



2021-22 Parent-Student Handbook

St. Junipero Serra Catholic School

Mr. Tim Tolzda..... Sr. Principal

Mrs. Carol Reiss..... Principal, Lower School (PS-4)

Mrs. Julie Radzai..... Principal, Upper School (5-8)

Mrs. Ellen Burrola..... Assistant Principal (Preschool – Grade 4)

Ms. Elaina Stokes..... Assistant Principal (Grade 5 - 8)

Lead Pastor..... Reverend Angelos Sebastian, St. Kilian Parish

Pastor..... Reverend Duy Le, San Francisco Solano Parish

Pastor..... Reverend Thomas Paul K. Naval, Santiago de Compostela Parish

Pastor..... Reverend Michael St. Paul, Holy Trinity Parish

School Chaplain..... Reverend Jim Dunning

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100. SCHOOL CHARISM, VISION and MISSION STATEMENTS, PHILOSOPHY, and SCHOOLWIDE LEARNING EXPECTATIONS

101. Charism

Inspiring a deep faith, innovative mind, and caring heart through Christ...Siempre Adelante.

102. Vision Statement

Motivated by the teachings of Saint Junipero Serra, we prepare our students to live their Catholic faith as servant leaders of Christ. Guided by the Holy Spirit, St. Junipero Serra students are encouraged to develop their God-given gifts and talents to meet the challenges of this ever-changing world.

103. Mission Statement

Rooted in the Catholic faith, evangelical vision and spirit, the community of St. Junipero Serra Catholic School welcomes families from the parishes of Holy Trinity, San Francisco Solano, Santiago de Compostela, and St. Kilian, and surrounding communities. Inspired by the gospel values and in a Christ-centered environment, we provide a nourishing community for students to develop their seeds of faith and gifts to live as true disciples and servants of Christ. Our academic programs promote student success through a challenging and diverse curriculum meeting the varied learning needs and unique potential of the whole child.

104. Philosophy

Steeped in the Gospel values and the Catholic tradition, we are a faith community centered in prayer and, as followers of Jesus Christ, we strive to be models of respect, love, responsibility, and integrity to our students and the community at large. St. Junipero Serra Catholic School is dedicated to teaching students to live in accordance with the spiritual, moral and ethical principles exemplified in the life of Christ. We extend our Diocesan mission and work in partnership with parents to provide each student with an inclusive and rigorous Catholic education. We educate our students to meet the spiritual, academic, and moral challenges of the future by providing opportunities to develop the Catholic values and critical thinking skills that will be the basis for future advantages in ethical decision-making, academic growth, and personal development.

105. Schoolwide Learning Expectations

Catholic Christ-Centered Life that Serves God and Others:

- Actively participates in the Catholic Church and sacramental life
- Develops prayer as a conversation with Christ each day
- Finds joy in helping and serving others
- Lives and grows as a Disciple of Christ

An Engaged and Active Life-long Learner:

- Develops effective listening, speaking, and writing skills
- Contributes to group work through collaboration
- Builds problem-solving, goal-setting, and risk-taking skills
- Practices multiple ways to creatively solve a problem
- Appropriately uses technology for learning and communicating

A Respect and Reverence for Human Dignity and Diversity:

- Learns to make Christ-like choices in words and actions
- Communicates respectfully and compassionately
- Appreciates and accepts each person's differences
- Applies gospel values to varied cultural matters

A Passion to Share and Lead with One's God-given Gifts:

- Develops an awareness and appreciation for one's God-given gifts
- Uses talents and time to give back to the church and greater community
- Shows courage and humility in taking initiative to share one's gifts with others
- Shares God-given gifts to fulfill the corporal works of mercy

200. SCHOOL GOVERNANCE

201. Administration

The *Administrative Leadership Team* is composed of the Sr. Principal, two Principals (Lower TK-4) and (Upper School 5-8), Director of Business and Financial Operations, and Lead Pastor (Rector) who acts as the overall administrator of the school and represents the four Pastors of our affiliated parishes.

202. Consultative School Board (CSB)

The Consultative School Board's essential purpose is to assist administration in the formulation of general school policies, finances, development, marketing, long-range planning, fundraising as part of the long-range plan (endowments, etc.) public relations and other assigned areas. This committee meets quarterly and is made up of parents and staff members. The CSB is made up of the following committees:

- Advancement Committee: aids in the development of the school to ensure its future success and availability to all Catholic families in the community
- Curriculum Committee: assists the Principals in the drafting and implementation of various policies pertaining to the school's curriculum and academic standards
- Facilities Committee: assists in developing and monitoring a maintenance and improvement plan for the buildings and grounds
- Finance Committee: assists and advises in matters relating to financial needs of the school, including the preparation and monitoring of the annual budget and recommendations regarding all expenditures
- Marketing/Admissions/ Communications: advises on all matters pertaining to the school's external marketing and communications to its various stakeholders.
- Parent-Teacher Organization: serves as a supportive body representing all St. Junipero Serra Catholic School parents/guardians and teachers (for a full description of its function, please refer to Section 1302).
- Mission/Faith: assists with the school's relationship with its 4 parishes
- Technology Committee: assists in the assessment, procurement, installation and maintenance of technology on campus.
- Strategic Planning Committee: provide short-range and long-range direction to the CSB

300. CATHOLIC IDENTITY/FAITH FORMATION

St. Junipero Serra Catholic School serves as a ministry of Holy Trinity, San Francisco Solano, Santiago de Compostela, and St. Kilian Parishes helping our students, families and each other grow closer to Jesus Christ.

301. School Liturgy

Students in Kindergarten through Eighth Grade gather for monthly Liturgies. Liturgies are planned by our faculty and students from various grade levels. Preschool and Transitional Kindergarten students participate in prayer services.

302. Prayers in School

St. Junipero Serra Catholic School places great emphasis on a variety of prayer opportunities. As a school community, both formal and informal prayers are recited on a regular basis.

303. School Theme/Virtue Program

Every school year, St. Junipero Serra Catholic School develops a theme. The annual theme is virtue based and reflective of the current spiritual growth needs of the St. Serra community and our Catholic Faith throughout the world.

304. Sacramental Preparation

Families of St. Serra students preparing for the Sacraments of First Communion and/or Reconciliation participate in the Sacramental Preparation Program at their respective parish. There is a celebratory mass at St. Junipero Serra in the month of May after both sacraments are received at their parish.

305. Outreach Activities

St. Serra Students have the opportunity to participate in various outreach activities throughout the year.

306. Class Retreats

Each year, our students in Grades one through eight participate in a Spiritual Retreat to enhance their spiritual experience and to expose them to new ways of exploring the Catholic faith.

307. Reconciliation Services

The Sacrament of Reconciliation is provided to our students in grades three through eight twice a year during Advent and Lent seasons.

308. Christian Service Award

In keeping with the spirit of service, St. Serra has a Christian Service Program for students in 7th and 8th grades. Participation in the program is not mandatory, but is strongly encouraged. Students that earn 20 or more service hours at the conclusion of 8th grade, will receive recognition.

400. GENERAL POLICIES

401. Safe Environment

In order to ensure that St. Serra is a safe environment for students, all parents/guardians and family members who wish to volunteer or drive with any of our students, in any capacity, are required to complete the following steps:

1. Be fingerprinted through the Diocese of Orange and receive clearance to volunteer based on fingerprint results. Fingerprinting completed through a Diocese other than the

Diocese of Orange or another organization is not sufficient. All paperwork can be found on the St. Serra website [here](#).

2. Complete online Safe Environment Training. This safety program is offered online at www.shieldthevulnerable.org. A certificate of completion is issued at the end of the training. The certificate must be brought to the School Office as proof of training. This training must be completed every three years.
3. Acknowledge receipt of the Diocese of Orange Policy Against Sexual Misconduct.
 - The three requirements above are mandated by the Diocese of Orange.
 - Volunteers who wish to work in the Preschool must meet some additional requirements.

401.1 Field Trip Volunteer Guidelines

- Only parents/guardians who have been confirmed by the teacher to be drivers or chaperones may accompany the class on a field trip.
- For safety and liability reasons, siblings are not allowed to attend field trips.
- To minimize disruption and distraction on the field trip, please do not show up at the trip location unless you have been instructed to do so by the teacher.

401.2 Volunteer Driver Responsibilities

When transporting students on school-sponsored trips/activities all parents/guardians must adhere to the following Diocesan directives:

- Drivers must be at least 25 years of age.
- Drivers must have a current, valid, unrestricted driver's license and a copy must be given to the School Office to keep on file prior to the field trip.
- Drivers must carry liability insurance on the vehicle that is being used to transport the students. (Minimum Bodily Injury Liability coverage must be \$100,000 for each individual and \$300,000 for each occurrence.) Copies of the insurance must also be on file in the School Office prior to the field trip.
- One seat belt must be provided for each occupant of the vehicle. Additionally, students under 8 years of age or weighing less than 80 pounds, must ride in a booster seat.
- For liability reasons, drivers may only transport students directly to and from the scheduled destination – they may not make any unscheduled stops.
- Drivers are asked to exercise "reasonable care" for the students in their charge. Specifically, in order to minimize distractions drivers are asked to refrain from playing the radio or any videos and to not use their cell phone, even if using Bluetooth.

402. Child Abuse Reporting Obligations

In accordance with Diocesan policy and California law, school staff is obligated, under penalty of law, to report the "reasonable suspicion" of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters.

The clear intent of the law, based on the seriousness of the crimes above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child. Once reasonable suspicion is established, school staff members do not have any legal alternative except to make the report to the proper authorities for their investigation and review.

500. ACADEMIC PROGRAM

501. Curriculum

The school curriculum is standards-based and aligned to the standards of the Diocese of Orange, Common Core State Standards, Next Generation Science Standards, and The National Standards for Effective Catholic Elementary Schools.

The subject areas for all grades include:

- Religion
- English Language Arts (Includes Composition, Spelling, Vocabulary, Phonics, Grammar, and Literacy)
- Mathematics
- Science
- Social Studies/History and Geography
- Music
- Art
- Physical Education and Health
- Spanish (Grades 7 and 8)
- Technology

502. Field Trips

Students in Kindergarten through Grade 8 may participate in off-campus curricular-related field trips.

503. Homework

Homework includes studying for tests, practicing skills and other assignments, including missed classwork. Students in Grades 1-8 use Canvas Dashboard to access homework assignments.

504. Homework (during Absence)

It is the student's responsibility to obtain all missing work from the teacher(s) when he/she returns to school. In cases of long-term illness, the parent/guardian should contact the teacher to discuss a plan to assist the student in work completion. Students may not be given assignments ahead of time.

505. Homework Club

This fee-based program is for students in Grades 1-8 who are challenged by completing their homework in a timely manner. Homework Club will provide a structured, small class-size environment, enabling students to complete their assignments by the due date. Please see the school website for registration and more information.

506. Testing

The Math and Reading Renaissance STAR Standardized Assessments are given throughout the year to students in Kindergarten - Grade 8. Students entering Kindergarten are given a developmental screening assessment.

507. Class Placement for Language Arts and Mathematics Courses

The Language Arts and Mathematics courses in Grades 1-8 are leveled by ability grouping. The initial placement for fall classes is completed in the spring using a rubric that includes student learning assessment scores, Renaissance STAR standardized assessment scores, post test scores, other skills mastery assessments, and professional input from the education team.

508. Reporting Student Progress

508.1 Student Learning Assessments

Student Learning Assessments (Report Cards) are issued at the end of each trimester.

508.2 Grading Policy

Students will be assessed using both formative and summative instruments. Final grades for core classes will be determined by the following:

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

508.3 Diocesan Achievement Grading Scale

Transitional Kindergarten and Kindergarten

S = Successful

E = Emerging

Grade 1-2

O = Outstanding, 90% and above

S = Successful, 70 – 89.99%

E = Emerging, 69.99% and below

Grades 3-8

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% -50%

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

- 4 = Highly Proficient
- 3 = Proficient
- 2 = Emerging
- 1 = Deficient

508.4 Academic Probationary Status

Due to poor performance, students may be placed on Academic Probation. A meeting will take place with the student, parents, teachers and school administrator.

508.5 Promotion

Students must pass the required competencies for his/her grade level in Math and Language Arts to be promoted to the next grade level. In the event that a student fails to meet these requirements, decisions will be made in consultation with teachers, parents/guardians and the administration.

509. Academic Recognition

Students in Grades 5-8 are eligible for academic recognition through the Honor Roll and Principal's Honor Roll. The standards required for placement in each category are as follows:

- *Honor Roll*
 - 89 to 93.99% Overall Trimester Average in the five core classes (Religion, Math, ELA, Science and Social Studies)
- *Principal's Honor Roll*
 - 94 to 100% Overall Trimester Average in the five core classes (Religion, Math, ELA, Science and Social Studies)

509.1 Valedictorian and Salutatorian

The Eighth Grade class Valedictorian and Salutatorian will be determined by students' cumulative grade point averages in seventh and eighth grade, as well as the requirements below. The student with the highest cumulative grade point average will be named Valedictorian and the second highest cumulative grade point average will be named Salutatorian.

- Students must be enrolled at St. Junipero Serra Catholic School for the entire Seventh and Eighth Grade school years.

- Students must have participated in one formal, school-sponsored extracurricular activity during Seventh and Eighth Grades.
- Students must maintain good conduct and attend class on a regular basis.

510. Parent/Teacher/Student Conferences

Conferences with the teacher are conducted during the conclusion of the first trimester for all parents/guardians to discuss their student's progress. In Grades 3-8, the student is required to participate. Additional parent-teacher communications are encouraged any time a parent/guardian or teacher recognizes a need.

511. Psychological Services

Our clinical psychologist offers consultation, assessment, individualized learning plans, and counseling services (subject to scheduling availability).

600. ADMISSIONS

601. Admission to St. Junipero Serra Catholic School

Preference in admission shall be given to practicing members of our four Catholic Parish communities: Holy Trinity, San Francisco Solano, Santiago de Compostela and St. Kilian and siblings of currently enrolled students. Admission is also given to students of other denominations.

602. Application Process

All students (except Preschool and Grade 8) will be automatically enrolled for the following school year unless Admissions is notified.

The new student application process in FACTS includes the requirement of a **Report of Health Exam** and a copy of the child's Immunization Record.

603. Probationary Period

All students accepted for enrollment 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. You will be informed by the Principal if the school is unable to meet the unique requirements for your child.

604. Student Learning Support Program

Recognizing that a Catholic School education should be available to all who desire it, we strive to accept all students for whom an appropriate program can be designed and implemented. The goal of our Student Learning Support Program is to create the most

appropriate learning environment which will allow students to have success in all areas of the curriculum.

605. Voluntary Withdrawal

Should it be necessary to withdraw your child(ren), a 30-day written advance notice must be given to Admissions at admissions@serraschool.org. Parents are expected to continue to pay all outstanding charges for the 30 days after notification of withdrawal.

The Withdrawal Notification form is available from the Admissions Office and should be completed as soon as possible. Contact admissions@serraschool.org for the form.

All school property must be returned to the school **on or before** your child(ren)'s last day. If items are not returned, your account will be charged for any missing items.

700. ATTENDANCE

701. Absences

Parents/guardians must notify the school by 9:00 a.m. if a student will be absent from school. Messages may be left at ext. 299 stating the child's name, homeroom teacher and reason for absence. If a child has been diagnosed as having a contagious disease, (e.g. COVID-19, chicken pox, strep, "pink eye", etc.), parents/guardians are required to notify the Health Room (ext. 105) so that precautions can be taken and exposure notifications can be sent home via email. If your child is showing any signs of illness such as a fever over 99.6°, vomiting, skin rash, etc., he/she may not return to school for 24 hours after all symptoms have disappeared.

702. Morning Tardiness

It is the responsibility of the parent/guardian 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 7:40 a.m. are tardy and must obtain a Campus Pass from the School Office.

703. Medical or Dental Appointments

Medical and dental appointments should be arranged after school whenever possible. If it is necessary that the appointment take place during the school day, the child must be signed out by a parent/guardian at the School Office and signed in upon return.

800. BEHAVIOR and DISCIPLINE

Code of Christian Conduct: Students and Parents

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 expressed 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 expressed 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.

In order to promote self-discipline, the following is a list of expectations and responsibilities for which each will be held accountable at school and at any school function:

1. Treat others with courtesy and respect.
2. Show respect for all people regardless of race, ethnicity, physical and mental disability, gender, sexual orientation, age, socioeconomic background, or religious and political affiliation.
3. Think before you speak or write.
4. Show respect for the property of others.
5. Show respect for the environment by maintaining the cleanliness of the building and surrounding campus.
6. Help maintain a positive learning atmosphere in the classroom with appropriate behavior and language.
7. Be responsible for honest and ethical behavior in academic pursuits.
8. Promote the safety and well-being of all students.
9. Accept responsibility for all personal actions.

801. Consequences for Noncompliance

Students who do not comply with school rules and policies are subject to school discipline. **Not all infractions can be included in this document.** Administration will determine appropriate consequences for behavior not addressed below.

802. Infractions

Consequences for a violation of the Code of Conduct may include loss of merit points, no credit on assignments, detention, conflict resolution meetings, parent/guardian contact, and are all at

the discretion of the administration. It is the right and responsibility of the school's administration to recommend suspension or withdrawal/expulsion for extreme or excessive violations. Repeated offenses may result in probation or suspension.

1. Misconduct: disruption or noncompliance of behavioral expectations.
2. Use of profanity.
3. Inappropriate displays of affection.
4. Unapproved absences or tardiness.
5. Noncompliance with dress code.
6. Use of chewing gum.
7. Insubordination: an act of defiance or disrespect toward a staff member; failure to comply with a directive.
8. Physical assault/fighting.
9. Possession of a weapon, explosives, or any other potentially dangerous instrument including, but not limited to, knives and pepper spray.
10. Setting a fire.
11. Selling, distributing, or intention to sell or distribute any illegal substance.
12. Vandalism of the school, school property, or personal property. Students and their parent(s) or guardian(s) shall be liable for all damage to the school equipment or property.
13. Setting off the fire alarm.
14. Being under the influence or in possession of any illegal substances (alcohol or other drugs). Possession of any drug or drug paraphernalia.
15. Theft of school property or personal property.
16. Harassment, intimidation, or bullying
17. Written or verbal statements that threaten harm, danger, or violence towards another person or property. This may require the completion of a psychological evaluation and conference to consider the return to school.
18. Abusive language.
19. Repeated behavioral referrals.
20. Truancy (skipping school).
21. Leaving school premises without permission.
22. Use or possession of tobacco products. Any vaping device will be regarded as an illegal substance and treated as such.
23. Possession of drug paraphernalia.

24. Signature forgery, fraud, or impersonating another.
25. Conduct that would reflect adversely on SJSC or the Catholic Church.
26. Involvement in any criminal activity such as theft, drug use, or distribution
27. Any behavior the school determines to be contrary to its vision and mission.

After a suspension, a student may be placed on probation and on a contract with specifications for continued attendance. Students who are suspended will not be allowed to attend classes until a formal meeting with the student, parent(s) or guardian(s), and administration. Students who are dismissed or suspended are not allowed to be on campus or be at any school functions.

In order to promote a safe environment and maintain its reputation, the school reserves the right to address behavior and impose consequences for students' actions that occur off campus or outside of school. Actions that are contradictory to the school's vision, mission, and SLEs will be grounds for disciplinary action including dismissal from school.

803. Harassment and Bullying

The school is committed to providing an educational environment that is free of all forms of harassment, intimidation, and bullying, including cyber bullying. Disrespect or behavior that creates an unsafe educational environment will have disciplinary consequences.

Harassment is unwanted nonverbal, verbal, written, graphic, or physical behavior directed at an individual or group on the basis of race, ethnicity, physical and mental disability, gender, sexual orientation, and religious and political affiliation, or unwelcome behavior of a sexual nature.

Harassment is illegal when:

1. The behavior is unwanted and/or unwelcome.
2. The behavior causes harm or is severe in nature.
3. The behavior is repeated, pervasive, or persistent.

Bullying is a form of violence; aggressive behavior that is intentional.

Bullying usually includes repeated attacks or intimidation with the intention to cause fear, distress, or harm that is either:

1. Physical (hitting or punching)
2. Verbal (name calling, teasing)
3. Psychological (rumors, social exclusion, relational aggression).

Harassment, intimidation, or bullying is defined as an act that:

1. Substantially interferes with a students' educational benefits, opportunities or performance.
2. Takes place on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation.

Has the effect of:

1. Physically harming a student or damaging a student's property.

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
3. Creating a hostile educational environment, including interfering with the psychological well-being of a student.

Inappropriate student interactions could be:

1. Bullying and harassment, including physical, verbal, nonverbal, and/or relational.
2. Intimidation including physical, verbal, nonverbal, and relational.
3. Hazing including initiation rituals.
4. Sexual behaviors including using sexual language, inappropriate touching, and/or sexting. Sexting is sending, receiving, or being in possession of sexually explicit or sexually suggestive images or video via a cell phone or computer.
5. Cyber bullying including the use of any electronic communication device to harass, intimidate, and/or bully. Cyber bullying is the use of technology to harass, humiliate, or threaten someone. Any individual found to be in violation of the anti-harassment policy will be subject to disciplinary actions. Any person who retaliates will be subject to further disciplinary actions.

804. Cell Phones/Personal Digital Devices

Students are permitted to possess electronic communication devices on school property. However, students are only allowed to use the devices before, during, or after school, with approval from a faculty or staff member. The school is not responsible for the loss or damage to these devices.

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

805. Inappropriate Public Displays of Affection

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

806. Academic Integrity

Academic integrity and honesty are expected from all students. Academic dishonesty includes, but is not limited to:

- Plagiarism (i.e. use of other's ideas or writings without citing the source)
- Cheating (i.e. attempting to deceive or be dishonest by trickery)
- Copying or Borrowing (i.e. allowing a student to copy from one's test or homework)

807. Anti-Hate and Anti-Racism Policy

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

808. Extra-Curricular Activities

When participating in extra-curricular activities, it is expected that students follow the Code of Conduct guidelines contained above in Section 800. In addition, please also refer to the St. Junipero Serra Catholic School After- School Athletic Program Handbook and the Parochial Athletic League Handbook, which outline the policies and expectations for the After-School Athletic program.

809. Lockers/Search

It is the right of St. Junipero Serra Catholic School to conduct periodic and unannounced locker inspections. These inspections can be conducted without prior notice for the student or parental consent.

810. Interpretation of Behavior Policy

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

900. DAILY SCHEDULE

Regular Day

7:10 - 7:40 a.m. – Student Arrival
7:40 a.m. – School begins TK – Grade 8
8:00 a.m. – Preschool begins
11:15 a.m. – Preschool Dismissal
2:00 p.m. – TK - Grade 2 Dismissal
2:40 p.m. – Grades 3-8 Dismissal

Minimum Day Dismissal

11:30 a.m. – Preschool - Grade 2 Dismissal

12:10 p.m. – Grades 3-8 Dismissal.

Students arriving before 7:10 a.m. must be checked into the Preschool Extended Care or the Regular Extended Care program. Both open at 6:30 a.m. Students (TK-8) who come to school after 7:45 a.m. must report to the school office for a late slip. Students who are not picked up by 3:05 p.m. will be checked into the Extended Care program.

1000. TRAFFIC DROP-OFF AND PICK-UP PROCEDURES

All families participate in our morning drop-off and afternoon pick-up traffic procedures. At the beginning of each school year, families will be provided with our traffic procedures.

1001. Walking to and from School

A student may walk to and from school with prior approval. A student [Walking Waiver and Release form](#) must be filled out, signed by a parent/guardian and be approved every year for any student who wishes to leave campus unaccompanied by their parent/guardian. For the form to be approved, students must be walking to either the bus stop on Antonio Parkway (bus route number must be provided) or to a home/office that is located within 1.5 miles of the school (address must be provided).

1002. Parking

On Campus:

Parking is extremely limited on campus. Parents/guardians and visitors to campus may park in the parking spaces marked as “Visitor”. There will occasionally be days when an orange cone is placed in a visitor’s parking space to reserve that space for a special visiting guest. Please respect the “no parking” cone(s) when in space(s).

There are “VIP Parking” spaces on campus which are designated with a personalized sign. These spaces have been purchased or won at one of the school’s fundraising events, or have been assigned to a parent/guardian volunteer chairing one of our major events. Please do not park in any of these spaces at any time, including evenings and weekends.

Neighborhood Parking:

The surrounding neighborhood, Cabrillo Vista, located to the north of the school on Avenida de las Banderas, has a City of RSM Parking Permit Program which is in effect on school days from 7:00 a.m. to 9:00 a.m. and 2:00 p.m. to 4:00 p.m. Vehicles parked in this neighborhood without a valid City-issued permit will be ticketed. Periodically, the school does receive an exemption to the parking permit program and families will be notified via the weekly electronic *St. Serra Sunday News* bulletin on when it is permissible to park on El Vado and Galisteo streets.

At no time is parking allowed in the Memorial Care Health Facility lot or the housing complex on La Ventana to the south of the school.

In order to maintain a cordial relationship with all the surrounding communities, we ask that you follow all traffic procedures, traffic laws, and parking restrictions to lessen the disruption to our neighbors.

1100. EXTENDED CARE PROGRAM

1101. Purpose

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

1102. Admission Requirements

The Extended Care Program will provide service for those students who attend St. Junipero Serra Catholic School on school days only.

1103. Hours of Operation

The Extended Care Program hours are from 6:30 a.m. until 7:10 am before school and then from school dismissal time until 6:00 p.m.

Please note the program is not available when the school is closed, including holidays and summer. Extended Care is open when St. Serra is in session. Prior notice will be communicated in the St. Serra Sunday News of any other closure days.

TK - Grade 2 students with siblings in Grades 3-8 will be supervised by the TK-8 Extended Care staff free of charge until they are picked up with their older siblings at the Grades 3-8 pick-up time.

Further information about the Extended Care Program may be obtained on the school website

1200. HEALTH, SAFETY, and WELLNESS

1201. Accidents, Illness and Injury

An Emergency Information and Authorization to Release Student form is a part of the admissions process. It is important that all emergency information is up to date throughout the year. It is the responsibility for parents to make changes through FACTS.

Depending on the nature of the emergency that has occurred, any or all of the following steps will be taken:

- Calling 911 (if necessary)
- Parent/guardian/emergency contact list

1202. Immunization

All students must be in compliance with current immunization requirements as mandated by the State of California. SJSC must have current medical records for each of its students. Whenever the student has received any immunization(s) or if there is additional information that should be listed on the health card, please contact the Health Room. Preschool students' information must go to the preschool office.

1203. Health Screening Program

Students in Kindergarten, Grades 1, 3, and 7 receive a vision and hearing screening assessment and girls in Grade 7 and boys in Grade 8 receive scoliosis screening. These screenings are conducted by an outside vendor. Results of the testing are sent home to the parents/guardians with a copy recorded in the student's Cumulative Health Record.

1204. Lice Policy

Students who have been exposed to lice should notify the Health Room immediately. If one or more lice or nits (lice eggs) are discovered in a student's hair, the parent/guardian will be notified and they will be required to pick up the child immediately. A student must be clear of all lice and nits (including shells from hatched eggs) before returning to class. Once the student has been cleared, he/she must be examined in the Health Room prior to going to homeroom/classroom.

1205. Medication at School

No medications (prescription or over-the-counter) shall be given to students by the school without written physician and parent/guardian consent. Any medication brought to school must be in the original container with the child's name and dosage to be administered. Students are not permitted to keep medications, vitamins, herbal supplements, or energy drinks in their locker, their backpack, or on their person. The consent forms for Medication Administration Authorization are available in the Health Room Office or preschool office.

1206. Student Insurance

A Student Accident Insurance Program is in place to cover all students attending a Diocese of Orange school. This program covers the students while attending school or school sponsored activities and while being transported directly to and from school or school sponsored activities. Any accident must be reported to the school as soon as possible. It is the responsibility of the parent/guardian to fill out the claim form. The insurance claim forms are available from the School Office.

1207. Emergency Drills/Procedures

The school has detailed plans for responding to emergency situations such as fires, earthquakes, outside threats, etc., in place. All staff have CPR and First Aid training as

required by the Diocese. We have emergency rations kits for all students and staff which contain food and water along with medical equipment and supplies, should the need arise where it is necessary for the staff and students to remain on campus in the event of a disaster.

In any disaster, the campus will be secured. No child will be allowed to leave the campus until the child is properly signed out by a parent/guardian or other adult listed on the Emergency Contacts list in the school's student information system, FACTS. Parents must make sure this list is accurate and up to date.

We have devised a procedure which will help to keep student checkout during an emergency done in an orderly and safe manner. There will be a "Request" Station and a "Release" Station set up in a safe and secure location. Once a parent/guardian or authorized adult arrives on campus to pick up the student, they will be directed to follow procedures.

1208. Parent Teacher Organization (PTO)

The PTO serves as a supportive body representing all parents/guardians and teachers, offering relevant and cooperative assistance to the school through non-fundraising and fundraising events.

All activities of the PTO shall be conducted in accordance with the general policies adopted by the school. All activities of the PTO shall be communicated to the appropriate Administration representative and approved by the Sr. Principal.

1300. PARENT/GUARDIAN – SCHOOL COMMUNICATIONS

1301. Guidelines

The school strives to keep the lines of communication between parents/guardians and our staff open for the best educational and learning environment for our students. To ensure your questions and/or concerns are addressed in a thorough and timely manner, we have established the following guidelines as to who to address your communications:

- *For academic/classroom related issues*, first contact the teacher. If further discussion is required after communication with the teacher, parents/guardians may then contact the appropriate Principal.
 - *So as to not interrupt valuable class instruction time and to allow the teacher appropriate time to prepare for a constructive meeting, parents/guardians who wish to confer with teachers must do so by appointment only. No parent/guardian may visit a classroom during school hours unless provisions for this have been made through the teacher and/or Principal.*
- *For non-academic issues*, first contact the Director of the applicable area that the issue pertains to. If further action is required, contact the Senior Principal.

1302. St. Serra Sunday News

- **Sent out electronically every Sunday to all school families.**
- Covers all programs and events that relate to the entire school and parishes
- Room parent updates are homeroom or grade specific, and are designed to help you be active and involved in your child's classroom experience

1400. PERSONAL BELONGINGS

Personal property left unattended will be put in the Lost and Found which is located in the hallway near the Middle School server and Extended Care. It is the responsibility of the student or parent/guardian to claim lost items. After a period of time, the Lost and Found items will either be sold at used uniform sales, discarded or donated to a charity.

1500. ACCESS TO STUDENT RECORDS

The student's parents/guardians have the right to inspect and review all of their student's educational records.

1501. Reporting Student Information to Other Educational Institutions

When a student applies to and is admitted to another educational institution, the school will send the student's official school record to the new school. However, release of this record will only take place when we have received an official request for transcripts from the new school.

1502. Student Learning Assessment (SLA)

SLAs may be viewed by parents/guardians in our student information system, FACTS.

1600. STUDENT SERVICES

1601. Child Custody

Please contact the Admissions Office immediately and be prepared to provide a copy of the legal documentation to be reviewed by school personnel for any child custodial cases.

1602. Lunch Program and Snack Bar

An outside vendor is used for the lunch program and snack bar.

1603. Pets on Campus

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

1604. School Publicity

As part of enrollment and re-enrollment, in order to guarantee personal privacy and ensure your agreement to participate, parents/guardians are asked to complete and sign the [Media Release Form](#) (*Publications, Video, Internet Consent, Technology Presentations and Release Agreement*) This form authorizes St. Junipero Serra Catholic School to use parent/guardian and student names, pictures, art, written work, voice, verbal statements, portraits (video or still) and technology presentations for purposes of school presentations, yearbook, public relations, public information, school marketing and promotion, social media, publicity, and instruction.

Parents/guardians are strongly encouraged to not post any photos of students or school activities as not all students are cleared for publication of photos. Any posting of photos must be cleared through the classroom teacher.

1605. Student School Pictures

At the beginning of each school year, an approved photography studio takes pictures of each student. These pictures will be used in the school yearbook. Parents/guardians are given an opportunity to purchase these pictures.

1606. Student Social Events Outside of School

The school is not responsible for students' safety or the occurring activities at non-school sanctioned social events/parties. The responsibility lies solely with the parents/guardians of the students involved. Unless everyone in the class/grade level is invited, we ask that invitations not be distributed on the school campus but instead be mailed or handed out at another location.

1607. Visitors to Campus

All visitors must check in and out at the School Office. Visitors will be required to present a valid driver's license to run through our computerized check-in.

1608. After School Sports Program

Students enrolled in Grades 5 through 8 may participate in our After School Sports Program. The athletic program is designed to support the Parochial Athletic League (PAL) and adheres to all of their guidelines. Boys' sports consist of: football, basketball, volleyball, and lacrosse. Girls' sports consist of: volleyball, basketball, and lacrosse. Co-ed soccer teams and a track and field team are also offered. Track and field is open to students in Grades 1 - 8. SCORE hockey is open to Grade 4 students only.

All students who wish to participate in any of the sports programs must meet all eligibility requirements and sign an Athletic Contract. An athletic handbook will be made available to all participants regarding the rules and regulations.

A league fee is charged for each sport. Scholarships are available for financial hardship cases.

1609. Fee-Based After School Enrichment Classes

A fee-based After-School Enrichment Program is offered for students. The classes are held after school and are contracted with our vendor(s). The program options may include dance and piano lessons, sports instruction (soccer and golf) and academic options (i.e. art, chess, science). More information can be found on the school website.

1610. SerraVision

Prayer and the morning announcements are presented on SerraVision by Seventh and Eighth grade students.

1611. Student Council

This fee-based program is made up of elected members of Grades 7 and 8 students and acts as a liaison between the student body and the administration and coordinates many school activities.

1612. School Choirs and Handbells

We offer three choirs and a handbell ensemble. A fee is charged for each of these. They are as follows:

- Tiny Trebles (Grades 1-2)
- Serra Singers (Grades 3-4)
- Serranade (Grades 5-8)
- Bellisima Handbells (Grades 5-8)

1700. TECHNOLOGY

1701: 1:1 Program

All Students in TK - Grade 8 and will be issued an electronic device. All students will adhere to the Acceptable Use Policy:

Students are authorized to use the network only for educational learning, research and communication. The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet as well as local and wide area networks. Use of these devices during and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Junipero Serra Catholic School and (4) in accordance with all state and federal regulations.

1702. Social Media Use Policy

The school participates in social media as it applies to student learning and community events.

Parents and students are not permitted to use our St. Serra School logo, photos of our buildings, our Charism, Vision, Mission, or Philosophy statements, or any part of these statements, under any circumstances in creating a personal social media account that will mislead others into believing this information is coming directly from the school.

1703. Posting Photos of Students on Social Media

Please refrain from posting any photos of any St. Serra student to personal social media accounts where the student is wearing a **name tag**. It is important that our students' identification is always protected and is never compromised.

1704. Student Accounts

Students will be required to utilize a variety of software programs and services as part of the curricular program. Upon enrollment in the school, personalized accounts will be created for students by the school allowing individual student access. Careful attention will be taken to ensure that student privacy is maintained, however, some personal information may be required to establish the accounts:

- Student name (first and last)
- Grade level (in the rare occasion, birth date)
- School email address
- Gender

Parents agree to the collections and use of this information only for the operation of the lawfully authorized educational activities of the school and the student and in accordance with each company's privacy policy.

Current software services include (and are subject to change):

- Discovery Education
- Houghton Mifflin
- G Suite by Google
- Microsoft and Microsoft Office 365
- FACTS
- Mind Research Institute for ST Math
- Pearson Education (Savvas)
- Reading Plus
- Reading Wonders
- Renaissance Learning (including STAR testing, Accelerated Reader, and Freckle)
- Seesaw
- Clever

- Follett
- Kami
- Learning A-Z
- Membean
- Think Central
- Type to Learn
- Vocabulary Spelling City
- WeVideo

1800. TUITION COST, FEES, FINANCIAL OBLIGATIONS

1801. Tuition Costs

All-in Tuition (formerly Educational Costs) comprises all previously segregated fees to include registration, technology, STEAM/Art, individual student school supplies, classroom fees, field trip fees, and facility maintenance costs. Tuition Costs are due through FACTS Tuition Management software in 10, 11, or 12 monthly payments beginning in July, two semi-annual payments (July & December) or one annual payment (July). If payment is not received by the 10th of the month, a late fee of \$25.00 will be added to each month when payment is in arrears. In addition, a history of multiple delinquencies will require payment in guaranteed funds for all future payments. A FACTS fee of \$30.00 will apply to all payments returned by the bank.

Delinquent Payments

Educational cost payments are considered “delinquent” if past due in excess of 60 days, and an alternative payment arrangement has not been made with the school.

Refunds

Educational Cost prepayments, except for non-refundable deposits, are refundable with a 30-day written advance notice and are prorated based on the date of the written notification.

Non-Payment of Educational Costs

The school shall have the right to legal action for the non-payment of educational costs and/or fees, and the responsible parent/guardian who signed or entered into the Educational Cost Contract will be responsible for all costs of collection, including court expenses and reasonable attorney’s fees.

1802. Fees

- A FACTS application fee is charged to all new students.
- New students are charged a new student fee at the time of enrollment.

- The Graduation fee includes the cost of the Grade 8 Retreat, Disneyland Day admission and transportation, parent/guardian school-wide Graduation Prayer Service and Medallion Presentation, Graduate Awards Banquet (includes student and two adult guests), Graduation Mass and Diploma Presentation, graduation robe, diploma/cover, Grade 8 class sweatshirt, and contribution toward a class gift to the school.
- Students enrolled in Grades 6 and 7 may have an opportunity to participate in outdoor education programs that coincide with their grade level curriculum. The cost of the camp is the parent's/guardian's responsibility, and payment plans are offered to parents/guardians. A parent/guardian may opt their student out of the camp for personal reasons. Non-participating students may be able to participate in an independent study program on campus for the duration of the camp.
- A missing lunch fee is billed through FACTS (per student, per lunch) for lunches provided to students who do not have a lunch.
- There may be charges through FACTS Incidental Billing for non-recurring items such as lost or damaged technology equipment, lost or damaged textbooks/library books and any other miscellaneous charges.

1803. Service Hours / Volunteering Requirement (TK – Grade 8 only)

Each family is asked to volunteer their time and talent which includes performing sixty (40) hours of service to the school. Any unfulfilled service hours are billed at \$15.00/hour.

1900. DRESS CODE

Parents/guardians are responsible for ensuring that their children are dressed in accordance with the dress code policy.

When there is a change to the dress code (specifically, the introduction of a new uniform item), there will be a transition period during which time the item being replaced may still be worn.

ALL new uniform items must be purchased directly through the school's contracted uniform provider, Dennis uniform (Located in Mission Viejo) Their contact information can be found on the school website [here](#).

1901. Uniforms

BOYS' FORMAL UNIFORM	
Grades TK-4	<ul style="list-style-type: none"> • White monogrammed, short-sleeve polo shirt <ul style="list-style-type: none"> ○ Navy V-neck pullover sweater or sweater vest with SJSC emblem including student's name monogrammed • Navy pants (Twill or Cotton) • A belt is required for grades 3 & 4
Grades 5-8	<ul style="list-style-type: none"> • White monogrammed, short-sleeve polo shirt • Khaki Pants (Flat or Pleated Front) with belt • Navy, V-neck pullover sweater or sweater vest with SJSC emblem and student's last name monogrammed
GIRLS' FORMAL UNIFORM	
Grades TK-4	<ul style="list-style-type: none"> • White Peter Pan collared, with SJSC embroidery short-sleeve blouse • Plaid jumper with drop waist <ul style="list-style-type: none"> ○ (modesty shorts must be worn under the jumper) • Navy V-neck pullover sweater or sweater vest with SJSC emblem including student's name monogrammed. (20 • White Knee Socks
Grades 5-8	<ul style="list-style-type: none"> • White Oxford cloth, short-sleeve shirt with SJSC Fiberlok logo • Plaid pleated skirt or skort (modesty shorts must be worn under the <ul style="list-style-type: none"> ○ skirt) • Navy, V-neck pullover sweater or sweater vest with SJSC emblem and student's last name monogrammed name • White knee socks

Formal Uniform Dress for Grades 1 through 8 is required on all school Mass days and other days as designated by administration or their teacher.

Formal Uniform Dress for Transitional Kindergarten and Kindergarten is required on their Prayer Service days and other days as designated by Administration or their teacher. They are not required to wear formal uniform on Mass days, unless directed otherwise.

BOYS' REGULAR UNIFORM

Grades TK-4	<ul style="list-style-type: none"> • Navy, white or yellow short-sleeve polo shirt • White monogrammed, long-sleeve polo shirt • White monogrammed, long-sleeve turtleneck (may only be worn under either the uniform polo shirt or PE shirt) • Navy shorts • Navy sweatshirt • Navy Sweatpants (may be worn on P.E days only) <ul style="list-style-type: none"> ○ Navy fleece jacket
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Grades 5-8	<ul style="list-style-type: none"> • Navy, White or yellow short sleeve polo shirt • Navy or white monogrammed, long-sleeve polo shirt • White or navy monogrammed, long-sleeve turtleneck (may only be worn under either the uniform polo shirt or PE shirt) • Khaki shorts • Navy crew neck, hooded sweatshirts with SJSC screen logo • Navy Sweatpants (may be worn on P.E day only) • Eighth Grade Class sweatshirts are a privilege for eighth grade students ONLY, and may be worn on any school day except Formal Uniform days. • Boys and girls who are on the school sports team may also purchase an Athletic sweatshirt/jacket, applicable to their sport through the Athletic Department.
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GIRLS' REGULAR UNIFORM

Grades TK-4	<ul style="list-style-type: none"> • Navy or white monogrammed, long-sleeve polo shirt • Navy, white or yellow monogrammed, short-sleeve polo • White monogrammed, long-sleeve turtleneck (may only be worn under either the uniform polo shirt or PE shirt) • A-line plaid jumper (can also be worn for Formal Uniform in lieu of the plaid jumper with the drop waist for TK and Kindergarten ONLY) • Navy Polo Dress (for TK 2nd ONLY) • Navy or plaid skort • Navy pants or shorts • Navy sweatshirt • Navy sweatpants (may be worn on P.E days ONLY) • Navy fleece jacket are only allowed outerwear.
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GIRLS' REGULAR UNIFORM (CONT.)

<p>Grades 5-8</p>	<ul style="list-style-type: none"> • Navy, white, or yellow short-sleeve polo shirt • Navy or white short-sleeve polo shirt • Navy or white long-sleeve polo shirt • White long-sleeve turtleneck (may only be worn under either the uniform polo shirt or PE shirt) • Khaki walking shorts • Khaki skort • Khaki pants • Navy sweatshirt • Navy sweatpants (may be worn on P.E days only) • Navy fleece jacket are only allowed outerwear. <p>Girls who are on a SJCS sports team may also purchase an Athletic sweatshirt/jacket, applicable to their sport through the Athletic Department</p>
<p>Girls Only – Skirts, Skorts, Shorts & Jumpers</p>	<ul style="list-style-type: none"> • Skirt length may not be shorter that 4” (four) from the top of the knee when a student is in a kneeling position. • Short length may not be shorter that 6” (six) from the top of the knee when a student is in a kneeling position. • Students who abuse this privilege, (three or more offenses due to skirt, skort or shorts length), will lose the privilege of wearing shorts, skorts and skirts to school for the remainder of the current trimester. • Jumper length may not be shorter than 3” (three) from the top of the knee when the student is in a kneeling position. • Grades TK – Four shorts and skort length may not be shorter than where the middle finger hits the upper thigh when the student’s arms are at rest at their sides. <p>Skirt, skort, shorts, and jumper length may be checked by teachers and/or Administrators</p>

SHOE and SOCK REQUIREMENTS

Boys & Girls, TK-8	<p>Shoes:</p> <ul style="list-style-type: none"> • must always be worn on campus and at all school events and activities • must be closed at the heel and toe • must be in neat condition • must provide good support during physical activity • must have laces or Velcro closures • Athletic shoes must be worn on PE days <p>Extreme or faddish shoes are not permitted, including but not limited to boots, slippers, sandals, shoes with rollers/wheels on the bottom, high heeled shoes and platform shoes higher than two inches.</p> <p>Socks:</p> <ul style="list-style-type: none"> • must be worn at all times • must be plain white, black, gray or navy with only a small, single color logo • Serra Athletic Socks are permitted • Ped-style socks are permitted as long as they are visible from the top of the shoe. • Girls are: <ul style="list-style-type: none"> ○ permitted to wear white or navy opaque knee socks ○ required to wear white knee socks on Formal Uniform days ○ permitted to wear plain white or navy tights or leggings under their uniform
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HATS

Boys & Girls, TK-8	<ul style="list-style-type: none"> • St. Junipero Serra Catholic School hats and visors purchased at the Student Store are the only approved hats that can be worn and may not be worn in the classroom. (Serra Spirit wear hats are not acceptable hats for the student to wear at school.)
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PE UNIFORMS and ATHLETIC UNIFORM POLICY

<p>Boys & Girls PE Uniforms TK-8</p>	<ul style="list-style-type: none">• Gray t-shirt with SJSC logo on it• Navy gym shorts with SJSC logo• Navy sweatpants• Navy sweatshirt• PE uniforms must be and can only be worn on days when the student has PE class• Students are allowed to come to school in PE uniforms for the whole day when the student has PE class
<p>Boys and Girls Athletic Uniform Policy 5-8</p>	<ul style="list-style-type: none">• Approved team shirt/jersey and shorts may be worn on game days ONLY.• After school sports Athletic wear may not be worn in place of PE clothing except on game days.• If a game day falls on a Formal Uniform day, the student must wear Formal Uniform and bring their athletic uniform to change into.• Students on a Serra sports team may also purchase an Athletic sweatshirt/jacket, applicable to their sport through the Athletic Department, which may only be worn• during that particular sport season.

PERSONAL GROOMING, HYGIENE, HAIR, and MAKE-UP

Boys & Girls, TK-8	<ul style="list-style-type: none"> • Hair must look natural in appearance. Students who violate this policy will be sent home until the requirement is met.
Boys	<ul style="list-style-type: none"> • Hair must be kept clean and neat and not beyond the shirt collar. • Male students must be clean-shaven at all times. • Boys wearing hairstyles that exceed any of these parameters will be asked to trim/cut their hair.
Girls	<ul style="list-style-type: none"> • Nail polish may not be worn. Acrylic nails and French manicures are not permitted. • Eighth Grade girls are permitted to wear the following “light makeup” consisting only of the following: <ul style="list-style-type: none"> ○ Mascara, light foundation or powder 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. • They may also wear neutral color nail polish, french manicure (pink and white), or clear nail polish. Acrylic nails are allowed as long as the above colors are adhered to.

ACCESSORIES

Boys and Girls TK-8	<ul style="list-style-type: none"> • Girls are permitted to wear only one pair of matching stud earrings. No additional earrings or body piercings are allowed. • Boys are not permitted to wear earrings or body piercings at all. • No unnatural markings such as tattoos are permitted whether temporary or permanent. • Belts must be solid color khaki, navy, brown, black. (Belts are optional for students in TK-2) • All belts must be appropriately fitted and exclusive of large buckles. • All backpacks are to be free of <u>inappropriate writing</u>, drawings, stickers, and patches. They should be clearly marked with the student’s name.
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1902. Non-Uniform Dress

Throughout the year students will be given opportunities for non-uniform dress. The students' personal appearance should reflect a sense of modesty, neatness, cleanliness, and good taste.

Middle School Dance/Special Occasion/Formal Non-Uniform Dress:

Boys are required to wear collared shirts (no logos or messages), appropriately fitted slacks, and dress or school uniform shoes.

Girls are required to wear a dress or skirt not more than **4" (four inches)** above the knee. The dress, skirt or top should not be too tight (skin tight is not permitted) or revealing. No tank tops, half shirt, spaghetti straps, tube tops, bare midriffs, or back revealing dress/ shirts are permitted. Dress or skirt slits may not be above the knee. For safety reasons, shoes must remain on at all times during the event. Shoes must have a heel strap and should not have a heel exceeding 2" (two inches) in height.

Make-up should be kept at a minimum and is limited to mascara, blush, lip gloss, eye shadow, and light foundation.

Schedule “A”

Code of Conduct

Schedule "B"

Walking Waiver and Release Form

Please complete one per CHILD

St. Serra's Walking Waiver and Release form is intended to allow for those students who live close enough to St. Serra to walk to and from school to a designated address in close proximity to the school. Due to the COVID-19 restrictions parents can no longer retrieve their child from campus at dismissal and to help accommodate our parents, we are allowing parents to complete the Walking Waiver and Release form that will allow students to walk off campus to meet their parent/guardian at the end of the day to be transported home or final destination.

By signing this form you, the parent/guardian, assume the responsibility for certain dangers that may occur. These include, but are not limited to, the hazards of accidents, illness, injury, inclement weather, abduction, illegal substances, and death. For safety reasons, we strongly recommend that your child not be allowed to walk alone.

California Education Code Section 44808, I understand and do hereby assume all of the above-mentioned risks, will hold St. Junipero Serra Catholic School, its officers, agents and employees harmless from any and all liability or claims whatsoever which may arise out of or in connection with my child walking to and from school. The terms thereof shall serve as a release and assumption of risks for my heirs, executor and administrators and for all members of my family.

Student's Name: _____

Grade: _____ DOB: _____ Homeroom Teacher: _____

Designated Address (if applicable):

X _____
Mother/Guardian Signature Date Daytime Phone Number

X _____
Father/Guardian Signature Date Daytime Phone Number

Office Use Only: Student File: _____ Authorized: _____ Pass Issued: _____

Schedule "C"

Media Release Form

Please complete one per CHILD

St. Junipero Serra Catholic Preschool and St. Junipero Serra Catholic School supporters, students, parents and friends occasionally are asked to be a part of school publicity, publications, technology presentations and/or public relations activities. In order to guarantee personal privacy and ensure your agreement to participate, St. Junipero Serra Catholic Preschool and St. Junipero Serra Catholic School ask that you complete this form.

I hereby authorize St. Junipero Serra Catholic Preschool and St. Junipero Catholic School to use my and my student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and technology presentations for purposes of school presentations, yearbook, public relations, public information, school marketing and promotion, publicity, and instruction.

With respect to publication on school web pages, St. Junipero Serra Catholic Preschool and St. Junipero Catholic School agree that:

- Students will not be identified by personal details other than first name, or first name and first initial of the last name, unless the website area that holds student's information is password protected from the World Wide Web.
- Where text on a page is not associated with an accompanying image (for example, list of honor roll students or scholarship award winners), only first name and first initial of the last name of students will be used.
- St. Junipero Serra Catholic Preschool and St. Junipero Serra Catholic School will promptly comply with any request by the undersigned to remove any photograph or text featuring his or her child.
- No other personal information relating to a student or minor will be published.

In consenting to this agreement, I understand, acknowledge, and agree that:

- No monetary or other consideration shall be due or owing in connection with this agreement or any use authorized hereby;
- St. Junipero Serra Catholic Preschool and St. Junipero Catholic School shall be entitled to use the foregoing materials in subsequent years;
- This agreement may be terminated at any time with written notice

Check One:

Yes, I consent to the above

No, I do not consent to the above. By choosing NO to the above, I DO NOT CONSENT to the above agreement, with the understanding that my student(s) WILL NOT be in the school yearbook, any publications or any other media referenced in this document.

Student Name: _____

Student Grade: _____

Parent Signature: _____