ST. SERRA CATHOLIC SCHOOL

2026-27 Parent-Student Handbook

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100. SCHOOL CHARISM, VISION and MISSION STATEMENT, 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. 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 Lifelong 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

105. Code of Christian Conduct
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.

All enrolled students are expected to behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this Parent-Student Handbook. The school reserves the right to discipline students for activities off campus and outside school hours if the activity does not support the mission and goals of the school.

It is also 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 this Parent-Student Handbook.

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

- Parents/guardians are expected to act with integrity, to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express concerns about the school operation and its personnel. For academic concerns, parents/guardians are invited to contact their student's teacher. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, harassing, hostile, and/or divisive.
- These expectations for students and parents/guardians include, but are not limited to, any and all school-related events, programs, and activities.

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 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.

106. Diocesan Gender Identity Policy
Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accord with their God-given biological sex.

200. SCHOOL GOVERNANCE

201. Administration

The Administration and Leadership Teams are composed of the Sr. Principal, Lower School Principal (PS-Grade 4), Upper School Principal (Grades 5-8), Assistant Principals, Director of Business and Financial Operations, Lead Pastor (Rector), Director of Technology, Preschool Director, and Director of Human Resources.

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**: aids in the development of the school to ensure its future success and availability to all Catholic families in the community.
- **Curriculum**: assists the Principals in the drafting and implementation of various policies pertaining to the school's curriculum and academic standards.
- **Facilities:** assists in developing and monitoring a maintenance and improvement plan for the buildings and grounds.
- **Finance:** assists and advises in matters relating to the financial needs of the school, including the preparation and monitoring of the annual budget and recommendations regarding all expenditures.
- **Marketing**: 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.
- **Mission/Faith**: assists with the school's relationship with its four parishes.
- **Technology:** assists in the assessment, procurement, installation, and maintenance of technology on campus.
- **Strategic Planning:** provides short-range and long-range direction to the CSB.
- **Health and Safety:** assists in collaborating and advising best practices to ensure a safe and healthy campus.

300. CATHOLIC IDENTITY/FAITH FORMATION

The 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 Faith Opportunities

All students gather on a regular basis for liturgies including Masses, prayer services, retreats, and other faith opportunities.

302. Prayers in School

There is a great emphasis on a variety of prayer opportunities, including formal and informal prayers.

303. School Theme/Virtue Program

The school develops an annual theme which 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 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 school in the month of May after both sacraments are received at their parish.

305. Outreach Activities

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

306. Class Retreats

Students in Grades 1-8 participate in an annual Spiritual Retreat to enhance their spiritual experience.

307. Reconciliation Services

The Sacrament of Reconciliation is provided to our students in Grades 3-8 twice a year, during Advent and Lent seasons.

308. Christian Service Award

There is a Christian Service Program for students in 7th and 8th Grades. Participation in the program 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

All parents/guardians and family members who volunteer and/or drive any students are required to complete the following steps as mandated by the Diocese of Orange:

1. Complete the fingerprinting process only through the Diocese of Orange and receive clearance. All paperwork can be found on the St. Serra website.
2. Complete the online Safe Environment Training and California Mandated Reporter Training at CMG Connect. Certificates of completion are issued at the end of the training. The certificates must be brought to the School Office as proof of training. The Safe Environment training must be completed every three years, and the California Mandated Reporter Training must be updated annually.
3. Volunteers who work in the Preschool must meet 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.
- If parents choose to attend the field trip, students are expected to

stay with the group and return with the group.

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 and students must wear seat belts. 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 must exercise "reasonable care" and not play inappropriate music/videos, and 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 mandated, under penalty of law, to report any "reasonable suspicion" of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Parents will not be contacted in advance of a report being made to legal authorities nor can the school discuss the report.

500. ACADEMIC PROGRAM

501. Curriculum

The school curriculum is 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)
- Creativity Lab

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. Homework Club will provide a structured, small class-size environment, enabling students to complete their assignments by the due date.

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 English Language Arts and Mathematics Courses
The English Language Arts and Mathematics courses in Grades 3-8 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. 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 that will allow students to have success in all areas of the curriculum.

508.1 Learning Support and Academic Accommodations
St. Junipero Serra Catholic School follows the Diocese of Orange Documentation Requirements for Academic Accommodation in determining placement and Individualized Learning Plan support. An assessment must meet these requirements to be considered by St. Serra: READ FULL STATEMENT

509. Reporting Student Progress

509.1 Student Learning Assessments

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

509.2 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.
        - Lowest grade possible is a 50%.
- 20% Approaches to Learning
    - activities that support learning such as classwork, participation, homework, and collaboration or group projects.
        - Lowest grade possible is a 0%.
- Middle School Late Policy: Assignments must be completed and submitted by the due date. For absences, students are allowed as many days as they were absent to make up for missed work without it being considered late. Late work will be graded as follows:
    - 1 day late: 75%
    - 2 days late: 50%
    - 3+ days late: 0%

509.3 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%
    - A- = 90 – 94%
    - B+ = 87 – 89%
    - B = 83 – 86%
    - B- = 80 – 82%
    - C+ = 77 – 79%
    - C = 73 – 76%
    - C- = 70 – 72%
    - D+ = 67 – 69%
    - D = 63 – 66%
    - D- = 60 – 62%
    - F = 59% – 50%

Section continued on next page

- Responsible Behavior, Academic Processing Skills, and Specialty Rubric 4-1
    - 4 = Highly Proficient
    - 3 = Proficient
    - 2 = Emerging
    - 1 = Deficient

- SLA GPA Weights. In Grades 5-8 the following weighted system is reflected in a student's GPA on all SLAs.
    - A 4.0
    - A- 3.67
    - B+ 3.33
    - B 3.00
    - B- 2.67
    - C+ 2.33
    - C 2.00
    - C- 1.67
    - D+ 1.33
    - D 1.00
    - D- 0.67

509.4 Academic Probationary Status

Due to poor performance, students may be placed on Academic Probation. A meeting will be held with the student, parents, teachers, and school administrator. Students placed on academic probation may not be eligible for participation in extracurricular activities.

509.5 Systemic Academic Support Plan for Low-Performing Students

We provide a structured approach to support students who are facing academic challenges in core subjects (ELA, Math, Religion, Science, History): DETAILS

510. 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)**

510.1 Valedictorian and Salutatorian

The 8th Grade class Valedictorian and Salutatorian will be determined by students' cumulative grade point averages in 7th and 8th Grade (regardless of academic placement), 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 7th and 8th Grade school years.
- Students must maintain good conduct and attend class on a regular basis.

511. Parent/Teacher/Student Conferences

Conferences with the teacher are offered during 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.

512. Counseling and Psychological Services

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

600. ADMISSIONS

601. Admission to St. Junipero Serra Catholic School

Admission preference 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 parishes and 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. 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 as soon as possible if a student will be absent. Messages may be left by calling the school and selecting option 2 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

School begins at 7:40 a.m. Students (TK-8) who arrive at school at 7:45 a.m. or later must obtain a tardy slip from the School Office.

703. Verified Absences

Medical, dental, and other 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. DISCIPLINE CODE

801. Philosophy of Discipline

When a student manifests difficulty in living within the guidelines of the St. Serra Catholic School community, the school deals with these issues constructively & restoratively through its policies, Administration, Counseling, Faculty, and other dynamics within the school. We address the good of the student and his/her family as well as the good of the entire community. Through the implementation of restorative practices within our discipline system, we aim to further develop the whole person by educating our students on conflict resolution in order to transform the school community.

The disciplinary procedures that follow are an attempt to address issues which sometimes occur both on campus and off campus which disrupt the educational process or are otherwise incompatible with the values and mission of St. Serra Catholic School. Students are to conduct themselves in a spirit of Catholic decency and courtesy as representatives of St. Serra Catholic School. As such, students are subject to school-imposed consequences which are related to school activity or attendance while on school grounds, while going to and from school, and during or while going to or coming from a school-sponsored activity.

802. Behavior and Discipline

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.

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. Show respect for the property of others.
4. Show respect for the environment by maintaining the cleanliness of the building and surrounding campus.

5. Help maintain a positive learning atmosphere in the classroom with appropriate behavior and language.
6. Be responsible for honest and ethical behavior in academic pursuits.
7. Promote the safety and well-being of all students.
8. Accept responsibility for all personal actions.

803. Violations of Code of Conduct

To support our Code of Conduct, we use a card system in Grades 3-8. The discipline card system is used as a vehicle for maintaining communication and transparency with parents on matters that involve student behavior in a wide variety of circumstances. Students sign their card as acknowledgements as behavioral issues occur, and different forms of consequences apply to help maintain open and constructive communication with parents/students, ranging from an initial verbal communication with students only, to parent notifications via email/phone, to in-person meetings with parents and Administration, as the situation warrants. In general, after the third yellow-card per trimester with the same teacher, the next/fourth occurrence and thereafter would be regarded as red-cards requiring Administrative action such as an in-person meeting with parents.

803.1 Disrupted school activities or defied school personnel.
803.2 Use of profanity or abusive language.
803.3 Committed an obscene act or engaged in habitual profanity or vulgarity.
803.4 Inappropriate displays of affection.
803.5 Unapproved absences or tardiness.
803.6 Truancy (skipping school).
803.7 Noncompliance with dress code.
803.8 Use of chewing gum.
803.9 Insubordination: an act of defiance or disrespect toward a staff member; failure to comply with a directive.
803.10 Caused, attempted to cause, or threatened to cause physical injury. 803.11 Willfully used force or violence on another person, except in self-defense.
803.12 Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object; possessed an imitation firearm.
803.13 Setting a fire.
803.14 Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant.
803.15 Offered, arranged, or negotiated to sell a controlled substance, alcohol, or intoxicant.
803.16 Possessed, offered, arranged, or negotiated to sell drug paraphernalia.
803.17 Use or possession of tobacco/nicotine products. Any vaping device will be regarded as an illegal substance and treated as such.
803.18 Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drug.
803.19 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.
803.20 Setting off the fire alarm.
803.21 Theft of school property or personal property. Knowingly received stolen school or private property.
803.22 Harassment, threats, intimidation, or bullying: Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter. The school is committed to providing an educational environment that is free of all forms of harassment, intimidation, and bullying, including cyber bullying.
    • 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. Disrespect or behavior that creates an unsafe educational environment will have disciplinary consequences.

803.23 Engaged in, or attempted to engage in, hazing.
803.24 Attempted, threatened, caused, or participated in hate violence.
803.25 Made terroristic threats against school officials or property.
803.26 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.)
803.27 Repeated behavioral referrals.
803.28 Leaving school premises without permission.
803.29 Signature forgery, fraud, or impersonating another.
803.30 Conduct that would reflect adversely on SJSC or the Catholic Church.
803.31 Involvement in any criminal activity such as theft, drug use, or distribution.
803.32 Anti Hate/Anti-Racism Policy: In order to create a safe and positive learning environment for all students and staff members, free from any form of microaggressions, racism, 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.
803.33 Any behavior the school determines to be contrary to its vision and mission.

804. Consequences of Code of Conduct

• Detention
• Girls who receive three short skirt/skorts yellow card infractions will lose the right to wear skirts/skorts and will be required to wear school uniform pants. The second offense will result in having to wear school uniform pants for 60 school days.
• Students who receive three violations for rolled shorts will lose the privilege of wearing shorts and will be required to wear long pants for 20 school days. The second offense will result in having to wear school uniform pants for 60 school days.
• Trash pick-up
• Written assignment(s)
• Loss of privileges: Extra or co-curricular attendance/participation ineligibility (including, but not limited to school dances, athletic events, performing arts events, etc.)
• Confiscation of personal items or material used
• Parent Conference
• Counseling
• Liability for damages
• Regarding all Academic Integrity violations, a grade of “0” for each infraction
• Conflict resolution meeting with all parties involved
• Behavior Contract

- **Contract:** Student is placed on a behavior contract which could include but is not limited to: detentions, work details, loss of privileges, ineligibility to attend dances/events/sports games. Students who are placed on Contract have incurred multiple infractions of one kind (i.e., excessive tardiness, dress code infractions, class disruptions) or in some instances any physical altercation. The primary purpose of a Contract is to initiate a dialogue with and engage the student’s parents/guardians in an effort to prevent the student from going on disciplinary probation. Students who

are placed on Contract are usually suspended from school.
• Suspension from school for an extended period of time.
    - **At-Home Suspension:** For the duration of their suspension, students are under the jurisdiction of their parents and may not come on the school grounds or attend or participate in any school activities or functions. Suspended students are responsible to make up all schoolwork or activities and assignments missed while on suspension. This work must be made up within a maximum of 3 days from the end of their suspension.
• Voluntary withdrawal
• Expulsion
• The school reserves the right to administer consequences at its discretion.

805. Consequences for Vaping/E-Cigarette-related Infractions
The following protocols for instances when it has been determined that a student is in possession of or using e-cigarettes on campus or school property, regardless of the substance contained within the device.

- Students will receive an automatic suspension pending investigation and determination of the substance within the vape/e-cigarette device.
- Students may be placed on Contract and as determined by the circumstances of the incident, determination of the substance, and the decision of the school's Administration.
- Students may be required to complete an educational curriculum on the dangers of vaping/e-cigarettes.

806. Academic Dishonesty
Students are expected to complete all assignments with honesty and integrity. Classwork should be a true reflection of the student's ability and effort. Any academic dishonesty will result in both academic and disciplinary penalties. Forms of academic dishonesty include, but are not limited to:

- **Plagiarism:** use of another's words or ideas without proper citation, whether it be improper copying from academic sources or copying the work of another.

The use of Artificial Intelligence (AI) programs such as ChatGPT, etc., are considered cheating unless required by and explicitly outlined within the assignment directions.

- **Cheating:** use of improper or unauthorized materials or study aids including "cheat sheets" or electronic devices to supplement academic performance. At no time are cell phones or smartwatches allowed out during an exam.
- **Facilitating Dishonesty:** knowingly allowing one's work to be copied by another or doing the work of another.
- **Inappropriate Collaboration:** working together on a project or assignment without the instructor's knowledge or permission.
- **Academic Misconduct:** tampering with grades, tests, or other class materials; stealing or tampering with the work of another student.

807. Sexual Harassment
Diocesan Policy Against Harassment
The Diocese of Orange and St. Junipero Serra Catholic School confirm the dignity of each person. It is our policy to provide an educational environment in which everyone is treated

with respect. It is the responsibility of the student, administrator, teacher, parent, staff, aides, or volunteer to conduct himself/herself in a manner, which contributes to a positive school environment. Therefore, any form of harassment whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action up to and including termination or expulsion.

Definition of Harassment:
Harassment occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, ethnicity, physical ability, health condition, disability, gender, or religion.

808. Suspension/Expulsion
All consequences are at the discretion of school personnel. It is the right and responsibility of the school's administration to suspend or withdraw/expel for extreme or excessive violations. All expulsion cases will involve consultation with the Rector and the Diocese of Orange.

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.

809. Personal Electronic Devices
The school encourages cell phones to be kept at home. However, should a student in Grades 4 or below choose to bring a cell phone to campus, it is to be turned off and must be kept in his/her backpack all day. If a student in Grades 5-8 chooses to bring a cell phone to campus, he/she must place the cell phone in the pocket chart in each classroom at the beginning of each class. Consequences will be given to students who don't follow this policy. Devices such as ear buds and smartwatches are not allowed. 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's 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.

810. Extracurricular Activities
When participating in extracurricular activities, it is expected that students follow the Code of Conduct guidelines in the Athletic Sports Contract.

811. 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.

900. DAILY SCHEDULE

Regular Day

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

Minimum Day Dismissal

11:40 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 6:45 a.m. 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.

1002. Parking

• **On Campus:** Parking is limited on campus. There will occasionally be days when a parking space is reserved. There are “VIP Parking” spaces on campus. 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:** 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

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

1101. Hours of Operation

The Extended Care Program hours are from 6:45 a.m. until 7:10 a.m. before school and then from school dismissal time until 6:00 p.m. Extended Care is not available when the school is closed, including holidays and summer.

1102. Later Gators

The Later Gators program will be provided for students who have siblings or carpool members in Grades 3-8. This will accommodate parents so they will not have to make two trips to school for dismissal. Students will be supervised by teachers or instructional assistants free of charge until they are picked up with their older siblings or carpool members at the Grades 3-8 pick-up time.

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.

In the event of an emergency on campus, parents/guardians will be notified in a timely manner.

1202. Immunization

All students must be in compliance with current immunization requirements as mandated by the State of California (CAIRS website). St. Junipero Serra Catholic School 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. All medications must be administered through the Health Room. 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 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 Health Room.

1207. Emergency Drills/Procedures

The school has detailed plans in place for responding to emergency situations such as fires, earthquakes, outside threats, etc. We have emergency rations kits 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. It is the responsibility of the parents to make sure this list is accurate and up to date. This can be done at any time throughout the school year.

1208. Say Something Anonymous Reporting System

We provide Sandy Hook Promise's Say Something Anonymous Reporting System for students in Grades 4-8. Developed in response to the Sandy Hook tragedy, this evidence-based program is designed to help prevent violence, self-harm, and other concerning behaviors in schools by equipping students and staff with the tools to recognize warning signs and report potential threats or individuals at risk. The Say Something program combines a comprehensive educational curriculum with an anonymous reporting system. Students can confidentially submit tips through an app installed on their school-issued laptops, a hotline, or secured website. All of these platforms are monitored during school hours. St. Serra Catholic School and its staff are not responsible for addressing reports of self-harm or potential threats submitted via the Sandy Hook Promise app or any other form of communication after 4:00 p.m. on school days, or at any time during weekends or school holidays.

1209. Peanut-Free Zones

SJSC Preschool is 100% peanut-free. Grades TK-8 have designated tables for those students who have a peanut allergy. Students with these allergies are encouraged to sit at these peanut-free tables during recess and lunch.

1300. PARENT/GUARDIAN – SCHOOL COMMUNICATIONS

1301. Guidelines

The school will communicate with parents/guardians in a timely manner.

- 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.
- To allow the teacher appropriate time to prepare for a constructive meeting, parents/guardians must do so by appointment only. No parent/guardian may visit a classroom during school hours for the purpose of a meeting unless prior arrangements have been made.

1302. St. Serra Sunday News & General Communications

- St. Serra Sunday News is a weekly communication sent via email every Sunday during the school year to all school families regarding updates for the upcoming week and future events taking place.
- General communications from the school will be sent regularly from communications@serraschool.org. Please add communications@serraschool.org to your email's list of safe senders so our emails do not get blocked.

1303. Chain of Command

To ensure that all concerns related to discipline, academics, or classroom management are addressed appropriately, we ask that parents follow the established chain of command:

1. Start with the teacher or staff member involved. If you have a concern regarding your child's behavior, academic performance, classroom expectations, or how a situation was handled, please reach out directly to the teacher or staff member involved. Most issues can be resolved effectively at this level through open and honest communication.

2. If the issue persists, contact the Assistant Principal. If, after speaking with the teacher or staff member, your concern remains unresolved, you may contact the Assistant Principal. They will review the situation, consult all parties involved, and work with you toward a resolution.

3. Escalation to the Principal. Should the concern still not be resolved after following the previous steps, parents may request a meeting with the Principal. The Principal will consider the matter thoroughly and make a final decision.

4. Appeal to the Senior Principal. If all other steps are exhausted, the Sr. Principal is the final school-based authority.

Following this process ensures that parent concerns about discipline or academics are addressed respectfully, efficiently, and by the appropriate staff member. It promotes clear communication, timely resolution, accountability, and consistency.

1400. PERSONAL BELONGINGS

Personal property left unattended will be put in the Lost and Found racks on campus. 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. Please notify the school 24 hours in advance with this request by emailing admissions@serraschool.org.

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)/Report Cards

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 provide a copy of the legal documentation to the school personnel for any child custodial cases. The school will adhere to what all court documents state. If there are any changes to these documents, updates need to be submitted to the school's Admissions Office.

1602. Lunch Program

Outside vendors are used for the lunch program. Parents will need to register and order online for this service.

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 the enrollment process, parents/guardians are asked to complete and sign the Media Release Form (Publications, Video, Internet Consent, Technology Presentations and Release Agreement). This authorizes the 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 should not post pictures or videos of other students on behalf of the school on their personal social media without parents' consent.

1605. Student School Pictures

At the beginning of each school year, an approved photographer 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 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 Athletic Program

Students enrolled in Grades 5-8 may participate in our after-school Athletic Program. The Athletic Program adheres to the Parochial Athletic League (PAL) 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. All students who wish to participate in the Athletic Program must meet all eligibility requirements and sign an Athletic Contract. A league fee is charged for each sport. Scholarships are available for financial hardship cases.

1608.1. SCORE Street Hockey is open to Grade 4 students only.

1609. Fee-Based Enrichment Classes

1609.1 SerraVision

Prayer and daily announcements are presented on SerraVision by 7th and 8th Grade students each morning. Students must apply and audition.

1609.2 Student Council

An election for Student Council is held each May for the following school year; students in Grades 6 and 7 are eligible to run for positions. The Student Council helps coordinate many school activities.

1609.3 Performing Arts Programs

We offer the following:

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

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.

Students must adhere to the Artificial Intelligence Policy as part of the process of obtaining their devices.

1701.1 Student/Parent Responsibility for School-Issued Technology Devices
Students and their parent(s)/guardian(s) are responsible for school-issued equipment at all times. While the equipment is protected under an accidental damage protection plan, families are responsible for covering any service fees associated with repairs or replacement, regardless of who caused the damage. Each incident will be reviewed individually.

Normal wear and tear is expected. However, at the discretion of school administration and the Technology Department, damage may be classified as either accidental or intentional. Intentional damage is not covered under the protection plan or warranty. In such cases, families may be held liable for the full cost of repairs—up to the total replacement cost of the equipment.

Fees:

- Processing Fees for Repairs $25
- Replacement charger $44
- Replacement snap-on case $25

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 any St. Serra school logos, 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.

• Engagement in online blogs or social media such as, but not limited to, Facebook®, Instagram, Twitter, etc. may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty, or other students.

1702.1 Inappropriate Social Media/Online Posts
You are personally responsible for the content you create/publish online, via social media or any other form of user-generated media.

Similar to comments made in person, St. Serra Catholic School will not tolerate disrespectful comments and behavior online, including but not limited to:
• Derogatory language/remarks
• Photos or statements depicting violence; hazing; harassment; full or partial nudity; inappropriate gestures; vandalism; stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate or criminally illegal behaviors
• Making a threat of physical or emotional injury to another person
• Ethnic slurs, personal insults, or obscenities

Responding to negative posts about the school: You may come across negative or disparaging posts about St. Serra, students, and/or employees. Avoid the temptation to respond yourself. If you feel it is necessary, pass the posts along to Administration.

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 collection 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):

- Canvas
- Clever
- Creative Learning Systems
- Education in Virtue
- FACTS
- Google Workplace
- Houghton Mifflin
- Follet
- IXL
- Kahoot
- LanSchool
- Loyola Press
- McGraw Hill
- Membean
- Microsoft & Microsoft Office 365
- Mind Research Institute for ST Math
- Mystery Science
- Pearson Education (Savvas)
- Quizlet
- Reading Plus
- Renaissance Learning (including STAR testing and Accelerated Reader)
- Simple Solutions
- St. Mary's Press
- Swank
- WeVideo

1800. TUITION COST, FEES, FINANCIAL OBLIGATIONS

1801. Tuition Costs

Tuition Costs are due through FACTS Tuition Management software in 9, 10, or 11 monthly payments beginning in July, two semi-annual payments (July and 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

Any Tuition or Fees are considered "delinquent" if past due in excess of 30 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. St. Serra Catholic School retains a third-party collections agency.

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, all graduation events (Disneyland admission and transportation, Siempre Adelante Celebration, Graduation Recognition Night, Graduation Mass), graduation gowns, 8th Grade sweatshirts, diplomas/diploma covers, awards, a class gift, and other miscellaneous grad items.
• 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. 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

Each family is asked to volunteer their time and talent which includes performing a minimum number of hours of service to the school based on the oldest child's grade level. Full Volunteer Service Hours guidelines are provided on the school website. All volunteer hours are managed through St. Serra's volunteer platform, Serra Cause Connect. Any unfulfilled service hours are billed at $25.00/hour.

- Grades TK-8: 40 hours per family per school year
- Preschool 5-Day Program: 20 hours per family per school year
- Preschool 3-Day Program: 10 hours per family per school year
- Preschool 2-Day Program: 5 hours per family per school year

1803.1. Volunteer No-Show Policy

If a parent or family member signs up to volunteer at a PTO-sponsored school community event in Cause Connect and does not show up, the family will forfeit those volunteer hours and will not be able to make them up. In addition, the family will be charged the hourly volunteer rate of $25 at the end of the school year — unless they find an approved replacement and notify the event's PTO Vice President at least 24 hours in advance.

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, Uniforms 4U. Their contact information can be found on the school website.

1901. Philosophy of the Dress Code

The dress code is designed to help students develop a sense of modesty and decorum. It should educate them on what is appropriate dress for the proper time and place. It is the responsibility of the Administration and the Faculty of St. Serra Catholic School to regulate against and prevent the adoption of exaggerated or faddish hairstyles, clothing, jewelry, or any accessories that tend to draw attention to the wearer. The school does not see this as an infringement on personal fashion desires, for the student has many off-campus hours to dress as he or she wishes. However, attending St. Serra is a privilege, and the school expects its students to conform to a consistent and acceptable dress code.

General Dress

• ALL new School Uniform items must be purchased through Uniforms 4U.

Regular Uniform Dress	Any article of St. Serra uniform clothing. (Note: Spirit Shirts may be worn only on designated Spirit Shirt days; PE shirts, PE shorts, and PE sweatpants may only be worn on scheduled PE days.) Spirit Shirts are not part of the PE uniform unless the student has P.E. class on Fridays. Skirts and shorts must be no shorter than 4 inches above the top of the knee. Only St. Serra outerwear will be permitted.
Socks and Shoes	● Socks and shoes must always be worn on campus and at all school events and activities. ● Sock color should complement the school uniform (preferably navy, white, gray, black, or khaki) ● Shoes must be closed at the heel and toe. ● Must be in neat condition. ● Must fit securely on the foot. ● Athletic shoes must be worn on PE days. ● 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. *Dress Code continued on next page.*

Formal Uniform Dress (Masses/Prayer Services/Retreats) *Preschool is not required to have a Formal Uniform*.	**Required Girls' Formal Uniform TK – Grade 8** ● White short-sleeved polo shirt. ● A sweater: either navy long-sleeve, sweater vest, or navy cardigan. ● Skirt: plaid skirt, skort, or plaid jumper. (Modesty shorts should be worn under.) Skirt must not be shorter than 4 inches above the top of the knee. ● Skirts may not be excessively tight, torn, or rolled at the waist. ● White knee socks. **Required Boys' Formal Uniform TK – Grade 8** ● White short-sleeved polo shirt. ● A sweater: either navy long-sleeve V-neck pullover or navy sweater vest. ● Khaki or navy pants. ● Sock color should complement the school uniform (preferably navy, white, gray, black, or khaki) ● Undergarments are not to be visible ● Belt (black preferred) - required for Grades 3-8 only.
Non-Uniform Dress (Free Dress)	Non-Uniform Dress (Free Dress) attire includes appropriate clothing in the following fashion: ● Jeans, pants, shorts must not be shorter than 4 inches above the top of the knee. ● T-shirts, button-down shirts, blouses, sweatshirts. ● Skirts, dresses must not be shorter than 4 inches above the top of the knee. **The following are <u>not</u> permitted on non-uniform dress days:** ● Baggy or oversized clothing. ● Tight or revealing clothing. ● Leggings. ● Torn/ripped clothing. ● Pajamas. ● Socks and shoes must be worn according to the uniform dress code regulations. ● Writing and images on clothing not in accordance with Christian decency. ● Pants/skirts/shorts not worn at the natural waist, clothing, tank, halter, mini dress/skirt, low cut, exposed or bare midriff or back, revealing neckline, backless or spaghetti-string tops. ● Clothing that is not clean, neat, and free from damage (i.e., no frayed edges, cut-off sleeves, holes, ripped/torn etc.). ● Short shorts or cut-offs. ● Over-the-knee socks, fishnet stockings. ● Wallet chains. *Dress Code continued on next page.*

General Grooming Code

Girls' Grooming	● Stud earrings may be worn in the earlobe only. Dangling earrings/hoops of any sort are not permitted. No facial piercings. ● Extreme changes in hair color or two-toned color are not permitted. ● Colored tinsel or other colored hair extensions are not permitted. ● Extreme or faddish hairstyles are not permitted. ● Nail polish and light makeup is only permitted in Grade 8. Must be neutral color nail polish (French manicure, pink and white, or any other subtle color are accepted).
Boys' Grooming	● Earrings/piercings are not permitted. ● Hair may not cover the eyes, extend over the ears, or touch the top of the shirt collar. These length requirements apply at all times and may not be circumvented by pulling the hair back or securing it in a ponytail, bun, or similar hairstyle. ● Hair must be neat and evenly tapered so as to blend into the short side. ● Shaved lines or designs are not permitted in hair. ● Extreme or faddish hairstyles are not permitted. ● Extreme changes in hair color or 2-toned color are not permitted. ● Colored tinsel or other colored hair extensions are not permitted. ● Faces must be clean-shaven.

Disclaimers

In all instances, the school reserves the right of regulating against unbecoming fads or fashions that reflect negatively on the school or the person or do not reflect standards of Christian decency. The Administration has the discretion and final judgment regarding the appropriateness of any clothing or grooming.

1902. Dress Code Policy Enforcement

Students who are not in compliance with the general dress or grooming code will be required to remedy the violation in one of the following ways:

- A change of clothes may be brought to school that meets uniform requirements.
- An alternative clothing item may be provided from the Student Store (if available).
- Any student found in violation of the grooming policy will have 48 hours to make the necessary corrections to be in compliance.
- The student may be sent home and may return once they are in full compliance.

The school will make every effort to keep the Parent-Student Handbook updated throughout the school year, and will inform parents of any changes.