utilizing technology for learning and communicating
- Recognizing the aesthetic value of the Arts

A Reverence for One's Own Physical Being by:

- Respecting the holiness of the human body
- Maintaining a healthy, balanced lifestyle
- Participating in a variety of physical activities

A Positive and Realistic Self-Image by:

- Humbly recognizing one's own strengths and limitations
- Accepting challenges confidently and competently
- Showing compassion for self

A Willingness to Share One's God-given Gifts by:

- Modeling Catholic values
- Appreciating and accepting cultural, social and scholastic diversity
- Participating in parish, school and community activities
- Caring for Creation

The Serra Catholic School Code of Conduct ensures that all students no matter their strengths or challenges are able to succeed and achieve our School wide Learning Expectations. Serra Catholic School seeks to promote student's moral development, self-discipline, and growth toward maturity and adulthood.

The Principal has the ultimate responsibility to observe and evaluate the relationship between each student and Serra Catholic School, to determine whether or not the student is reaching her/his full potential as a human being, and to ensure the continued safety, quality and integrity of Serra Catholic School. If it is identified that this relationship is not beneficial to serve the student, then the Principal will recommend to the pastor(s) and Diocese withdrawal or expulsion of the student.

It is expected that all Serra Catholic School's students conduct themselves in a manner consistent with the accepted norms of Christian values. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty and staff politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Students are reminded that the same courtesy to faculty and staff should be extended to fellow students.

Student Recognition: Honoring Responsible Behavior and Achievement of our Student Learning Expectations8020

Serra Catholic School is committed to helping our students achieve our Student Learning Expectations (hereafter referred to as SLEs). We believe in the overall recognition of excellent student conduct that supports and allows our students to internalize our SLEs. Our recognition program is designed to help all students feel good about acting responsibly and have the desire to continue to do so, Serra Catholic School is committed to helping our students make good choices and treat people with respect as behaviors that they will exhibit throughout their life. The program below allows all students at Serra to have a chance to be recognized on a regular basis.

Our recognition program includes:

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



- 8020.1 Individual Classroom and grade level reward activities appropriate for the age level of the students.
- 8020.2 Commendation forms for students in grades JK to Eight that all staff can use throughout the campus to recognize and acknowledge good behavior. When a commendation form is given to a student they are to place it in a box in their classroom to be a part of a monthly drawing.
The students names who are drawn will receive a small snack bar treat and recognition in our week SerraDIPITY parental newsletter.
- 8020.3 Monthly drawings for perfect merit cards for students in Grades Three to Eight. The monthly drawings will be done on SerraVision. Students will receive a gift certificate and recognition in our weekly SerraDipity parental newsletter
- 8020.4 Special playground recognition is given when students are helpful and thoughtful. A ticket for a snack bar treat is given immediately by the yard monitors.

Code of Conduct: Maintaining Responsible Behavior and Achievement of our Student Learning Expectations

Academic Dishonesty.....8030

Academic integrity and ethical behavior are expected from all Serra Catholic School students. Academic dishonesty and unethical behavior are contrary and counter-productive to the philosophy and goals of Serra Catholic School. Academic dishonesty includes, but is not limited to:

- 8030.1 Plagiarism - Plagiarism is defined as the theft and use of another's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work.
- 8030.2 Cheating - Cheating is defined as having unauthorized notes, materials, and/or resources of any type (calculators, computers, the help of another student, looking at another paper, answers and/or pertinent information written on any item, etc.) for any exam, quiz, paper, and/or homework assignment. Presenting previously submitted works from other classes as new work is considered cheating. Allowing another student to obtain information from one's own exam, paper, and/or homework is also considered cheating.

- 8030.3 Copying or Borrowing - Copying is using or providing another student's or teacher's written material to complete any assignment/homework.
- 8030.4 Failure to follow a teacher's directions regarding how to complete any assignment, quiz, test, and/or paper may be interpreted as academic dishonesty.

Consequences:

- 8030.5 First Offense and Second Offense - "No Credit" on test/assignment, detention (loss of five merit points), Parent contact.
- 8030.6 Third Offense - "No Credit" on test/assignment, Referral to Administration, Detention (loss of five merit points), Parent conference, student removal from any and all elected or leadership positions, academic honors and recognition for the remainder of the school year.
- 8030.7 Continued Offenses in the area will result in suspension or expulsion.

Cell Phones/Personal Digital Devices.....8040

Students are permitted to possess electronic communication devices on school property and at school-sponsored events. Students are only allowed to use the devices before and after school. It is the student's responsibility to ensure that the device is turned off and safely stored in student's backpack or locker. The school is not responsible for the loss or damage to these devices. When using a cellular telephone after school, the student must advise a teacher or staff member that he or she is using the phone. Please also refer to sections 1690 and 8330.

Consequences:

- 8040.1 First through second offense: Detention (loss of five merit points), confiscation of device until a parent comes to the school to retrieve the device from the Principal's Office.
- 8040.2 Third offense: Detention (loss of five merit points), confiscation of device until a parent comes to retrieve the device, Parent Conference
- 8040.3 Continued Offenses in the area will result in suspension or expulsion.

Computer Use8050

Using school computers is a privilege. The privilege may be revoked permanently for unacceptable conduct/usage. Unacceptable conduct/usage includes, but is not limited to, the following:

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



- 8050.1 Accessing the Internet without following Serra Catholic School use policies.
- 8050.2 Accessing or exploring on-line sites or materials that are inappropriate for school assignments and/or incompatible with school philosophy
- 8050.3 Allowing another unauthorized student to help, coach, observe, and/or join your activity on the Internet.
- 8050.4 Troubleshooting or fixing any software, hardware, or system problem or improving, adding, moving or deleting any programming software, files or other components of a system.
- 8050.5 Using personal computers to electronically publish or receive any material considered inappropriate, offensive, immoral, derogatory, sexist, racist, defamatory, to Serra Catholic School and any or all employees and students, former and present.
- 8050.6 Using the Serra Catholic Network for commercial advertising.
- 8050.7 Using copyrighted material without permission.
- 8050.8 Using the Serra Catholic Network to lobby for votes.
- 8050.9 Students are responsible for the good name of Serra Catholic School.
- 8050.10 Sending a message while using someone else's name as the sender.
- 8050.11 Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- 8050.12 Sending or receiving a message that taunts and/or defames another person, school or organization.
- 8050.13 Harassing or bullying another person or engaging in personal attacks, including prejudicial or discriminatory attacks.
- 8050.14 Using the network to facilitate any illegal activity.
- 8050.15 Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users; and/or material otherwise considered inconsistent and incompatible with the school's philosophy, mission statement, expected school-wide learning expectations, and behavior code.
- 8050.16 Off-campus computer use is the responsibility of the student's parent or guardian to monitor. Any computer-based harassment concerns brought to the attention of the school's admin-

istration will be immediately reported to the parents of all students involved.

Consequences:

- 8050.17 First Offense - Detention (loss of five merit points)
- 8050.18 Second Offense - Detention (loss of five merit points), Parent Contact
- 8050.19 Third Offense - Detention (loss of five merit points), Loss of computer privileges on campus, Parent Conference
- 8050.20 Continued Offenses in the area will result in suspension or expulsion.

Consequences8060

Consequences relative to each topic contained in the Code of Conduct are listed in sequential order immediately following the topic.

The homeroom teacher is the primary contact and facilitator for Student Recognition and Code of Conduct. All merit point inquiries should be directed to the homeroom teacher or the teacher who documents the infraction. Parent contact is normally initiated by the homeroom teacher. The Assistant Principal(s) are the secondary contact for issues beyond the classroom. The Principal oversees the recognition and conduct of the entire school.

Dance Policy8070

The purpose of school hosted dances is to provide Serra Catholic seventh and eighth grade students with an opportunity to learn and practice social responsibility, dance floor etiquette, and manners. (Please refer to the Parent Handbook Section 2030 for Middle School Dance dress code guidelines).

- 8070.1 All student participants will be required to complete, sign, and return a dance contract for each dance that they plan to attend. This contract will also need to be signed by a parent or guardian.
- 8070.2 No extreme dancing will be allowed, such as break dancing, freaking, moshing or any immodest, suggestive, or overly intimate dancing.
- 8070.3 All student participants are to respect the school facility during the dance including the equipment brought to the dance by the disc jockey. Students are to show courtesy to any and all adults working the dance.
- 8070.4 All students are to be met at the gate by their parents or carpool guardian at the designated end time of the event. Students will not be allowed to go to the parking lot unless accompanied by a parent.

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



Consequences:

Students who go beyond the school's idea of appropriate dress and/or behavior will be denied entry/asked to leave the dance and parents will be called to take the students home.

Defiance/Disruptive/Disrespectful Behavior8080

Defiance means flagrant insubordination, disrespect, or disobedience of any school administrator, faculty, staff and/or volunteer by speech, gesture, or in writing. This includes, but is not limited to, refusal to give legal name, to go where directed, to accompany an adult to the Principal or Assistant Principal, to give accurate, truthful information, and/or chronic violations of school regulations (Attendance, Behavior, and/or Dress Codes).

Disruptive behavior includes, but is not limited to, the following items:

- 8080.1 Throwing food
- 8080.2 Some forms of Horseplay – “Piling”, “Red Rover”, “Tripping” (Please also refer to 8160 Harmful Activities as this sometimes is defined as such given the circumstances.)
- 8080.3 Talking/Inappropriate behavior at Mass, assemblies or in the class room
- 8080.4 Profanity
- 8080.5 Verbal abuse (Please also refer to 8150 Harassment as this sometimes is defined as such given the circumstances.)
- 8080.6 Excessive or constant disruptive behavior in class
- 8080.7 Rude language and behavior
- 8080.8 Disrespectful behavior is characterized by having, or showing disrespect; lacking courtesy or rudeness.

Consequences:

- 8080.9 First through Second Offense - Loss of three Merit points
- 8080.10 Third Offense - Detention, Loss of five Merit points and Parent Contact
- 8080.11 Fourth Offense - Detention, Loss of five Merit points, and Parent Conference with Administration and suspension
- 8080.12 Continued Offenses in the area will result in suspension or expulsion.

It is the right and responsibility of the school's administration to recommend Suspension or Withdrawal/Expulsion for extreme or excessive defiant/disruptive/disrespectful behavior violations.

Dismissal Procedures – End of Day.....8085

- 8085.1 Students are to sit in the waiting area designated for their class or grade.

- 8085.2 Students should move to the vehicle when the safety monitors indicate that the area is safe and as soon as they see their car or hear their name over the bull horn.

- 8085.3 Students should not sit, walk, play, etc. on the slope adjacent to the driveway.

- 8085.4 Students will remain within the secured areas of the school grounds until met by a parent, guardian or carpool representative. Please also refer to section 8215.

- 8085.5 Only students who are authorized by a parent or guardian with a formal written consent that is also approved by the school's administration (form provided by the school) may walk to the public transportation benches located on Antonio Parkway. Please direct consent inquiries to the school's administration. Approval of the consent will be determined by the school's administration with consideration of the student's safety and well-being.

- 8085.6 Only students who are authorized by a parent or guardian with a formal written consent that is also approved by the school's administration (form provided by the school) may walk home without adult supervision. Please also refer to section 8215. Please direct consent inquiries to the school's administration. Approval of the consent will be determined by the school's administration with consideration of the student's safety and well-being.

- 8085.7 Student athletes who are required to depart from campus prior to the official dismissal time must report to the Athletic Director prior to leaving campus with their designated and approved parent driver.

Consequences:

- 8085.7 First Offense - Detention (loss of five merit points), Parent Contact
- 8085.7 Second Offense - Detention (loss of five merit points), Parent Conference with Administration, possible suspension
- 8085.8 Continued Offenses in the area will result in suspension or expulsion.

Expulsion

Please refer to Withdrawal - Section 8500.

Fighting8090

Fighting is defined as assault or battery, or any threat of force (written or verbal) or violence directed toward anyone. This applies to all parties involved in the incident regardless of intent.

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



Consequences:

- 8090.1 First Offense - Detention, Loss of five Merit points, and Parent Contact
- 8090.2 Second Offense - Detention, Loss of five Merit points, and Parent Conference with Administration and suspension
- 8090.3 Continued Offenses in the area will result in suspension or expulsion.

Extra-curricular Activities.....8100

Extra-curricular activities including but not limited to Student Council, Art classes, Dance classes, After-School Athletic Program, Middle School Choir, Hand Bell Ensemble, "Serra Singers", Academic Decathlon, etc. will follow the Code of Conduct guidelines outlined herein. In addition, the Serra Catholic School After-School Athletic Program Handbook and the Parochial Athletic League Handbook outline the policies and expectations for this program. (Please refer to the Serra Catholic After-School Athletic Handbook and the Parochial Athletic League Handbook).

Alarms/Fire Safety Systems.....8110

Any student, who sets, tampers with, or damages a fire alarm and or any other component of the fire safety system will be subject to appropriate fines and cost of damages.

Forgery.....8120

No student shall intentionally falsify pertinent information or the signatures of any adult parent/guardian, faculty, or administrator on any document for any reason. This includes, but is not limited to, merit cards, tests, assignments, permission slips, student assessments, etc.

Consequences:

- 8120.1 First Offense and Second Offense- Detention (loss of five merit points), Parent Contact
- 8120.2 Third Offense - Detention (Loss of five merit points), Parent Conference with Administration
- 8120.3 Continued Offenses in the area will result in suspension or expulsion.

General School Rules for Common Areas...8125

The following rules are posted throughout the campus and students are expected to follow them at all times. Each grade level, within certain guidelines, establishes classroom rules and consequences dealing with the issues of discipline appropriate at each grade level.

In addition to all previously stated rules, the following rules are general rules all students are expected to follow in common areas:

8125.1 General Rules

- 8125.1.1 Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the school grounds at any time. Please also refer to Section 8140.
- 8125.1.2 Students may not leave the school grounds at any time during the school day without written permission and clearance from the School Office. Please also refer to Section 8215.
- 8125.1.3 Students may not climb over fences or in trees or go into construction areas.
- 8125.1.4 Students are not allowed in the classroom at any time unless the teacher is present (California Education Code). Please also refer to Section 8215.
- 8125.1.5 All students will be responsible for the protection and preservation of school property and for the good of others.
- 8125.1.6 Public show of affection is not appropriate on school grounds and will not be permitted. Please also refer to Section 8190.

8125.2 MEC/PEB Stairway Rules

- 8125.2.1 Hold handrail at all times
- 8125.2.2 Stay to the right
- 8125.2.3 No running on stairs
- 8125.2.4 No playing on the stairs

8125.3 MEC/PEB Hallway Rules

- 8125.3.1 Quiet/ "inside" voices in the halls
- 8125.3.2 Always WALK in hallways
- 8125.3.3 Students are to be supervised in the hallways

8125.4 MEC Courtyard Rules

- 8125.4.1 Speak quietly
- 8125.4.2 Always WALK on the sidewalks between buildings.
- 8125.4.3 No running, playing or "hanging out" between buildings
- 8125.4.4 Avoid throwing balls against the walls and windows of the MEC and covered porticos/walkway windows.

8125.5 All Student Restrooms

- 8125.5.1 Flush toilet.
- 8125.5.2 Wash hands.
- 8125.5.3 No playing or "hanging out" in the restrooms.

8125.6 Middle School Restrooms

- 8125.6.1 No more than two girls allowed in the middle school girl's restrooms and no more than two boys allowed in the boy's middle school restroom at a time.
- 8125.6.2 If the maximum number of students is in the restroom, students must wait outside until one student leaves before entering the restroom.

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



- 8125.6.3 Sign-in and sign-out registers will be maintained by a yard supervisor during recess and lunch times.
- 8125.6.4 Sign-in and sign-out registers will be maintained in each classroom during instructional time for restroom use.
- 8125.6.5 Only restrooms located on the ground floor may be used during recess and lunch times. Students will not have access to second floor restrooms.
- 8125.6.6 If a student is found using restrooms other than those designated for recess and lunch use, they will be considered "Out of Bounds" and the code of conduct consequences will apply. Please refer to section 8215.

8125.7 SAC – Student Activities Center

- 8125.6.1 No food or drinks with the exception of water bottles are permitted in the SAC.
- 8125.6.2 Students may not play or jump on the bleachers.

General Rules and Procedures for Playground Areas8126

In addition to the rules already stated, the following rules are to be followed during outside snack and lunch periods:

8126.1 Black Top and Grass Area Rules

- 8126.1.1 No food on the blacktop.
- 8126.1.2 No running between courts.
- 8126.1.3 No food on grass areas.
- 8126.1.4 Students are to respect others and follow the direction of the yard supervisors and parent volunteers.
- 8126.1.5 Students may not play, walk, roll, etc. on the slope adjacent to the interior road.
- 8126.1.6 Students are to observe school rules when using play equipment. Play equipment may not be used to purposely cause harm to others.
- 8126.1.7 Students may not go outside the playground perimeter (over the fence) for game balls at any time.
- 8126.1.8 Rules for individual games are posted and can be found in the Yard Supervisor binder.

8126.2 Snack Bar Rules

- 8126.2.1 Stand in single file line.
- 8126.2.2 Limit order to three items.
- 8216.2.3 Eat purchased snacks at the tables designated for the grade level.
- 8126.2.4 Be respectful of the parent volunteers who are working in the snack bar and the students who are waiting in line.

- 8126.2.5 Use manners when addressing the parent volunteers and yard supervisors.

8126.3 Snack and Lunch Table Rules

- 8126.3.1 Sit at assigned tables
- 8216.3.2 Raise hand to be dismissed
- 8126.3.3 Clean area before leaving
- 8126.3.4 No running, no throwing food or trash
- 8126.3.5 Use manners when addressing the parent volunteers and yard supervisors.

8126.4 End of Recess or Lunch Procedures - Middle School Education Complex

- 8126.4.1 Students are to gather in the middle school lunch area immediately at the sound of the yard monitor's whistle blown twice.
- 8126.4.2 Form a single file line in the area designated for each class.
- 8126.4.3 Walk up outside stairs of the MEC when supervised by classroom teachers only.

8126.5 End of Recess or Lunch Procedures - Primary Education Building

- 8126.5.1 Line up quietly at sound of the whistle blown twice.
- 8126.5.2 Form single file line on the road with class as assigned.
- 8126.5.3 Do not hang on fence.
- 8126.5.4 Walk up stairs quietly escorted by teachers.

8126.6 Junior Kindergarten, Kindergarten and First and Second Grade Playground Rules

- 8126.6.1 No climbing up slides/No pushing on slide. Children may only go down slide sitting.
- 8126.6.2 No swinging or hanging in open area of structure.
- 8126.6.3 No throwing sand in the kindergarten area.
- 8126.6.4 No water in sandbox in the kindergarten area.
- 8126.6.5 No running around structure.
- 8126.6.6 Jump ropes for jumping only.
- 8126.6.7 Toys must be put away at the end of the recess by students.

Consequences:

- 8126.7.1 First Offense: A verbal warning is given to the student.
- 8126.7.2 Second Offense: A written warning is given.
- 8126.7.3 Third Offense: 5-minute time-out at lunch tables is given for not following the rules and the teacher is given written notice.
- 8126.7.4 Fourth Offense: 5-minute time-out, teacher is given written notice and teacher contacts parents.
- 8126.7.5 Further offenses in the area will result in suspension or expulsion.

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



Good Reputation of the School8130

Students are expected always to be courteous and to demonstrate respect for all persons and property. Students are responsible for the good name of Serra Catholic School. Actions on or off campus that can detrimentally impact the school's reputation can result in disciplinary consequences, including withdrawal/expulsion from Serra Catholic School. Any student who brings discredit to himself/herself and/or Serra Catholic School through any unlawful or unethical activity in or outside school is subject to immediate expulsion, since it is contrary to the Philosophy and Mission of Catholic education.

Unlawful/unethical activity specifically includes, but is not limited to: membership, involvement, or association with a group or gang that engages in violence, harassment, or intimidation of others; use or sale of illegal substances; theft; possession of a weapon; use of print, visual, or electronic media for purposes of harassment, etc.

The wearing of gang paraphernalia, use of gang signs, symbols or graffiti will be considered as evidence of gang association.

Consequences:

- 8130.1 First Offense - Detention (Loss of five Merit points), Parent Conference with Administration, Behavioral Contract/Probation, possible involvement of the local law enforcement authorities
- 8130.2 Continued Offenses in the area will result in suspension or expulsion.

Gum.....8140

Inappropriate disposal of gum has caused many challenges for our custodial staff and damage our property. This inconvenience and disregard for the school's campus will be avoided with the ban on gum for all students. No student shall chew gum on the school campus or place gum on any surface at school.

Consequences:

- 8140.1 First through third offense: Detention (loss of five Merit Points)
- 8140.2 Continued offenses will result in a Detention (loss of five Merit points) and parent contact.

Harassment.....8150

Serra Catholic School maintains a strict policy prohibiting all forms of harassment, including sexual. Harassment in any form, including verbal, physical, visual, or by use of the Internet toward any; individual, student, faculty, or staff member is prohibited. No student shall knowingly or intentionally by speech, action, gesture, or in writing address another person in such a way that could be inter-

preted as demeaning, derogatory, harmful, or hateful based upon the person's gender, race, ethnic background, religious orientation, or any other personal characteristic. These activities have no positive attributes and are not permitted as they threaten the safe environment for all students. Often in these cases the aggressor will claim that he or she was only "joking" or "playing" however, the school will pursue action relative to the victim's "perception" rather than the aggressor's reported "intent". Harassment can be done in a face-to-face setting or over electronic media.

Consequences:

- 8150.1 First Offense - Loss of five Merit points, Parent Conference with Administration, Suspension, and based upon the nature and seriousness of the incident as defined by the school's administration can also include: Behavioral Contract/Probation, Letter of Apology, denial of specific privileges, counseling requirements, and involvement of the local law enforcement authorities.
- 8150.2 Continued Offenses in the area will result in long-term suspension or withdrawal/expulsion and intervention by local law enforcement.

Harmful Activities8160

Activities that take place on the school's campus or during an extracurricular activity that could cause harm to another human being are a threat to the safe environment of all students and serious injury can result. These activities have no positive attributes and are not permitted. Often in these cases the aggressor will claim that he or she was only "joking" or "playing" however, the school will pursue action relative to the victim's "perception" rather than the aggressor's reported "intent".

In cases where harmful activities have taken place and are observed or reported, an incident report and supporting documentation will be taken by the health room. If a parent or guardian becomes aware of an otherwise unreported incident of harmful activity, the school's administration should be notified immediately and an incident report will be taken as soon as possible (in the case where the school is closed at the time, the incident report will be taken as soon as the school re-opens). Please also refer to 8410a.

Harmful activities include, but are not limited to, the following items:

- 8160.1 "Five-starring"
- 8160.2 "Table-topping"
- 8160.3 "Dead-legging"
- 8160.4 Dodge ball above the waist

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



- 8160.5 Biting another student
- 8160.6 Some forms of "horseplay"

Consequences:

- 8160.6 First Offense -Loss of five Merit points, Parent Conference with Administration, and Suspension
- 8080.12 Continued Offenses in the area will result in a long-term Suspension and required counseling or Expulsion.

Homework8170

Please refer to the Parent Handbook Section 6040 for guidelines. Students who depart from campus prior to the regular dismissal due to participation in Serra After-school Athletic programs, clubs, or other school activities are responsible for obtaining class work and homework that will be missed. Students who present late homework/projects or fail to submit homework/projects will be subject to consequences as outlined in the grade level handbook addendum.

Immoral Conduct8180

Immoral conduct includes without any limitation any speech, gesture, written word, or action (including immodest or inappropriate fashion choices) which is contrary and /or counterproductive to the goals and philosophy of Serra Catholic School and Christian decency. See Profanity in section 8080.

Consequences:

- 8180.1 First Offense and Second Offense- Detention (Loss of five Merit points), Parent Contact
- 8180.2 Third Offense - Detention (Loss of five merit points), Required Counseling, Parent Conference with Administration
- 8180.3 Continued Offenses in the area will result in suspension or expulsion.

Inappropriate Public Displays of Affection8190

Inappropriate displays of public affection shall not take place on school property or at any school sponsored activity. Behaviors which are not appropriate for public places make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Examples of inappropriate displays of affection include, but may not be limited to kissing, sitting on laps, excessive body contact or any highly sexual or suggestive behavior with a member of the same or opposite sex.

Consequences:

- 8190.1 First Offense and Second Offense- Detention (Loss of five Merit points), Parent Contact
- 8190.2 Third Offense - Detention (Loss of five merit points), Parent Conference with

Administration

- 8190.3 Continued Offenses in the area will result in suspension or expulsion.

Littering8200

No student shall willfully place litter of any kind (paper, cans, wrappers, gum, food, etc.) on the ground, on a table, or any place other than a trashcan or recycling bin of some kind.

Consequences:

- 8200.1 First offense through Third offense: Loss of two merit points
- 8200.2 Fourth and above: Detention (Loss of five merit points)

Lockers.....8205

It is the right and responsibility of Serra Catholic to conduct periodic and unannounced locker inspections. These inspections can be conducted without prior notice for the student or parental consent. The campus (lockers, classrooms, and student backpacks) may be searched for contraband items such as alcohol, illegal substances, substances that are legal but not permitted to be carried on campus by a student including prescription drugs, herbal supplements, and energy drinks, and weapons.

- 8205.1 Student textbook lockers are assigned to all students in Grades Six to Eight and athletic lockers are assigned to students in Grades Five to Eight who participate in school sports.
- 8205.2 Lockers are the property of Serra Catholic. Student use of a locker is a privilege.
- 8205.3 Students may not change lockers with other student without permission in writing from the school's administration.
- 8205.4 Any item or materials found in a locker are considered the property of the student to who the locker is assigned. Students are strongly urged not to share the locker combination or key with other students.
- 8205.5 Lockers are inaccessible to students when the school is closed.
- 8205.6 The school is not responsible for lost or stolen items.
- 8205.7 Any damage or vandalism to a locker is the responsibility of the student to whom the locker is assigned. Stickers or writing are not permitted in or on lockers.
- 8205.8 Abuse of lockers will result in loss of locker privileges and fine to cover the cost of the damage repair.
- 8205.9 Lockers must always be neat and in useable condition. If problems should arise with the locker, report it immediately to the Assistant

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



- Principal Grades Five to Eight (or the Athletic Director for a sports locker).
- 8205.10 Tampering with another student’s locker is prohibited.
 - 8205.11 Lockers must be cleared out and cleaned out at the end of the school year. Serra Catholic is not responsible for items left after the last day of school. Items left will be given to charity or disposed of immediately.
 - 8205.12 Athletic Lockers/Team Rooms - Students who are eligible and registered in full to play on one of the school’s athletic teams will be issued a locker to use for the duration of the season. The purpose of this locker is to enable the student to store his or her athletic equipment during the school day. The team rooms will be supervised during the morning arrival time from 7:15 to 7:30 a.m. and again at dismissal from 2:35 to 3:00 p.m. (12:10 to 12:45 p.m.) during the athletic seasons. Throughout the school day these rooms will be locked and will be unavailable to students.

Lying and/or Misrepresentation of the Truth.....8210

No student shall intentionally present false information to or mislead, either directly or by omission of information, any agent of Serra Catholic School (faculty, staff, administration) or parent volunteer.

Consequences:

- 8210.1 First Offense and Second Offense- Detention (loss of five Merit points), Parent Contact
- 8210.2 Third Offense - Detention (Loss of five merit points), Parent Conference with Administration
- 8210.3 Continued Offenses in the area will result in suspension or expulsion.

Out of Bounds.....8215

Students will be required to remain within the designated boundaries while on campus.

- 8215.1 Gates and fencing serve to secure the campus and these boundaries are to be observed by all students during the school day. Students may not access the drop-off areas in front of the MEC and PEB or any driveways, parking lots, or gate openings while on campus without being supervised by an adult.
- 8215.2 In the middle school and primary buildings, the restrooms located on the second floor will be available only when class is in session or extra-curricular activities are taking place. The restrooms located on the second floor of the

- 8215.3 middle school wings are designated for student use specifically by grade. During recess, lunch, and after school the second floor restrooms in the middle school buildings will be out of bounds. Likewise, the classrooms and locker areas are only accessible during supervised arrival and dismissal times and instructional time. These areas are considered out of bounds prior to the supervised opening of classrooms in the morning, during recess and lunch, and after the supervised school dismissal.
- 8215.4 Team rooms and athletic lockers are available to students only during the designated arrival and dismissal times and are considered out of bounds at all other times. The purpose of this policy is to maintain constant supervision of students and to ensure a safe environment for all students.
- 8215.5 The reception area near the school office and the concrete staircase leading from the reception area are designated for adult use only and students are not permitted in this area exclusive of when they are arriving late with a parent/guardian or being dismissed early with a parent/guardian.
- 8215.6 The grass area adjacent to the Administration Buildings and the middle school lunch quad is designated as a prayer and reflection area (future site of the Serra Chapel) and is out of bounds for student play. This area is only available for use during prayer services and parent/student rosaries.

Consequences:

- 8215.7 First Offense and Second Offense – Detention (loss of five Merit points) and possible parent conference due to the nature of the offense and the threat it presents to student safety.
- 8215.8 Continued Offenses in this area will result in a Parent Conference with Administration and possible suspension or expulsion.

Possession of Fireworks/Explosives.....8220

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

Consequences:

In addition, the student will be responsible for the cost

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



of repair or replacement of any property damaged by the explosion or fire associated with said devices and/or materials.

- 8220.1 First Offense - Detention (loss of five merit points), Parent Contact
- 8220.2 Second Offense - Detention (Loss of five Merit points), Parent Conference with Administration
- 8220.3 Continued Offenses in the area will result in suspension or expulsion.

Prohibited Items8230

To ensure the safety of students, their freedom from distraction, and the safety of the items themselves, the following items are not permitted on campus: skateboards (also, roller blades, skates), iPods, laser pointers, and hand held games, chains, pepper spray, and /or mace. Students are advised that Serra Catholic School is not liable for valuable personal property and students bring such property to school at their own risk. Pagers and phones that are deemed a distraction to the learning environment may be confiscated.

Consequences:

- 8230.1 First Offense - Detention (loss of five merit points), Parent Contact
- 8230.2 Second Offense - Detention (Loss of five merit points), Parent Conference with Administration
- 8230.3 Continued Offenses in the area will result in suspension or expulsion.

Reporting Student Information to Other Educational Institutions8240

When a student applies to and is admitted to another educational institution it is required that Serra Catholic send the student's official school record to the new school. However, release of this record will only take place when the school has received a signed authorization from the student's parent. The official school record/student's cumulative file includes: standardized assessment results, student learning assessments, immunization records, and disciplinary documentation resultant from any suspension or expulsion. Please refer to sections 1910 and 1915 also.

Sanctions8250

If the school's administration deems it necessary, sanctions may be placed on a student to modify behavior. Any student who acts in extreme or chronic violation of a school rule or regulation shall incur sanctions in addition to regular school consequences. All sanctions are determined by the school's administration.

Sanctions include forfeiting the right to attend and or

participate in one or more school activities. Examples of such activities include: dances, class activities, extra-curricular activities, and trips.

Sent Out of Class8310

Students sent from class for disciplinary reasons will report to the Assistant Principal's Office.

Consequences:

- 8310.1 Students removed from a class for disciplinary reasons will be required to meet with the Assistant Principal. Specific consequences relative to the behavior will be determined.

Substance Abuse/Possession8320

It is illegal for any student to use, furnish, possess, sell or be under the influence of alcohol, tobacco products, drugs, any controlled substance, any designer drugs (i.e., GHB, Ketamine, Special K, MDMA/Ecstasy, Pohypnol/Roofies, steroids), and/or any drug paraphernalia at any time, including at school or during any school function.

Consequences:

- 8320.1 First Offense - Parent Conference with Administration, Offenses in the area will result in suspension or expulsion. In addition, local law enforcement officials shall be notified where it is deemed necessary.

Student Property8330

Serra Catholic or its agents are not responsible for lost or stolen property belonging to a student. Students bring items to school at their own risk. Illegal items and or any items not appropriate to the school environment will be confiscated and may not be returned. Articles of clothing should be worn on the student's person or should be secured within his/her locker or cubby. All valuables (including cellular telephones), books, and lunches should be secured within the student's locker or cubby. (Please refer to Lockers 8205 regarding keeping locker combinations secure). Students should not leave valuables, clothing, books, and lunches unattended on campus. Loss of books should be reported immediately to the Assistant Principal. Please also refer to Section 1690.

Suspension8400

Suspension from school is not an ordinary punishment and may only be given by the principal of the school or her designee with consultation. It will be used when other corrective measures have failed or a serious offense has been committed. When a student is suspended, the parents will be notified of the suspension and the reasons for this consequence. A student may be placed on suspension for serious misconduct, on campus or off campus

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



during school-related activities or for continued misconduct after having been placed on probation.

Acts constituting good cause for suspension (or expulsion) include but are not limited to:

- 8400.1 Actions gravely detrimental to the moral and spiritual welfare of the other students
- 8400.2 Incurable or disruptive behavior which impedes the progress of the rest of the class
- 8400.3 Habitual or persistent violation of school regulations
- 8400.4 Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school-related activities
- 8400.5 Leaving the school grounds at any time during the school day without permission
- 8400.6 Use, sale, distribution or possession of narcotics, or alcoholic beverages
- 8400.7 Malicious damage or destruction of real or personal property at school
- 8400.8 Theft, extortion, arson
- 8400.9 Habitual truancy
- 8400.10 Hazing
- 8400.11 Harassment
- 8400.12 Possession of a firearm, knife, or any other items which could be used as a weapon.
- 8400.13 Actions regardless of intent that result in the physical injury of another student.
- 8400.14 Failure to satisfy the improvement conditions established in a behavioral and or academic probation contract.

Official suspension from school may assume various forms depending upon the circumstances.

- 8400.15 The student may attend class but lose the right to participate in any school activity on or off campus.
- 8400.16 The student may be suspended from a particular class and be required to report to an office or alternate classroom on campus during that time as designated by Administration.
- 8400.17 The student may receive an in-school suspension. This form of suspension requires a student to attend school but refrain from attending his or her regular classes. The student will receive all class work and homework, as well as additional assignments as required and will complete these assignments in an office or an alternate classroom as assigned by Administration. Lunch and break times will also be spent in the office or alternate classroom designated by Administration. It will be the responsibility of the student to ensure that

all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.

- 8400.18 The student may receive an at-home suspension whereby they are sent home for the entire period of suspension. The student will receive all class work and homework, as well as additional assignments as required and will complete these assignments at home. It will be the responsibility of the student to ensure that all completed work is turned into the appropriate teacher(s) upon their return to the classroom. Tests and quizzes missed on the day(s) designated for an in-house suspension will be made up during the regular test make-up period after school or at the discretion of the teacher.

Specific procedures for suspension include:

- 8400.19 The student shall be given oral or written notice of the charges (suspension acknowledgement) against him or her, and a fair opportunity to present his or her side of the story.
- 8400.20 The gravity of the suspension requires that notice be given to the parents/guardians by telephone, or other appropriate methods within a reasonable time, followed by written documentation which can include a letter or notation on the student's merit card.
- 8400.21 A conference with the parents/guardians, student, and appropriate school staff may be arranged.
- 8400.22 In the case of an at-home suspension, a letter of suspension/parent acknowledgment form will be prepared and will be signed by the parents/guardians and the student and the principal. On this form, the exact length of the suspension period shall be specified and the reason for the suspension clearly noted. This acknowledgement will remain in the student's cumulative file.
- 8400.23 The principal or her designee is required to maintain dated documentation of the facts, and of the parent/guardian conference.
- 8400.24 In each case where a student earns a suspension there will also be a loss of five merit points for that grading period or week.

In "emergency" situations constituting a clear and present danger to the lives, safety, or health of stu-

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



dents or school personnel, suspension may be imposed without a prior conference. In this case, notice to parents/guardians must follow within twenty-four hours. A suspension must be approved by the principal.

8400.25 Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion or a recommended transfer for continued or repeated misconduct must be clearly stated to the student and parents/guardians.

8400.26 The length of the suspension is left to the discretion of the principal in accordance with the nature of the conduct and all circumstances.

8400.27 To the extent that such opportunity can be reasonably provided, a suspended student has the right to make up all assignments and tests missed during the period of suspension, and upon satisfactory completion, to be given full credit.

The following excerpt is taken from the California Education Code and will be the criteria used at Serra Catholic School for suspension and expulsion:

Suspension and Expulsion:

General Guidelines8410

Suspension from school is not an ordinary punishment and may only be given by the Principal of the school. It will be used when other corrective measures have failed or a serious offense has been committed. When a student is suspended, the parents will be notified of the suspension and the reasons for this disciplinary measure. The following excerpt is taken from the California Education Code and will be the criteria used at Serra Catholic School for suspension and expulsion:

A pupil may not be suspended from school or recommended for expulsion unless the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented

the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault Code or committed a sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the principal or occurring within any other school district.
- q. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - 1. While on school grounds.
 - 2. While going to or coming from school.
 - 3. During the lunch period whether on or off the campus.
 - 4. During, or while going to or coming from, a school sponsored activity.
- r. A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section.
(California Education Code Section 48900 (a) through (r))

Tardiness8420

It is the responsibility of the parent, guardian, or carpool driver to ensure that students arrive on campus at a time that permits them to be in their classroom by 7:40 a.m. Students who are not in their classroom by 7:50 a.m. are

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



tardy and must be accompanied into the Front Office by the person driving the child to school. The adult must sign the student into the school. A student who is tardy must present the teacher with a written excuse signed by his/her parent or guardian stating the reason for the tardiness.

Any student who is tardy in excess of thirty minutes each of four days or more in one school year is truant and can be reported to the attendance office of the local public school district.

Theft8430

Theft is defined as taking and/or possessing property without permission or knowledge of the owner. Property is defined as anything that belongs to another person or the school. Knowingly receiving stolen property is a violation of school rules. This includes food items that are taken and consumed from another student's lunch.

Consequences:

In addition to the following consequences, the student will be required to pay for replacement of item.

- 8430.1 First Offense - Detention (loss of five merit points), Parent Contact
- 8430.2 Second Offense - Detention (Loss of five Merit points), Parent Conference with Administration
- 8430.3 Continued Offenses in the area will result in suspension or expulsion.

Truancy8440

Truancy is defined as "unexcused absence" from school without the knowledge and consent of a parent/guardian and proper Serra Catholic representatives, for part or all of any school day. Failure to clear (provide verification for excuse or absence) an absence within 24 hours will result in consequences for an unexcused absence.

Period Truancy – Period Truancy is defined as being absent from any class period for 15 minutes or more without appropriate notification.

Full Day Truancy – Full Day Truancy is defined as being absent from school for a full day without appropriate notification.

Consequences:

- 8440.1 The consequences will be determined by the Principal. Depending upon the nature and seriousness of the incident, the consequences may include, but are not limited to, the following: Detention (Loss of five Merit Points), parent conference with administration, suspension, probation, possible withdrawal/expulsion. Schoolwork, assignments, and/or tests missed because of a period or full day truancy may not be made up by the student.

Vandalism.....8450

No student shall willfully cut, deface, or otherwise damage property, real or personal, belonging to the school or any member of the school community. This includes, but is not limited to, writing in textbooks and on desks, counters, table tops spray painting, graffiti, placing gum on any surface, including the floor, placing stickers on any surface anywhere on campus. Vandalism includes any damage to public or private property.

Consequences:

In addition to the following consequences, the student will be required to pay for replacement of item.

- 8450.1 First Offense - Detention (loss of five merit points), Parent Contact
- 8450.2 Second Offense - Detention (Loss of five Merit points), Parent Conference with Administration
- 8450.3 Continued Offenses in the area will result in suspension or expulsion.

Weapons8460

It is illegal for any student to possess or use weapons or any material that can be used as a weapon at any time, including at school or any school function. Any item considered a weapon by law enforcement agencies is also considered such by Serra Catholic School. Facsimile weapons (plastic guns and knives, water guns, wooden, plastic or metal models of guns or knives) of any kind are considered weapons.

Consequences:

- 8460.1 First Offense - Parent Conference with Administration, Offenses in the area will result in suspension or expulsion. In addition, local law enforcement officials shall be notified where it is deemed necessary.
- 8460.2 Continued Offenses will result in student expulsion from the school and involvement of the local law enforcement authorities.

Withdrawal or Expulsion8500

Withdrawal or expulsion from school is not an ordinary punishment and may only be given by the principal after consultation with the pastors. It will be used when other corrective measures have failed or a serious offense has been committed.

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

- 8500.1 A conference with the students, parents, principal, teacher and pastor (when needed) must be held to discuss the situation in its entirety

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



-
- before final action is decided upon;
 - 8500.2 Every attempt must be made by the principal or her designate to rectify the problem;
 - 8500.3 The Superintendent is to be notified within 24 hours after the action becomes final;
 - 8500.4 A written record of the steps leading to expulsion will be maintained.

The principal may determine that a student's speech, gesture, writing, and/or behavior (extreme and /or chronic violation of school regulations and/or procedures) has indicated sufficiently an inability or lack of desire to remain a student at Serra. In such a case, the principal will recommend the student's withdrawal/expulsion.

The final decision to expel a student rests with the principal and pastor(s). The following specific guidelines will be followed.

- 8500.5 Full credit shall be given for all work accomplished by the student prior to the time of expulsion.
- 8500.6 Only in exceptional cases will expulsion be allowed when the student is in the eighth grade and has been enrolled in the school for three or more years.
- 8500.7 Expulsion or recommended transfers may be made only at the end of a trimester except for serious reasons.

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

- 8500.8 Actions gravely detrimental to the moral and spiritual welfare of the other students
- 8500.9 Incurable or disruptive behavior which impedes the progress of the rest of the class
- 8500.10 Habitual or persistent violation of school regulations
- 8500.11 Assault, battery, or any other threat of force or violence directed toward any school personnel, students, or other persons on school property or during school-related activities
- 8500.12 Leaving the school grounds at any time during the school day without permission
- 8500.13 Use, sale, distribution or possession of narcotics, or alcoholic beverages
- 8500.14 Malicious damage or destruction of real or personal property at school
- 8500.15 Theft, extortion, arson
- 8500.16 Habitual truancy
- 8500.17 Hazing
- 8500.18 Harassment
- 8500.19 Possession of a firearm, knife, or any other items which could be used as a weapon.
- 8500.20 Actions regardless of intent that result in the physical injury of another student.

- 8500.21 Failure to satisfy the improvement conditions established in a behavioral and or academic probation contract.

Note: Consequences for students in Grades JK through Two may vary depending on the situation/circumstance.



Section 9000: Extended Care Program

Physical Education Program6120

All students in grades Jr. K through 8 are required to participate in the physical education program. If there is a medical reason for non-participation, a written notice from a doctor to this effect must be given to the homeroom teacher. The following rules will apply to the P.E. program:

- 6120.1 Students are expected to be present for roll call at each class session.
- 6120.2 All classes will commence with warm-up exercises, and the time will be determined by the instructor.
- 6120.3 Students with a medical exemption are to present a written statement from a physician, stating that such activity would be injurious to the individual's health.
- 6120.4 Students with written excuse are required to attend class and complete the required academic work.
- 6120.5 Students who have been absent due to flu, colds, or other illnesses will be exempt if the parent sends a written note requesting such exemption.
- 6120.6 Students are to be in the proper attire on the scheduled days for P.E. Failure to comply will mean that the student will have to forego the class for that day — this, in turn will mean a lower grade on the Student Learning Assessment.
- 6120.7 Students who are absent are still responsible for information given during that class.

After School Sports Program7010

Students enrolled in Grades 5 through 8 may participate in the After School Sports Program. The athletic program is aimed at promoting physical fitness, team spirit and wholesome recreation.

All students who wish to participate in any of the sports programs must sign an Athletic Contract each season. In signing the contract (please see Appendix for sample), the student, homeroom teacher, Athletic Director, and parent acknowledge that the student meets all eligibility requirements and agrees to the school's attendance and conduct and responsibility policies. **Failure to comply with any of the requirements and/or policies will lead to suspension or expulsion from the team. Students, parents and coaches are expected to exhibit Christian sportsmanship at all practices and games. This include respecting the rules of fields and gyms at other schools. Athletes and coaches may be suspended or expelled from games due to untoward actions with officials.** As representatives of Serra Catholic School, students, parents and coaches may receive consequences for irresponsible behavior when off campus at the discretion of the administration of the school.

Parents/guardians are encouraged to attend the games, support the coaches, help with transportation, and cooperate in seeing that clean uniforms are worn and that they are **promptly returned to the school after the last game of the season. A \$100 assessment may apply if uniform is not returned promptly.**

Boys' sports consist of: football, basketball, and volleyball. Girls' sports consist of: volleyball, basketball and softball. Co-ed soccer teams are also offered. The coaches arrange the practices. Games and tournaments are arranged by the Athletic Directors.

A league fee is charged for each sport. In case of financial hardship, please notify the Athletic Director. All forms and the league fee must be given to the coach before the first game may be played.

Sports Teams.....7015

As clarification for the development of the Serra Sports Program, please note the following:

- 7015.1 The number of teams the school fields for each sport depends on the number of parents who volunteer as coaches and availability of facilities.
- 7015.2 Qualifying students who are placed on a team will be broken down by grade level. Students in Grades 5 and 6 will be placed on B level teams. Students in Grades 7 and 8 will be placed on A level teams.



- 7015.3 Per league rules, B level teams are divided equally.
- 7015.4 If a second A level team is fielded, the teams will be divided into an advanced team and a second team. The teams will not be divided equally. The teams will play an equal number of games, but may not be in the same tournaments or divisions.
- 7015.5 Tryouts for teams will be held for all teams. Players will be evaluated by all coaches and then the coaches will pick their squads. Any student may be cut and special consideration will not be given to 8th graders (A Team) or 6th graders (B Team).
- 7015.6 Playing time on all levels must be earned by athletes by working hard in practice and having advanced skills.
 - Students who are placed on a B level team must play in every game. It is recommended that each athlete play at least one quarter (time varies depending on the sport).
 - Students who are placed on an A level team are not guaranteed any playing time.
- 7015.7 The school's A level teams offers a very competitive program. This is not a recreation league or PE program where all athletes will play equal amounts. The school's goal is to ready students for high school competitive sports and to win league and playoff championships as to distinguish the school as having a superior athletic program.
- 7015.8 Parochial Athletic League (PAL) Handbooks are available via e-mail through the Athletic Directors.

Cheerleading.....7020

Girls in the Grades 5 through 8 may participate on the cheerleading squad. A faculty advisor supervises the squad. The students are responsible for the choice and funding of the uniform. Cheerleaders are required to attend the year's athletic events, and to host "Pep Rallies" at the school.

Psychological Services.....7030

Serra offers Psychological Services as part of the school's mission to meet the unique needs of each student. Psychological Services is staffed by a licensed psychologist, and offers consultation, assessment, and counseling services (subject to scheduling availability).

The services offered through Serra's Psychological Services are entirely optional. Families are free to seek help elsewhere (e.g., from professionals in the community and/or the public school system if the child qualifies) without prejudice.

Consultation Services7035

Consultation Services include such functions as working with teachers to develop strategies to enhance learning for a particular child, including:

- a. Meeting with parents to discuss concerns and design and implement solutions.
- b. Classroom and playground observations.
- c. Group educational experiences (e.g., understanding differences, learning about the emotional impact of teasing, etc.)

There is no fee for consultation services.

Assessment Services7040

Assessment Services are offered to help understand a child's strengths and needs in one or more areas of functioning. Examples include evaluation of intellectual ability, academic achievement, neuropsychological/cognitive skills, and behavioral and emotional functioning.

Provision of this service requires informed consent from the child's parents. Serra charges a reasonable fee for in-depth assessment services.

Counseling Services7045

Counseling Services are available when children need to talk to someone about their feelings and the events of their lives. These services are intended to be short-term (typically up to 8 sessions) and solution focused.

Examples of counseling goals include improving behavioral control, developing social skills, reducing uncomfortable emotions, and enhancing self-esteem. Provision of this service requires informed consent from the child's parents. There is no fee for counseling services.

Hot Lunch.....7050

Serra currently has two hot lunch programs. Hot lunches can be purchased directly through the Great American Lunch Box for students Monday through Thursday. The lunches must be pre-ordered directly through the Lunch Box.

As a fundraiser for after school sports program, In-n-Out Burger will bring a truck on campus on full-day Fridays. Order forms will be sent home in the weekly envelope on Thursday and must be returned with payment by the date indicated on the form. All payments must be made by **check** to the School. Late orders will **not** be accepted. Do not send your child to school to buy a lunch from In-n-Out without pre-ordering the lunch first. The school will only order enough food for the orders which were received by the deadline date.



Student Council7060

The Student Council organizes student activities at Serra Catholic School. It is made up of elected offices of Grades Seven and Eight. The organization acts as a liaison between the students and the administration and coordinates many school activities. Student Council elections are held annually in the spring. Interested candidates and a parent or guardian are required to attend the Information Meeting prior to elections in the spring.

Qualifications

- 7060.1 Students must be in the 7th or 8th Grade while in office. Note: President must be in the 8th Grade while in office.
- 7060.2 Conduct grades for the first and second trimesters, and the first half of the third trimester must average to a B (83% or higher).
- 7060.3 Students must have been in good academic standing for the year prior to the election. Note: Candidates seeking the Office of Treasurer must have at least a B average (83%) in Math for the year prior to the election.
- 7060.4 Students must have attended the school for one year prior to the election.
- 7060.5 **Removal from Office:** Student Council Officers may be removed from office for failure to meet the qualifications, failure to fulfill the duties of the office, unexcused absences, or behavior inappropriate for a Serra School leader. This decision will be made by the Student Council moderator(s).

School Pictures.....7070

Each year an approved studio takes pictures of all the students in the school. Parents or guardians are given an opportunity to purchase these pictures if they wish to do so. No obligation is attached to this offer. Package prices, prepared by the studio, are sent in advance to all families.

Supplementary Insurance7080

All students in parochial and diocesan schools participate in the diocesan student accident insurance programs. This insurance provides benefits for students injured at school, on the playgrounds, while participating in athletic contests, and while directly going to or coming from school sponsored activities. The insurance forms are available at the school office.

Statement of Philosophy9010

Serra Catholic School's Extended Care Program will support and supplement the family by providing quality care. The program activities are designed to enhance the spiritual, social, emotional, physical, cognitive and creative development in children. Our qualified staff is dedicated to providing a safe and nurturing environment for children.

The Extended Care Program will be guided by the philosophy of Serra Catholic School.

Purpose9020

The purpose of the Extended Care Program is to provide students with supervision before and after school in a safe and nurturing environment.

Objectives9030

The objectives for this program are:

- 9030.1 To provide an extended program in a Christian environment.
- 9030.2 To create a family bond between children of different age and cultural backgrounds and grade levels.
- 9030.3 To provide quiet time for the completion of homework assignments. The staff will assist children with homework.
- 9030.4 To offer a variety of activities that enhance the school curriculum.

Admission Requirements9040

Serra Catholic School's Extended Care Program will provide service for those students who attend Serra Catholic School. In addition, 15% of students enrolled in the Extended Care Program may be from schools other than Serra.

Registration and Emergency Forms9050

An Emergency Information Form must be on file for each student attending the Extended Care Program. This form must always be updated with current information. A Consent For Treatment must also be on file.

Hours of Operation9060

Serra Catholic School's Extended Care Program is a before and after school program. It will operate as follows:

- Morning hours:* 6:30 a.m. to 7:30 a.m. for all students
- Minimum day hours*
- 12:00 p.m. to 6:00 p.m. (JK and Kindergarten)
- 12:30 to 6:00 p.m. (1st through 8th Grades)
- Regular afternoon hours:* 2:30 to 6:00 p.m.

A fee of \$10.00 per child for each 15 minute increment or fraction of 15 minutes will be charged if the staff is kept after 6:00 p.m. The fee is due and payable at the time of pick-up. If the staff is kept waiting past 6:00 p.m., these procedures will be followed: