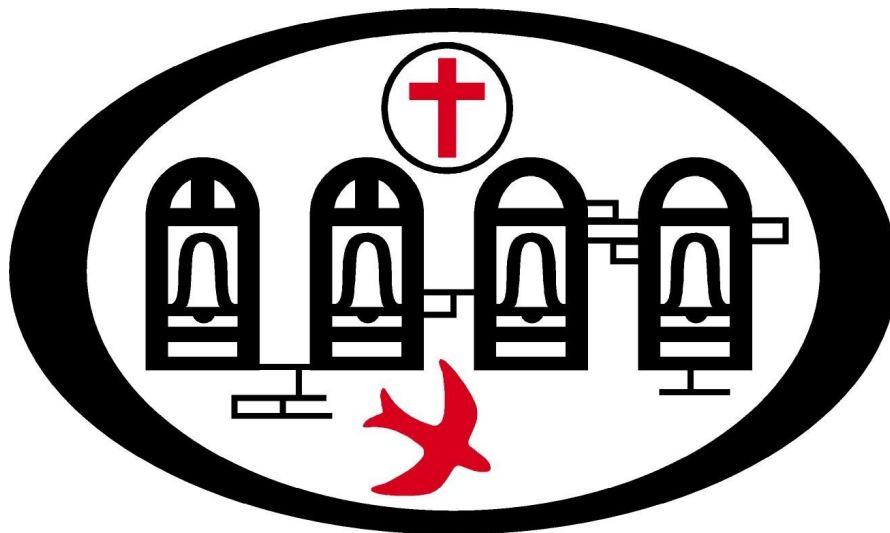


*MISSION PARISH SCHOOL
STUDENT/PARENT HANDBOOK*

31641 El Camino Real
San Juan Capistrano, CA 92675
949-234-1385

www.missionparishschool.org



Revised April 2010

MISSION PARISH SCHOOL

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San Juan Capistrano, CA 92675
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Dear Parents and Students,

Welcome to the Mission Parish School, a 2009 Blue Ribbon School. Our community is one where living and learning takes place in the light of our Catholic faith. In choosing Mission Parish School, you have demonstrated a commitment to the values and philosophy begun over two hundred years ago by Blessed Junipero Serra.

The faculty and staff of our school look forward to working with you to promote the growth of strong Catholic believers, life-long learners, self-respecting individuals, globally aware citizens, and health-conscious people. As our Mission Statement says, “We believe that it is our mission to partner with parents.” In doing so, we provide a holistic education and a curriculum dedicated to academic excellence which encourages children to achieve success according to their unique potential.

As we strive to keep alive the tradition of Catholic education that has continued for over two hundred years, let us join together as we continue to promote a community of faith.

Sincerely,

Tina Rolewicz
Principal

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MISSION STATEMENT

We, as Catholic educators of Mission Parish School, strive to continue the work of Blessed Junipero Serra by providing a lived experience of the Gospel message based on a strong sense of community who worships and prays together and provides opportunities to serve others. We have a rich tradition of nurturing an appreciation for, and understanding of, people of all races and cultures. It is our goal for students to become globally aware citizens who will make a difference in the world.

We believe that it is our mission to partner with parents in providing an environment where children can experience learning and living in the light of their Catholic faith. We are committed to academic excellence rooted in Catholic values and traditions by offering a comprehensive and holistic education. We recognize the uniqueness of our students, nurture their capabilities, provide them with opportunities to develop leadership skills, and encourage them to achieve their optimal spiritual, academic, and creative potential.

HISTORY

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

In light of this historical heritage, Mission Parish School takes the opportunity to continue the work of Blessed Junipero Serra through our evangelization and witness to the community of San Juan Capistrano.

We, the educators of Mission Parish School, believe in the holistic approach towards education which encourages all students to achieve their unique potential. Therefore, our students are capable of being:

1. Faith-filled Catholics who live the Gospel message..
2. Life-long learners who have a foundation of knowledge for continuing growth.
3. Self-respecting individual who have strength of character.
4. Responsible community members who exhibit good citizenship.
5. Globally aware citizens who appreciate and accept diversity.
6. Health-conscious people who understand and respect God's gift of life.

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

PHILOSOPHY

Our philosophy centers on the goal of educating the whole child: mind, body, and spirit. In doing so, it encompasses our Schoolwide Learning Expectations and enables us to assist students to possess these skills upon graduation. In the realization of these goals based on the unique traditions of Mission Parish School, the total individual is considered for his/her fundamental capacity, his/her present achievement, and his/her potential.

Spiritual Goals:

1. To foster a community of faith.
2. To teach Christ through Christian doctrine, the Scriptures, and modeling Christ-like behavior.
3. To insure opportunities for the spiritual growth and enrichment of students, staff, and parents.
4. To promote respect, courtesy, concern, and appreciation for the dignity and worth of each person.
5. To teach Catholic morals and values and how to apply them to daily living.
6. To teach and provide opportunities for various prayer experiences.
7. To involve parents in active participation in sacramental preparations and in religious projects and retreats.
8. To provide opportunities to participate in Mission Parish School and Mission Basilica liturgies and para-liturgical celebrations.
9. To assist students in coping with our ever changing world without sacrificing Catholic principles.
10. To make students aware of their duty of apostleship in bringing Christ to mission lands through prayer, sacrifice, and good works.
11. To promote Christian attitudes toward scholastic as well as athletic competitions.

Academic Goals:

1. To continue to provide a thinking and meaning centered curriculum in order to increase productivity levels in critical thinking, problem solving, process and decision making.
2. To stimulate a desire within our students to maintain interest and enthusiasm for learning.
3. To help students develop a positive attitude and sense of humor.
4. To provide opportunities to experience success in learning.
5. To motivate creativity in oral presentations, written work, and projects.
6. To expose students to advances in technology so that they may be part of and receptive to future technological developments.
7. To promote interest in the archaeological and historical studies of San Juan Capistrano Mission.
8. To promote and encourage an appreciation and interest in the fine arts.
9. To provide an awareness of and means to develop physical fitness.
10. To expose students to the democratic process so they may realize the importance of becoming effective and informed citizens.

Personal Goals:

1. To foster self-discipline as an important factor in proficiency and progress.
2. To provide opportunities for students to develop qualities of leadership.
3. To help students develop a positive self-esteem toward their own achievements.
4. To promote a positive attitude toward all people so that we may develop an understanding of how cultural diversities and commonalities contribute to our lives.
5. To encourage an appreciation of the richness of the various cultures within our school community.
6. To make children aware of, and actively participate in, the rich heritage and traditions of San Juan Capistrano Mission and community.
7. To provide opportunities to develop proper attitudes, efficient skills, and enduring values to help the individual child assume his/her place in society and the universal church.

SCHOOLWIDE LEARNING EXPECTATIONS

We, the educators of Mission Parish School, believe in the holistic approach towards education which encourages **ALL** students to achieve their unique potential.

Therefore, our students are capable of being:

1. FAITH-FILLED CATHOLICS WHO LIVE THE GOSPEL MESSAGE.

The faith-filled Catholic will:

- Articulate how God is first in his/her life.
- Understand the core elements of their Catholic faith.
- Develop and participate in a prayer life.
- Celebrate the sacramental and liturgical celebrations of the church.
- Demonstrate the ability to make good moral choices based on the Catholic faith.
- Possess compassion and responsiveness in giving service to others.

2. LIFE-LONG LEARNERS WHO HAVE A FOUNDATION OF KNOWLEDGE FOR CONTINUING GROWTH.

The life-long learner will:

- Demonstrate competency in the basic skills.
- Apply critical thinking and problem solving skills.
- Communicate effectively.
- Develop and integrate study skills.
- Utilize technology as a tool to facilitate learning.
- Appreciate the fine arts.

3. SELF-RESPECTING INDIVIDUALS WHO HAVE STRENGTH OF CHARACTER.

The self-respecting individual will:

- Model integrity.
- Develop self-confidence in his/her unique talents and abilities.
- Discern the difference between right and wrong.
- Exhibit a positive attitude.
- Apply virtues in his/her daily life.
- Demonstrate respect toward each individual.

4. RESPONSIBLE COMMUNITY MEMBERS WHO EXHIBIT GOOD CITIZENSHIP.

The responsible community member will:

- Give service to others.
- Work cooperatively.
- Respect just authority and abide by laws and rules.
- Develop a sense of stewardship.
- Understand the freedoms and responsibilities inherent in our American heritage.
- Demonstrate effective leadership skills.
- Cherish and care for God's creation.

5. GLOBALLY AWARE CITIZENS WHO APPRECIATE AND ACCEPT DIVERSITY.

The globally aware citizen will:

- Knows that he/she can make a difference in the world.
- Appreciate local, national, and international traditions.
- Develop understanding, compassion, and respect for all people and their individual differences.
- Exhibit a positive attitude toward all people and their cultures.

6. HEALTH-CONSCIOUS PEOPLE WHO UNDERSTAND AND REPECT GOD'S GIFT OF LIFE.

The health-conscious person will:

- Develop a self-respect that fosters a healthy physical well being.
- Practice good health choices.
- Recognize the effects of crimes against life.
- Demonstrate Christian attitudes and good sportsmanship at all times.
- Appreciate and participate in a variety of physical activities.

ACCREDITATION

Mission Parish School is accredited through the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC).

RESPONSIBILITIES OF SCHOOL PERSONNEL

PASTOR

The Pastor

- is the chief administrative officer of the Mission Parish School, and as such he determines and enacts those school policies not already pre-empted by Diocesan regulations. The Pastor delegates the daily administration and supervision of the Mission Parish School program to the principal.
- brings the Mission Parish School staff together as a community of faith and worship.
- participates with the faculty in the religious education and formation of both staff and students.
- provides the moral support that is necessary to the principal, faculty, parents and School Advisory and Finance Council members alike if they are to perform successfully their total educational roles.

- is responsible for the upkeep and maintenance of the Mission Parish School and related areas.
- is responsible, in cooperation with the principal, for the financially sound school budget.

PRINCIPAL

The Principal

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

VICE PRINCIPAL/DEAN OF STUDENTS

The Vice Principal/Dean of Students

- is guided by the same philosophy as the Principal.
- is assigned responsibilities and specific tasks by the Principal.
- is the Dean of Discipline.
- takes the role of acting Principal in the absence of the Principal.

TEACHERS

The teachers

- motivate students to follow the example of Christ, striving to teach Christian virtues by personal example as well as by explicit instruction.
- follow the prescribed curriculum in all subject areas.
- cultivate in students work habits and study skills.
- work with parents, the prime educators of their children, providing periodic reports and arranging parental conferences as necessary.

The teachers' administrative duties and professional requirements will be in accordance with the Department of Catholic Schools Administrative Handbook.

CONSULTATIVE SCHOOL BOARD

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

- A. Promote the concept of lay ministry.
 - The first and primary reason for having Catholic education councils is to provide a concrete means for people to contribute to Catholic education and thereby build the kingdom of God.
- B. Develop ownership and stability for the future.
- C. Offer financial advice.
 - Review the annual budget, the fiscal soundness of the school, and financial policies developed by the School Finance Council.
- D. Develop and defend policy.
 - Review, modify, or develop existing and new school policy.
- E. Serve as a public relations source.
 - Promote good relationships with other Parish organizations and individual Parish communities as well as with the general public.
- F. Enable the Principal to spend adequate time as an educational leader.
- G. Provide parents /guardians with a voice in their children’s education.
- H. Encourage strategic planning.
 - Set goals and establish long and short term plans for the school.
 - Participate in long range planning committees such as Development, Safety, Technology, Alumni, Endowment, etc.

SCHOOL FINANCE COMMITTEE

The Finance Council is appointed by the Mission Parish School Advisory Council in fulfilling its oversight responsibilities. The Finance Council’s role is consultative and not deliberative. The Finance Council’s primary duties and responsibilities are to provide professional advice to the Principal and Pastor and to fulfill the responsibilities and duties as outlined below.

PARENTS’ CLUB CORE COMMITTEE

The Core Committee is the executive committee of the Parents’ Club appointed by the Principal to direct the activities of the Parents’ Club. The Parents’ Club consists of all parents in the school. The mission of the Parents’ Club is to:

- Support the philosophy and mission of Mission Parish School.
- Raise funds for tuition assistance and enhancement of student learning and student activities.
- Organize the volunteer activities of the Parents’ Club.

DEVELOPMENT COMMITTEE

At this time, we do not have a Development Committee. When we do, the Development Committee will meet on a regular basis to monitor and update our long range strategic plan. This plan includes goals and objectives for the following:

- Marketing: To build awareness of Mission Parish School
- Fundraising: To secure the financial stability of Mission Parish School.
- Alumni: To foster an on-going involvement and interest in Mission Parish School.
- Endowment: To assure the continuation of the Mission Parish School legacy.
- Grants: To obtain funds from philanthropic organizations and individuals.

ADMISSION PROCEDURES

NONDISCRIMINATORY POLICY

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

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

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

APPLICATION

Students, parents, or guardians interested in attending Mission Parish School may acquire an application form from the school office. Pre-registration for returning students will take place in January. Completed application forms must be returned with all applicable fees. Transferring students are required to include a copy of their most recent report card, standardized tests, and a recommendation letter from a teacher, principal, or pastor. Previous school records must indicate that the student is likely to succeed in Mission Parish School's program. Applicants seeking entrance to Mission Parish School must be tested and interviewed.

RECORDS REQUIRED

- Baptismal Certificate
- Certificate of Reconciliation and First Holy Communion if these sacraments have been received
- Record of immunizations, which consist of Polio, DTP, and MMR which is required by state law
- All students must have a physical examination upon entering Kindergarten or first grades. All students' health records must be up-to-date before the first day of school.

AGE REQUIREMENT

- Pre-Kindergarten: 4 years old on or before September 1st
- Kindergarten: 5 years old on or before September 1st
- First Grade: 6 years old on or before September 1st

ACCEPTANCE POLICY

Acceptance to Mission Parish School will be based on the following criteria:

1. Registered active parishioners who have siblings in the school
2. Registered active parishioners according to the date of registration at the parish office
3. Catholics from surrounding parishes
4. Catholic school transfers
5. Non-Catholics

An active parishioner is one who shares time, talent and treasure by:

- volunteering in the parish and/or school
- attending Mass on Sundays and Holy Days
- using Sunday envelopes
- being an active participant in school/parish functions

PROBATIONARY STATUS

All newly accepted students are on probation for one school year. This allows our school to determine if it is able to meet the needs of the student and for the family to determine if they can actively support the expectations, programs, and policies of Mission Parish School.

TUITION AND FEES

Tuition

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

Parents may make payments of tuition as follows:

- in full to Mission Parish School by July 31 (\$250 discount applied)
- in 11 monthly installments to FACTS (July through May)

Fees

- Application Fee \$50 for new families
- Arts Enrichment Fee \$25
Includes funds for Class Act and Art Masters
- School Fee \$95 (K-8) \$165 (PK)
Includes retreats, holiday parties, projects, teacher gifts, health screening, yearbook
- Registration Fee \$250 for first child, \$200 for each additional child
Includes consumable books, processing and paperwork, student insurance, book rental and supplies, testing materials, Diocesan per capita assesement
- SCRIP Fee \$300
- Service Points 100 points or \$3.50 per point for buy out
- Technology Fee \$200

ACADEMIC INFORMATION

CURRICULUM

We believe that it is our mission to partner with parents in providing an environment where children can experience learning and living in the light of their Catholic faith. We are committed to providing academic excellence rooted in Catholic values and traditions by offering a comprehensive and holistic education. Mission Parish School offers its students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible Study, Social Justice, and preparation for the Sacraments of Reconciliation, Eucharist, and Confirmation, Mass attendance, and Serra Chapel visits and adoration

Language Arts

Reading, English, Spelling, Composition, Vocabulary, Grammar, Speech

Mathematics

Problem Solving and Computational Skills, Pre-Algebra, and Algebra

Social Studies

History, Geography, Economics, and Current Events

Science

Earth, Life, and Physical Sciences, hands-on activities, and laboratory experiences

Technology

Word Processing, Power Point, Spread Sheets, Hyper Studio, Keyboarding, Data Bases, and integration with curricular subjects

Foreign Language

Spanish

Physical Education

Physical Fitness, Sports, Health, and Creative Movement

Fine Arts

Music, Creative Movement, Art Masters, and Pacific Symphony Orchestra's Class Act Program

HOMEWORK

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

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

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

Student Absence

Students who are out ill need to take the opportunity to rest and recuperate during their time at home. It is the student's responsibility to obtain all missing work from the teachers when he/she **returns** to school. It is also the student's responsibility to follow each teacher's directions for when missed assignments and tests are to be made up. The only exception to this policy is if a student has an extended absence (more than three days) due to illness or hospitalization.

Homework will not be sent home in advance of, or during, an absence from school. Homework will be sent home upon the student's return to school. Students will have as many days as they were absent to return missed assignments. However, after three consecutive days of illness, parents may, at their discretion, call the school office to have homework ready for pick-up between 2:30-3:00 p.m. Students absent less than three days are encouraged to get classroom assignments from a classmate. Long term projects are due on the due date, regardless of student absence.

Family Trips

Due to the amount of information presented in the classroom environment, Mission Parish School discourages students from missing school for any reason other than health issues.

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

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

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

EXTRACURRICULAR PARTICIPATION

Students with grade point averages below a 2.0 or conduct grades below a C will be suspended from participation in extracurricular activities.

FIELD TRIPS

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

PARENT-TEACHER CONFERENCES

Conferences will be scheduled with the teachers at the end of the first trimester, usually in November. Conferences are used to discuss the progress of the student. Appointments with teachers outside of the regularly scheduled parent-teacher conferences should be made in advance. Parents should write to the teacher to set up an appointment. If at any time parents have any questions or concerns regarding a student, they should contact the child’s teacher in writing. Teachers are available from 7:30 a.m. to 8:00 a.m. and from 2:45 p.m. to 3:00 p.m. Please do not disturb teachers during school hours.

PROGRESS REPORTS, REPORT CARDS, AND GRADING POLICY

The school year is divided into three trimesters. Report cards are sent home with the student at the end of each trimester. **Please sign and return the special school envelope provided.** Progress Reports are sent home as needed.

Report cards are issued for grades Pre K-8. The objective is to help each child work to his/her potential. No two children are alike, and individual differences are to be considered. Please accept each child at his/her potential and do not pressure him/her into doing what he/she is not able to do. However, if he/she is capable, and is not working to potential, encourage him/her to do better. Overemphasis on grades may not help the child achieve his/her potential. Accept each child’s talents and limitations.

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

The following grading scales are a general guide for grading:

GRADES 3-8

- A = 95-100
- A- = 90-94
- B+ = 87-89
- B = 83-86
- B- = 80-82

GRADES 1-2

- O = Outstanding
- S = Successful
- N = Needs growth in this area

KINDERGARTEN

- S = Successful
- N = Needs growth in this area

C+	= 77-79
C	= 73-76
C-	= 70-72
D+	= 67-69
D	= 63-66
D-	= 60-62
F	= 59 & below

According to Diocesan policy, when failure in a particular subject seems likely, parents shall be promptly notified with a progress report from the teacher. The student will receive the progress report and bring it home for the parent's signature. This will give parents an opportunity to work with the student to correct any deficiency.

PROMOTION

Promotion to the next grade level in Mission Parish School depends on successful completion of all subject areas. The teacher and/or administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Eighth grade students must satisfactorily demonstrate the achievement of basic skills in order to graduate.

SCHOOL HOURS

Regular Schedule

Pre-Kindergarten AM	8:00-11:00
Pre-Kindergarten PM	11:30-2:30
Pre-Kindergarten Full Day	8:00-2:30
Grades K - 8	8:00-2:30

Minimum Day

Pre-Kindergarten AM	8:00-11:00
Pre-Kindergarten PM	11:30-2:30
Pre-Kindergarten Full Day	8:00-12:00
Grades K - 8	8:00-12:00

Early Out Every Friday

Pre-Kindergarten AM	8:00-11:00 (not affected by Early Out Days)
Pre-Kindergarten PM	11:30-2:30 (not affected by Early Out Days except 1 st Friday of the month.)
Pre-Kindergarten Full Day	8:00-2:30 (not affected by Early Out Days except 1 st Friday of the month.)

Grades K-8 9:00-2:30 (new for 2010-2011)

All students in grades K-8 will be dismissed at 1:30 each Friday we have school.

UNIFORMS AND PERSONAL APPEARANCE

FORMAL UNIFORM

(Worn on days that we go to Mass or for special events. May be worn any day of the week.)

BOYS PRE-K - 5

- * white oxford shirt
- * blue pants
- * red sweater
- * white socks above the ankle
- * black, white, blue, or red shoes
- * black or blue belt

BOYS 6-8

- * white oxford shirt
- * blue pants
- * blue sweater
- * white socks above the ankle
- * black, white, blue, or red shoes
- * black or blue belt

GIRLS PRE-K - 3

- * white Peter Pan blouse
- * plaid jumper
- * red sweater
- * white socks above the ankle
- * black, white, blue, or red shoes

GIRLS 4-5

- * white oxford blouse with red tie
- * plaid skirt
- * red sweater
- * white socks above the ankle
- * black, white, blue, or red shoes

GIRLS 6-8

- * white oxford blouse with blue tie
- * plaid skirt
- * blue sweater
- * white socks above the ankle
- * black, white, blue, or red shoes

INFORMAL UNIFORM

(May be worn on days we do not attend Mass.)

BOYS PRE-K - 5

- * white polo shirt
- * blue pants or shorts
- * red sweater, MPS jacket, or MPS sweatshirt
- * white socks above the ankle
- * black, white, blue, or red shoes
- * black or blue belt

BOYS 6-8

- * white polo shirt
- * blue pants or shorts
- * blue sweater, MPS jacket, or MPS sweatshirt
- * white socks above the ankle
- * black, white, blue, or red shoes
- * black or blue belt

GIRLS PRE-K - 3

- * white polo shirt – may be worn with shorts, pants, or skort
- * blue pants, shorts, or skort
- * red sweater, MPS jacket, or MPS sweatshirt
- * white socks above the ankle
- * black, white, blue, or red shoes

GIRLS 4-5

- * white polo shirt – may be worn with shorts, pants, or skort
- * blue pants, shorts, or skort
- * red sweater, MPS jacket, or MPS sweatshirt
- * white socks above the ankle
- * black, white, blue, or red shoes

GIRLS 6-8

- * white polo shirt – may be worn with shorts, pants, or skort
- * blue pants, shorts, or skort
- * blue sweater, MPS jacket, or MPS sweatshirt
- * white socks above the ankle
- * black, white, blue, or red shoes

SHOES

- Pre K – 8 Navy, black, red, or white (or any combination of) leather or canvas tennis shoes (no patterns or prints like checkered, Hawaiian, etc.)
Leather oxfords or loafers

P.E.

- K – 8 Red knit gym shorts
White T-shirt

PERSONAL APPEARANCE FOR ALL STUDENTS

The following are not permitted at Mission Parish School:

- Extreme hairstyles or hair dyes/colors/bleaches
- Hoop, dangle, or large earrings
- Colored nail polish
- Make-up
- Colored lip gloss, chapstick, lipstick
- Watches with beeping devices or other sounds
- Baggy or oversized clothing
- Tight or revealing clothing
- Open-toed shoes

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

Uniform sweaters are mandatory on Mass days and other designated days throughout the school year.

P.E. uniforms must be worn for P.E. and after school sports practices.

Scout uniforms may be worn on meeting days.

NON-UNIFORM/ALTERNATIVE DRESS DAYS

Alternative dress days are awarded throughout the school year. Please abide by the following guidelines.

Alternative dress attire includes appropriate clothing in the following fashion:

- Jeans, pants, shorts
- T-shirts, button-down shirts, blouses, sweatshirts
- Skirts, dresses (appropriate length)

The following are not permitted at Mission Parish School on these special days:

- Baggy or oversized clothing
- Tight or revealing clothing
- Torn/Ripped clothing
- Overalls
- Sweats
- Message t-shirts or sweatshirts
- Opened-toed shoes

- Extreme hairstyles or hair dyes/colors/bleaches
- Hoop, dangle, or large earrings
- Colored nail polish
- Make-up
- Colored lip gloss, chap stick, lipstick
- Watches with beeping devices or other sounds

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

CITIZENSHIP AND DISCIPLINE CODE

The goal of the Catholic School is the creation of a Christian atmosphere. To accomplish this, each student must recognize his/her individual responsibilities and obligations, and discharge them in accordance with the school regulations. Students are expected to act in a Christian manner. Christianity in action embraces all of one's conduct, and courtesy and respect is expected of our students at all times. The entire school staff will work closely to reinforce positive behavior and attitudes in all our students. In this way, students will learn to develop self-discipline that will serve them throughout their lives and will receive the full benefits of an effective, orderly, and consistent educational environment.

Students must act as a representative of the school both on and off campus. Demeaning behavior to another student via in person, cell phone, internet, email, etc. may constitute reason for a school consequence.

Discipline is an essential element of Christian development. Some of the purposes of discipline are:

- To develop within students an appreciation of the importance of responsibility and self-control based on Christian values.
- To provide an atmosphere that allows individual growth.
- To build a sense of community.

General School Rules

Behavior

- Love one another as God has loved you.
- Follow directions of all school personnel respectfully.
- Follow the school dress code at all times.
- Always be on time for school and class.
- Remain on the school grounds from arrival until dismissal and pickup. Leave campus only with the expressed permission of the office and parents.
- Act and speak in an appropriate manner. Fighting, picking on others, profanity, and vulgarity are never acceptable.
- Be in the proper place at the proper time.
- Respect the rights and properties of others.
- Refrain from bringing non-school related items to school.
- Walk in the hallways and on the stairs.
- Walk bicycles on campus. Bicycle locks are required.
- Gather quietly in assigned areas before and after school.
- Respond to bells immediately.
- Stay out of the classrooms unless an adult is present.
- Recognize that the restrooms are not playrooms.
- Use proper containers for recycling and garbage. Clean up your trash at all times, especially after lunch and recess.
- Come to school and class prepared.
- Complete all assignments and homework.
- Care for textbooks, materials, and equipment.

Consequences

Possible grounds for **RETENTION** include, but are not limited to, the following behaviors:

- Tardiness (3 per trimester)
- No sweater for Mass
- Unsigned agenda
- Missing supplies
- Uncovered books
- Make-up
- Uniform infraction
- Missing/unfinished homework
- Papers/forms not returned

Possible grounds for **DETENTION** include, but are not limited to, the following behaviors:

- Cheating
- Fighting, bullying
- Bad language
- Violence
- Name calling, put downs
- Disrespectful behavior
- Excessive tardiness (10 per trimester)

* Three detentions **per trimester** = suspension
Suspension takes the place of the third detention. Upon receiving the third detention, student will be suspended.

** Two suspensions **per year** = review for expulsion

Severe Disruption

Students causing a severe disruption will be sent immediately to the office.

Severe disruptions include, but are not limited to, the following behaviors:

- Inflicting physical harm to another person
- Destruction or defacing of property
- Refusal to do what is asked by school personnel
- Disrespect to any school personnel
- Dishonesty, including assignments, course work, or tests within the school environment
- Theft of student, faculty, or other school property
- Possession of any type of weapon on campus or to any school function
- Use of or selling of drugs or alcohol
- Harassment

Severe disruptions will be dealt with in one or more of the following ways:

- Immediate contact with parent or guardian
- Detention
- Suspension
- Expulsion

Detention

Students are required to report for detention on a specified date and time. Tardiness is not acceptable. Parents/guardians will be informed of detention prior to the date that it is to be served. Unexcused absence from a scheduled detention will be treated as a severe disruption.

Suspension

A student will be removed from school for a predetermined amount of time. The student reports to the office at 8:15 a.m. in uniform to pick up assignments for the day. Completed assignments must be returned to the office at 2:45 p.m. Readmittance to class requires a scheduled parent conference.

Expulsion

When all other means of discipline have proven ineffective, the student will be reviewed for expulsion from the school.

GENERAL INFORMATION

ABUSE OF TEACHERS

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

ACTIVITIES

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

ANTI-BULLYING POLICY

MISSION STATEMENT

Mission Parish School is committed to creating and sustaining a safe, positive, and inclusive environment for all students, staff, and parents.

We believe that all students, staff, and parents have the right to be protected from bullying and abusive behavior.

WHO THIS POLICY APPLIES TO:

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

Members of the school community are:

- Students
- Teachers and Staff Members
- Parents
- Coaches
- Volunteers
- Playground Supervisors

OBJECTIVES:

This policy aims to ensure that all those connected with the school are protected from bullying behavior.

The ongoing and long-term objective of the policy is to reduce the number of students who experience bullying through increasing awareness of this behavior, its causes, and consequences in the students, staff, and parents who make up the school community, and to help students find and put into practice a series of solutions to the problem of bullying.

The policy also aims to ensure that individual cases of bullying will be dealt with consistently and in a constructive and fair manner when they occur.

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

HOW WE HANDLE BULLYING AT MISSION PARISH SCHOOL:

- When bullying is reported it will be taken seriously.
- Faculty and staff will work with the person who is being bullied to help them feel safe and find responses to bullying that work.
- Faculty and staff will work with the person or people who are bullying to change the bullying behavior.
- When appropriate, faculty and staff will work with the parents of any student who is being bullied to support and encourage that student in finding solutions to the bullying.
- When appropriate, faculty and staff will work with the parents of any student who is bullying to support and encourage that student in finding alternatives to the bullying behavior.
- When appropriate, faculty and staff will involve the school counselor in supporting students who are experiencing bullying or who are bullying.
- **Students who are bullying may receive the following consequences:**
 - Lowered conduct grade**
 - Meeting with teacher, principal, and parents**
 - Detention**
 - Exclusion from school activities: academic decathlon team, cheerleading, dances, drama, St. Joseph's Day Royal Court, sports, student council, and others as the principal sees fit**
 - Suspension from school will be used if necessary**
- If particularly serious victimization, abuse, and intimidation, or physical bullying against any other person belonging to the school community is reported, those who carried out the bullying will have to be suspended from school activities while it is investigated and solutions are sought. If the solutions have no effect, or if the bullying was so severe that it would be harmful to the rest of the school community to allow the suspended student to return to the school, he/she may have to be permanently excluded.

ATHLETIC POLICY

- The student must maintain a GPA of 2.0 or above in all core subjects
- Conduct must be maintained at a C or above.
- Teachers are requested to report to a coach any problems in grades or conduct of any student participating in athletics at the beginning of the sport season. If a coach, parent, or administrator removes a student from a team, reinstatement would be considered only when the problem has been corrected.
- Should any problems arise, please go first to the coach. If this does not provide a solution please see the Athletic Director who will discuss the problem with the Principal or Associate Principal.
- Athletic Awards will be given out at morning assemblies or sports celebration which may be held in the fall and the spring after all seasons have ended.

- If a uniform is not returned by the designated deadline at the end of the season the student will be responsible for the cost of its replacement.
- Students participating in after school athletics must remain on campus at all times and may not leave early unless picked up by a parent or guardian who will be returning them to school at a later time. Students must ride with designated drivers to and from away games.
- Students participating in after school sports must wait in the courtyard at dismissal until picked up by a coach.
- Students who miss practice or competitions may be subject to suspension from the next game.
- **If a student is absent from school during the day, that student may not practice, or play in a game after school that same day.**
- Practices will begin promptly at 2:45 p.m. and end by 4:30 p.m. unless otherwise advised by the coach. Parents are responsible for picking up their children on time. If other arrangements are made, the coach must have a written statement regarding the change of plan. P.E. uniforms are to be worn for all after school practices.
- If students stay for practices or games, younger siblings may not stay and wait unless accompanied by their parent.

ATTENDANCE INFORMATION

- It is important that students be regular and punctual in attendance. Playground/Gym supervision begins at 7:40 a.m. No student should be on the playground or in the Gym before 7:40 a.m. Students are expected to be at school promptly by 8:00 a.m. for the prayer assembly. When students are tardy, it is very disruptive to the entire assembly.
- Any student who arrives after the 8:00 a.m. bell will be marked tardy. Three unexcused tardies per trimester will result in a missed recess (grades 1-4) or a lunchtime retention (grades 5-8). Ten unexcused tardies per trimester will result in a morning detention. Medical and dental appointments with a note from the doctor will be excused.
- Parents must phone the school office (234-1385) before 9:00 a.m. if a student will not be in school that day. If a student is tardy or absent, a written explanation must be sent to the office upon the student's return to school.
- School will be dismissed at 2:30 p.m. daily. All students must be picked up by 2:45 p.m. Students will be admitted to Extended Day Care after 2:45 p.m. and will be charged the appropriate fee.
- All medical and dental appointments should be made after school hours. When it is necessary for a student to be excused from school for medical or dental appointments, a written note to the child's teacher is required. A student will not be marked absent or tardy if a note from the doctor or dentist is submitted.
- Children leaving school during school hours are never released directly from the classroom. Parents are required to come to the office to sign the child(ren) out. For the safety of the children, no one will be permitted to leave the school without a parent or an authorized adult. In the latter case, parents are to notify the office in writing if a child is to be released to another person in place of the parent.

- If a student is absent from school 20 or more days in a trimester, the student may receive an “incomplete” on his/her report card. All work missed when absent must be made up.

AWARDS

Recognizing outstanding achievement is an important part of the educational program at Mission Parish School. Such recognition can come from academic success, athletic achievement, or distinguished service to the school or community. Such awards may include Honor Roll, Student of the Week, Caught Being Good, or Athletic awards.

BICYCLES

Children may ride bicycles to school. Bikes must be locked. No student may ride a bike on or through the school grounds. Roller skates, roller blades and skateboards are not permitted on the school grounds.

CELL PHONES AND OTHER ELECTRONIC DEVICES

If cell phones or other electronic devices are brought to school, they must be in the **OFF** position during school hours (7:30 a.m. – 3:00 p.m.) and stored in the student’s backpack. Any violation of this policy will result in disciplinary action.

CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

CHILD ABUSE LAWS

Mission Parish School abides by the Child Abuse Prevention, Adoption, and Family Services Act. The law mandates that all cases of suspected child abuse and/or neglect is the strict responsibility and legal obligation of the school to contact the Orange County Child Abuse Registry. The school must report promptly any reasonable suspicion of child neglect or abuse.

CLASS PARTIES

With the principal’s permission, class parties for special occasions may be planned by the teacher with the cooperation of the Room Coordinator. The Principal is to be consulted about all class parties. Class parties should not interfere with academic time. Invitations to personal parties may not be handed out at school unless the entire class or all boys/all girls are invited.

DISMISSAL PROCEDURE

- Please do not line up before 2:20 p.m. - **please drive slowly and do not use cell phones.**
- Refer to your map as you line up.
- Whenever the flag is **GREEN, CARS MUST STOP**. Children walk to their cars on the **GREEN** flag.
- Cars may drive forward when the flag is **RED**. No children are allowed to walk on the red flag.
- Please do not leave your car unattended or leave a child alone in your car. The children are given plenty of time to locate their cars.
- An identifying ribbon, flower, flag or some other object could be attached to your antenna for an easier way of locating your car.
- Children who are walkers, cyclists, or on sports teams will remain in the school courtyard with a teacher until they are dismissed.

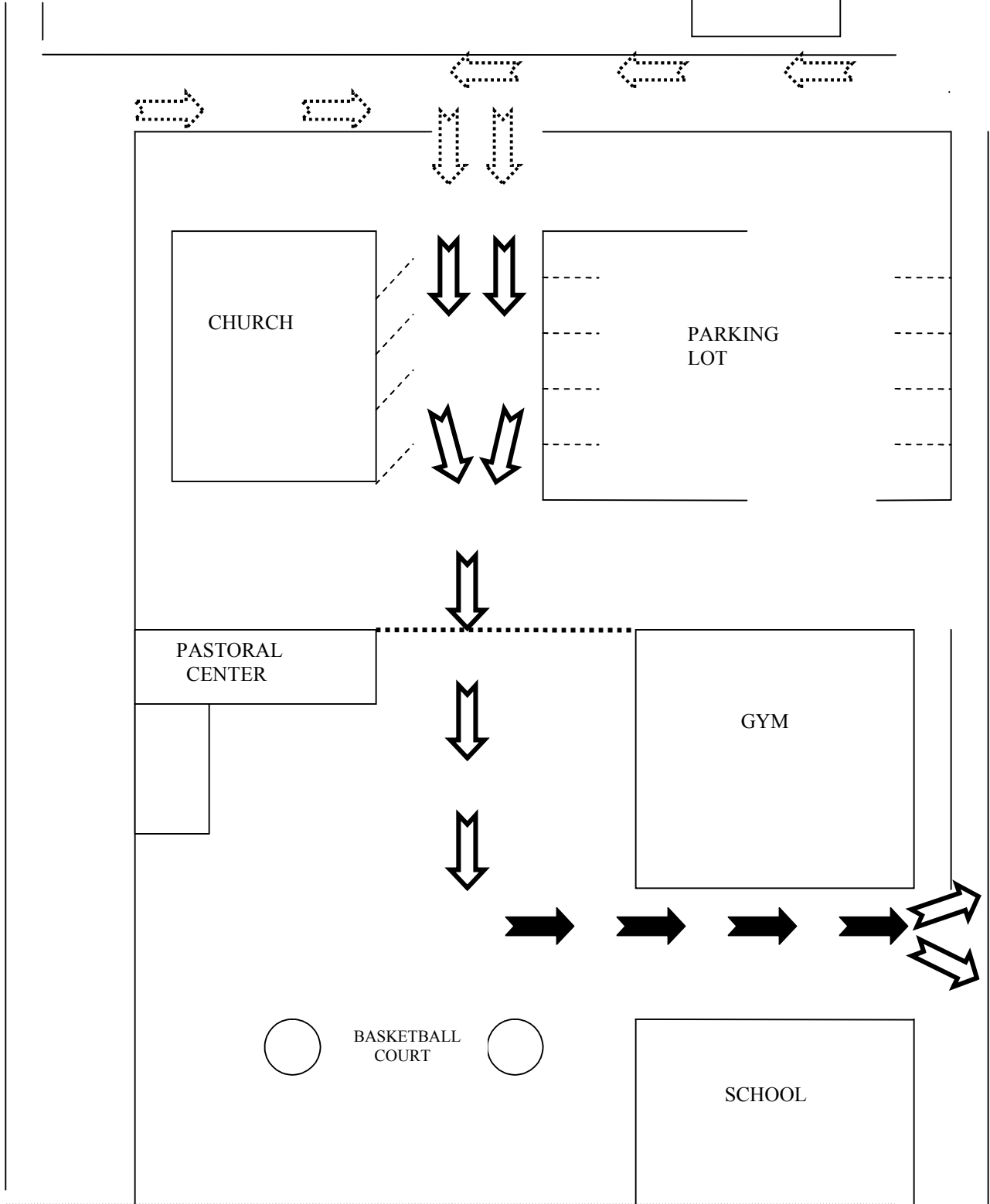
- Children may not go to cars outside the church parking lot during dismissal. Please do not ask your child to meet you on the street or at the library.
- Please do not use your cell phone during dismissal. It can be a source of distraction.

DROP OFF PROCEDURE

- Please do not drop your children off at school before 7:40 a.m.
- Pull into the school parking lot and drop your children off in front of the gym. Children should not exit vehicles until they are parked in front of the gym.
- Children should have backpacks, lunches, and any other supplies ready to go when it is their turn to exit their vehicle.
- Children should exit their vehicle and walk **in front** of it to go directly to the gym or playground area.
- ***Do not drive through or park in the Pastoral Center parking lot.***

MISSION PARISH SCHOOL
Morning Drop-Off Procedure

LIBRARY

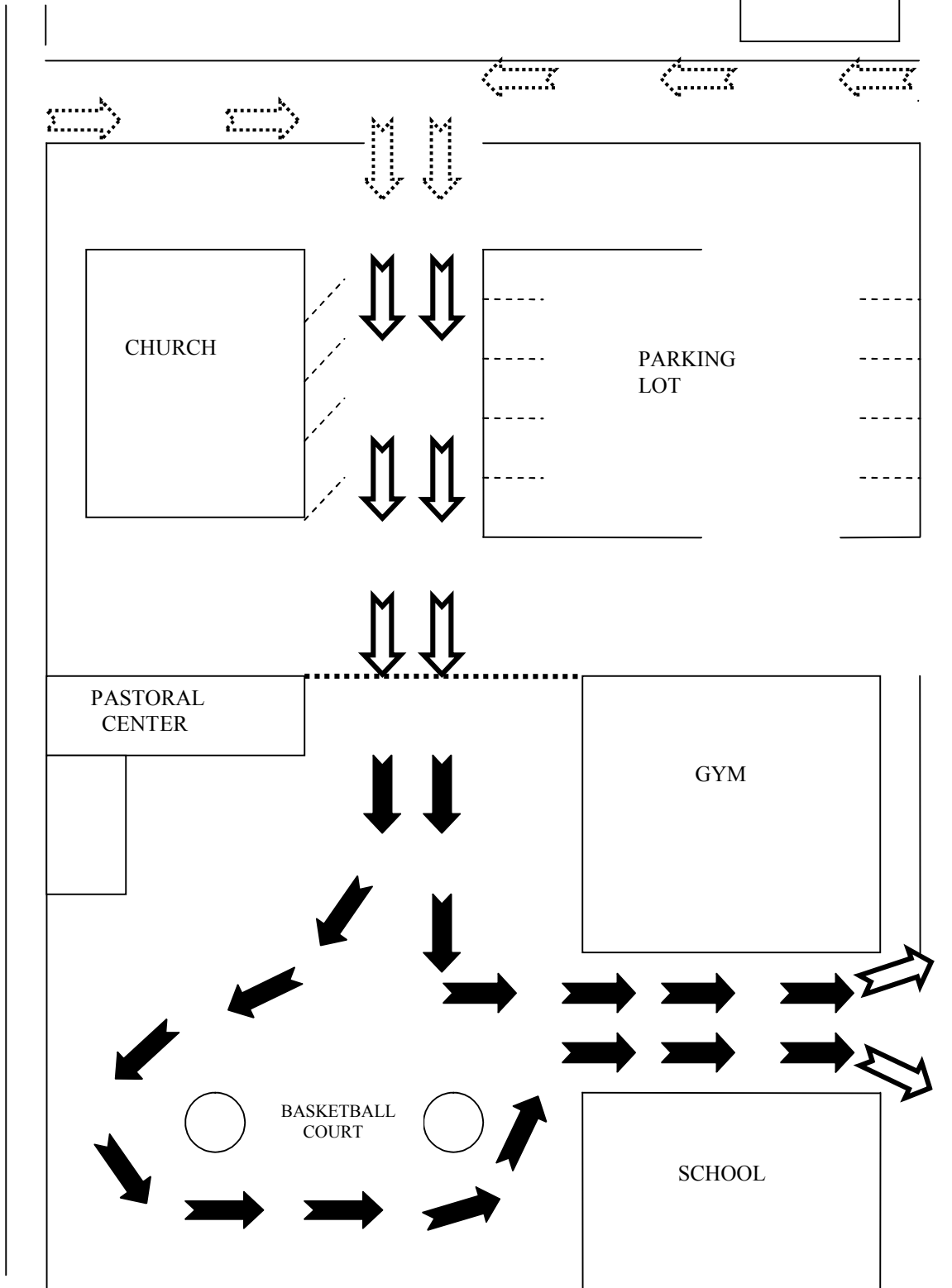


Students may exit cars once they are **IN FRONT OF THE GYM.** (Solid Arrows)
For the safety of our students, no cars may park in the courtyard area.

MISSION PARISH SCHOOL

Afternoon Pick-Up Procedure

LIBRARY



Students **STOP** on a Red Flag and **WALK** on a Green Flag.
Cars **MOVE** on a Red Flag and **STOP** on a Green Flag.
Students may enter cars **ONLY** if they are inside the courtyard area. (Solid Arrows)

DRUGS AND ALCOHOL

Students who possess drugs and/or alcohol at school or any school function face suspension and/or expulsion.

EMERGENCY PROCEDURES

Parents will be contacted by the Mission Parish School staff whenever there is an emergency in the case of an individual student or in the case of a general emergency. It is the responsibility of the parents to inform the school of any changes in emergency information.

- It is extremely important that all emergency information is up-to-date. This includes work and home telephone numbers and the names and telephone numbers of persons authorized to pick up any student.
- It is the parents' responsibility that all medical information be current and on file at school along with the student's blood type, allergies, special illnesses or attacks, medications, etc.
- In the event of a major earthquake, phones will almost surely not be working. Emergency information will be transmitted on designated emergency radio stations.

Fire

Directions and floor plans for fire drills and evacuation will be posted in classrooms and school facilities. Fire drills will be conducted as often as necessary, by the Principal, to insure that faculty and students can respond to an actual fire in a quick and disciplined manner.

Earthquake

The Mission Parish School has a detailed and current plan for evacuation in the event of an earthquake. An Earthquake Plan of Action is on file in the office and familiar to all school staff.

The safety of the students and school staff is of paramount importance. All actions taken shall bear in mind the safety and well being of both students and staff members. In the event of a major disaster, school will not be dismissed and children will remain under the supervision of school authorities until they deem it safe to dismiss the students.

Procedure for earthquakes:

- At the first sign of an earthquake, teachers will issue the DROP command. Upon hearing this command, the students and teachers will get under desks or tables and remain there until the earth stops quaking.
- As soon as the "all safe" signal is given the students and teachers will leave the building and assemble in the center of the playground where the Principal will maintain a command post.
- Everyone will remain in the emergency assembly area until it is determined that the main church has been declared safe for shelter. At that time everyone will assemble inside the church.
- The children who are in the courtyard building will be taken to the central emergency assembly area or to the Mission grounds depending on conditions at that time. The student body will be reunited at the principal's command post as soon as possible.

Security of the Campus

In any disaster the campus will be secured. That means that no child will be allowed to leave the campus unless the child is properly signed out. Any person authorized to pick up a child must follow the instructions of the person in authority. Each child must be signed out using the proper procedure. No parent or authorized person may remove a child from the campus without signing the child out. All parents and visitors must come to the school office to obtain a visitor's pass. No one is to go directly to the classroom during teaching hours. It is disruptive to the learning process.

San Onofre Disaster Plan

San Onofre Nuclear Generating Station conducts an exercise to test the communications system and evaluate other aspects of the plan. A brochure concerning nuclear disaster is sent to all citizens of Orange County and may also be found in the front pages of your telephone directory. Mission San Juan Capistrano is a pre-designated assembly point established to provide a location where transportation can be obtained if needed. The school is located within the Mission compound, therefore we would put our Disaster Plan into action.

First Aid Kit

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

EXTENDED DAY CARE

Mission Parish School is dedicated to serving the needs of our school families. Extended Day Care is provided for students in Kindergarten through Grade 8 from 2:30 – 5:30 p.m. The basic Catholic Christian philosophy that permeates the total school community continues to operate in the Extended Care Program. This philosophy emphasizes the dignity and respect for persons and for creation, and the moral, social, emotional, physical and intellectual development of each child.

In addition, the Director and Staff of the Extended Care Program:

1. Provide a caring, safe environment after school hours for children.
2. Provide activities that are a balance of structure and responsible free choice.
3. Develop and improve social skills by providing opportunities for:
 - a. using initiative
 - b. being independent and self-directed
 - c. associating constructively with peers
 - d. observing supportive and challenging role models
 - e. developing a sense of competence and a healthy self-image

The program includes an after school snack, time for activities such as crafts, homework, study, or reading, as well as supervised free play.

Extended Care Rates and Fees

Extended Care hours are from 2:30 p.m. until 5:30 p.m., Monday through Friday. Extended Care is available from 12:00 p.m. until 5:30 p.m. on minimum days.

Registration: \$50.00 per year

Rate: \$6.00 per hour

All children who have not been picked up 15 minutes after dismissal time will be automatically signed in to Extended Day Care. Children will be signed in by the staff and must be signed out by a parent or guardian. Signing out is necessary for your child's safety. If your child is signed in to Extended Care more than one time, you will be responsible for paying the \$50.00 registration fee plus the \$5.50 per hour fee.

HARASSMENT

Diocesan Policy Against Harassment (Admin. Handbook 7600)

The Diocese of Orange confirms 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 themselves 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

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, age, gender, ancestry, physical or mental disability, or medical condition. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Diocese to provide an educational environment in which all students are treated with respect and dignity.

Examples of Harassment

Harassment includes, but is not limited to, the following examples:

- Sexual: Unwelcome sexual advances, requests for sexual favors, sexually demeaning comments, statements, questions, slurs, jokes, anecdotes, epithets, and other verbal or physical conduct of a sexual nature.
- Verbal: Comments, questions, statements, slurs, jokes against a person because of race, color, gender, creed, national origin, physical or mental disability.
- Written: Letters, notes, or invitations (electronic or on paper) which are suggestive, hostile, or obscene.
- Physical: Unwanted, unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- Visual: Leering, gesture, display of sexually suggestive objects, pictures, cartoons, posters or drawings (electronic or on paper).
- Environmental: Detrimental atmosphere in which a person(s) is made to feel uncomfortable through the presence and/or actions of others in the room

Disciplinary Action

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, or occurs at any time including, but not limited to, any of the following:

- While on school grounds;
- While going to or coming from school;
- During the lunch period whether on or off campus;
- During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Diocesan schools are expected to conform their lives to Christian principles at all times.

Student's Responsibility

It is the student's responsibility to conduct him/herself in a manner that contributes to a positive school environment. Students will not commit acts that tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

Administration's Responsibility

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar and offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

HEALTH RECORDS

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

Medical examinations are required prior to entrance to school.

The Principal will have an accessible card file containing emergency care information for each student. Each card will include:

- The student's name, address, and telephone number
- Parents' business address, telephone number, and work hours
- Written parents' wishes concerning the care of the student should illness or accident occur during the school day and names and telephone numbers of other persons who may be contacted in an emergency
- Family doctors' name, office address, and telephone number
- A list of any special illnesses or attacks the child is susceptible to, a list of medical/medicinal allergies, and a list of any current medication
- Parental approval to send a child to a medical facility for emergency treatment should this be necessary
- A list of any persons to whom a student may **NOT** be released, including those listed on court documents
- The signature of parents or legal guardian

HOME-SCHOOL COMMUNICATIONS

In order to insure that all communications from school reach home in a timely manner, Mission Parish School sends home a School Newsletter every other Wednesday via email. We also have a website at missionparishschool.org where we post our School Newsletter and other information. There are email addresses available at the website for your use.

LIBRARY (PUBLIC)

The use of the public library is for obtaining books and research. Students are to be supervised when using the library. Parents, please do not make use of the library as a baby sitting service. Extended Day Care is provided for the safety of all students.

MAY CROWNING

May Crowning is a special ceremony that takes place during the month of May. The eighth grade students are involved in the planning of this Mass.

- Eighth grade students who have been selected for the St. Joseph's Day Royal Court are not eligible to be chosen to crown the Blessed Virgin Mary.
- Eighth grade girls, whose conduct and effort has been consistently good, will be eligible for this honor.
- Students will be asked to submit an essay to the eighth grade teacher by a specified date.
- After a review of the essays, a girl will be chosen to receive the honor of crowning the Blessed Virgin Mary.

MEDICATION

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

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

1. child's name
2. name of child's doctor
3. frequency
4. dose
5. date

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

PARENTAL OBLIGATIONS

All parents are expected to:

- Support the administration, faculty, and staff of Mission Parish School
- Attend school events whenever possible
- Participate in and volunteer for activities

PARENTS' GRIEVANCE PROCESS

It should be clearly understood that there are times when misunderstandings occur between the parents and school personnel or times when a procedure or policy needs clarification. The following is the procedure for addressing concerns:

1. If the concern involves any school personnel (teachers, etc.) the parents are to call the individual involved and arrange for a meeting opportunity. The results of that meeting are to be in writing and all parties must sign. If a telephone conversation is held instead, the school personnel is

to write down the results of that conversation and send a copy to the parents. Include date and time of the call.

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

PERSONAL PROPERTY

All clothing, lunch containers, backpacks, book bags, school supplies etc., should be labeled clearly with your child's name.

Large nerf balls, playground balls, jump ropes, and board games may be brought to school. Children may not bring radios, CDs, tapes, tape recorders, electronic games, tennis, golf, or footballs and other non-related school items including books, magazines, and play items from home. Any personal property, including money, brought to school is the responsibility of the student.

PHYSICAL EDUCATION

If for any reason a child cannot participate in the program, parents are required to notify the teacher in writing. Long term non-participation requires a note from a medical doctor.

PLAYGROUND SUPERVISION

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

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

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

RECORDS

Parents have a right of access to all pupil records related to their children, which the school is required to keep. Each pupil has a file which is maintained in the school office. In most instances, the substantive matter of the student's file is a summary of the report card grades, duplicate report cards, conference notes, and the annual achievement test scores.

If a parent wishes to see these records, the request should be made to the Principal in writing. An appointment will then be made at a time when a qualified staff person will be available in order to respond to questions and to interpret the recorded data. If the parent finds that the data in the contents of the file is inaccurate or incomplete, a written request to change or add data which will correct the record must be given to the principal.

Each student's permanent cumulative record includes:

1. Legal name of student
2. Official verification of date of birth
3. Sex of student
4. Place of birth
5. Name and address of parent or guardian of minor student
6. Address of minor student if different from parent or guardian
7. An annual verification of the name and address of parent and the residence of the student
8. California school immunization record
9. Report cards and official transcripts
10. Grade or level of placement
11. Enrollment and attendance
12. Standardized test results
13. Teachers' signatures
14. A record of Baptism, First Communion, First Reconciliation, and Confirmation (if applicable)

SAFETY

The Principal is responsible for adequate supervision of students during the entire time they are present on the school premises and under control of school personnel. Supervision begins at 7:40 a.m. and ends at 2:45 P.M., when all students are dismissed and picked up by their parents.

No student is to be in a classroom without a teacher physically present and in a position to observe all students present.

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

SAINT JOSEPH'S DAY ROYAL COURT

Saint Joseph's Day is celebrated each year on March 19th or as close to March 19th as possible. The criteria used to select the Royal Court will be as follows:

- Eighth grade students who have attended Mission Parish School continuously for the most years and have participated in St. Joseph's Day dances for the most years will be considered eligible, providing their conduct and effort are very good.
- A panel of administrators will then select the King, Queen, and Royal Court from the eligible students from a list of criteria with teacher input.

SEARCH & SEIZURE

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

SOCIAL EVENTS

Birthdays

Invitations to personal parties may not be handed out at school unless the entire class or all boys/all girls are invited. If invitations are to be mailed home, please consult the school directory for names and addresses.

Birthday treats for all classmates can be distributed at recess. Please send a single treat such as cupcakes, doughnuts, cookies, etc. Juice boxes are also acceptable. Do not send drinks that need to be poured or treats that need to be cut and served.

Off-Campus Social Events

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

TEACHER HOPPING

"Teacher Hopping" among the local schools is not recommended. If you choose to remove your child from our school for this reason, please do not expect to return.

TELEPHONE CALLS

The school telephone is for official business. Students are not permitted to use it for personal reasons such as forgotten assignments, books, or to make after school plans. If a student is to use the school phone, he/she must have a note from a teacher.

THREATS

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

TITLE IX

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

TUITION & REGISTRATION

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

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

All new families entering the school must pay registration fees and the first month's tuition when registering their child/children. Both the registration fees and the tuition paid are **non-refundable**.

Students may register for the following year only if all financial obligations are met.

TUITION COLLECTION

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

Parents may make payments of tuition as follows:

- in full to Mission Parish School by the end of July (\$250 discount received)
- in 11 monthly installments to FACTS (July through May)

We currently use FACTS Management for the collection of our monthly tuition payments. FACTS automatically receives your payment (via checking account, savings account, or credit card) on the 5th or the 20th of every month commencing July 2009 and ending in May 2010. If a payment is returned to FACTS they will make two more attempts to collect the payment on the 5th and the 20th. If those attempts are unsuccessful they will notify Mission Parish School. Mission Parish School will then send a letter requesting full payment within 10 days from the date of the letter. If payment is not made within 10 days, your student will not be permitted to attend school until the tuition account is brought current.

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

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

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

Parents requesting financial aid must apply each year through FACTS Grant & Aid Assessment. Parents will be informed as soon as possible if they will be receiving financial aid for the following year.

VACATIONS

Plan family vacations around school vacation schedules so that students are present for school when necessary.

VANDALISM

Students are responsible for the care and upkeep of the school and school property issued to them. The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's

personal property will be obligated to pay the full amount of repairs and labor or replacement. Books must be kept covered at all times. If books or school items are lost, defaced, or destroyed, it is the responsibility of the student to pay for the replacement of such items.

TECHNOLOGY ACCEPTABLE USE POLICY

ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

School Year 2010-2011

I/We have read, understand, and agree to comply with the philosophy of Mission Parish School as stated in the Student/Parent Handbook. I/We further agree to follow the school policies and regulations as stated, as well as additional policies that the administration may communicate in writing during the course of the school year. I/We also agree that our child(ren) will abide by the rules and policies set forth in the handbook.

I/We understand that these policies and regulations are based on the guidelines set forth in the Diocesan Administrative Handbook for Catholic Schools. I/We further understand that the Principal, Pastor, and the Diocesan Office of Faith Formation have the right to interpret all policies.

Grade of Oldest Child in the School: _____

_____	_____	_____
(Parent/Guardian Signature)	(Parent/Guardian Signature)	(Date)
_____	_____	
(Student Signature)	(Date)	
_____	_____	
(Student Signature)	(Date)	
_____	_____	
(Student Signature)	(Date)	
_____	_____	
(Student Signature)	(Date)	
