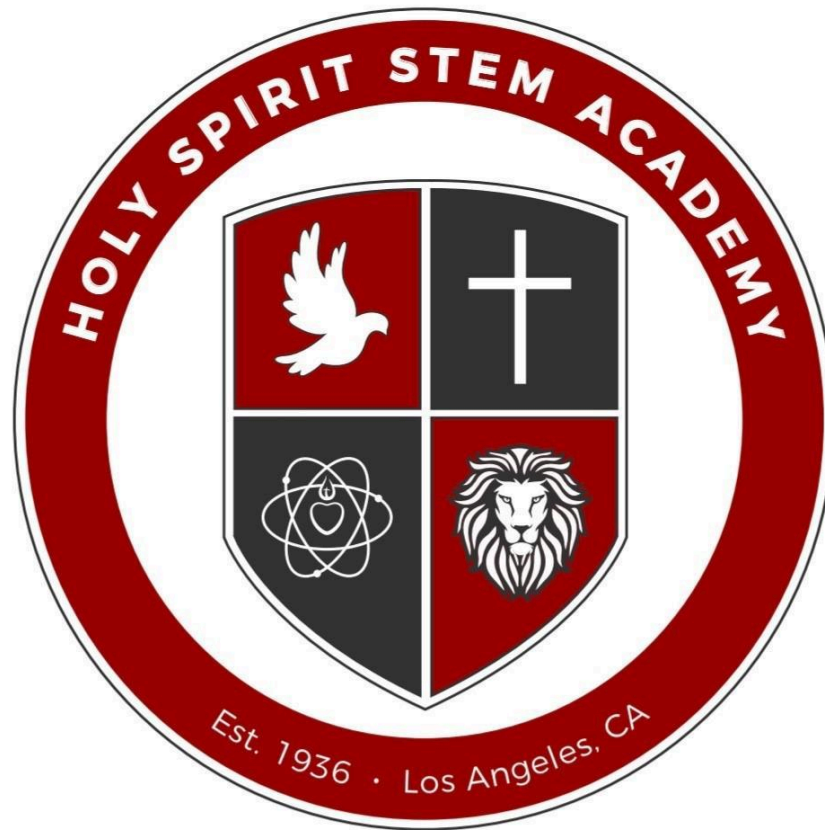


Family-Student Handbook

Revised for the 2024-2025 school year



Holy Spirit STEM Academy
1418 South Burnside Avenue
Los Angeles, CA 90019
www.holyspiritstem.org

Fully accredited by the Western Catholic
Education Association and the Western
Association of Schools and Colleges

“Love of God, Love of Others, Love of Self”

The Parent-Student Handbook is a combination of the Archdiocesan Policy and Procedures (APP) and the Parent-Student Handbook for Holy Spirit STEM Academy.

Rev. Arturo Valadez, Pastor
Alejandra Frutos-Silva, Principal

School Office Hours
8:00 am - 3:30 pm
School Office Phone Number: (323) 990-4760

School Hours
TK-8th - 7:45 am – 3:00 pm
Please have your children in the school by 7:45 am
After School Care Hours – Afternoon Dismissal – 6:00 pm

Holy Spirit Parish
Parish Office Phone Number: (323) 935-1333
www.hs-la.org

Archdiocese of Los Angeles
Department of Catholic Schools
Paul Escala, Superintendent
3424 Wilshire Boulevard
Los Angeles, CA 90010
Telephone: (213) 637-7300

TABLE OF CONTENTS

A.	General Information	Page(s)
	Mission/Vision/Philosophy Statements	6
	Code of Christian Conduct Covering Students and Adults	7
	History of Holy Spirit STEM Academy	8
	Relationship of School to the Parish	8
	School Organization	9
	Parent-Student Policies Agreement Form	10
	Consultative School Board	11
	Parent Teacher Organization	11
	School Personnel	12
	School Schedule	13
	Disaster Plan/Emergency Procedures	14
	Lost and Found	15
	Office Telephone Use	15
	Cell Phone Policy	15-16
	Cell Phone Permission Slip	17
	Toys and Games	18
	Mixed Parties	18
B.	Admission and Attendance	Page(s)
	Guidelines for Admission	19
	Non-Discrimination Policy	19
	School Inclusion	20
	Absence, Tardiness and Truancy	20
	Illness/Accident Procedures During School Hours	21
	Communication Procedures	21-22
	Morning Drop Off / Afternoon Pick Up Procedures	23
	Morning Drop Off Zone	23
	Drop Off Procedures	23
	Pick Up / Dismissal Procedures	23
	Permission to Walk Home	24
	Security Procedures	24
	Zero Tolerance Policy	24
	Parent/Guardian Right of Visitation	24
	After School Care	25
C.	Privacy and Access to Records	Page(s)
	Pupil Records	26
	Verbal/Written Confidences	26
D.	Transfer of Records	Page(s)
	Student Transfers, Withdrawals, and Graduation	27
	Withholding of Records	27
E.	Student Health	Page(s)
	Emergency Card	28
	Medical Immunizations & Exemptions	28

	Immunization Exemptions	28-29
	Medication Administered at School	29
	Communicable Diseases	30
	Student Accident Insurance	30
	Student Removal	30
F.	Academics and Co-Curricular Activities	Page(s)
	Curriculum Offerings	31
	Academic Assumptions	32
	Graduation Requirements	32-33
	Report Cards	33
	Grading	33-34
	Promotion Policy	34-35
	Academic Policies on Grades of "NI"	35
	Academic Probation	35
	Grade of Incomplete	35
	Retention Policy	36
	Withdrawal and Transfer of Students	36
	Recommended Transfer for Non-Disciplinary Reasons	36
	Recommended Transfer Resulting from Parental Attitude	36
	Non-Tolerance Policy	37
	Recommended Transfer Procedure	37
	Homework Policy	37-38
	Testing and Evaluation	38
	Honors Requirements	38-39
	Extra-Curricular Activities Eligibility & Guidelines	39
	Student Council	39
	Altar Servers	39
	Field Trips	40
	Technology Acceptable Use Policy	40-41
	Copy of HSSA Family Agreement for Use of Electronic Communication and Equipment	41-43
	Athletics	44
	Sports Ethics	44-45
G.	Tuition and Fees	Page(s)
	Financial Information and Responsibilities	46
	Tuition & Fees	46
	Yearly Re-Registration	46-47
	Tuition Assistance	47
	Catholic Education Foundation (CEF)	47
	Other Tuition Assistance	47
	Tuition Delinquency	47
	Hot Lunch	47-48
	Service Hours	48
	Donations	48-49
	Parent Participation	49

	Fundraising Activities	49
	Parental Decision to Withdraw a Student	49
H.	Discipline	Page(s)
	Maintenance of Effective Discipline	50
	Disapproved Disciplinary Measures	50
	Behavioral Expectations	50-51
	Specific Expectations	51-52
	Behavior Points (Grades TK-8)	52-53
	Complaint Review Process for Parents/Guardians and Students	53
	Addressing Complaints at School	53
	Escalating Complaints to the Department of Catholic Schools	53-54
	Behavioral Probation	54
	Student Harassment, Bullying, and Hazing Policy	54
	Harassment	55
	Bullying	55
	Student Threats	55-56
	Hazing	56
	School Searches	56
	Expectation of Privacy	57
	Student Cooperation	57
	Confiscating a Students Personal Property	57
	Alcohol, Narcotics, or Other Controlled Substances	57
	Guidelines Related to Possession and Use	57-58
	Procedures in the Case of Suspected Possession or Use	58
	Cheating	58
	Detention	59
	Suspension	59
	Expulsion	59-60
	Procedure for Expulsion	60
	Written Record	61
	Cases Involving Grave Offenses	61
	Time of Expulsion	61
	Reporting of Expulsion	61
	Right to Make Exceptions	61
	Home Study	61-62
I.	Uniform Code	Page(s)
	Uniform Code	63
	Uniforms for Boys & Girls, and All Students	63-65
	Free Dress Days	65
	Jewelry	66
	Makeup	66
	Fingernails	66
	Hair	66
	Gang Related Clothing or Colors	67
	Principal's Right to Amend	67

A. General Information

Mission Statement

At Holy Spirit STEM Academy, a Catholic foundation is formed in all of its constituents. Students and faculty live out virtuous values in and out of the classroom. Along with forming a Christ-like foundation, Holy Spirit provides its students with a quality STEM education. Through a STEM education, students will gain the necessary skills to become innovative thinkers and collaborators. Ingenuity, compassion and faith will nurture the children at Holy Spirit to become witnesses of Christ and leaders of their communities.

Philosophy

Holy Spirit STEM Academy is an academic community whose well-rounded curriculum is permeated by Catholic faith and Gospel values. We assist and enable parents to fulfill their role as primary educators of their children as they develop their intellectual abilities, critical thinking, moral decision-making, and their personal relationship with God. We awaken in our students an enthusiasm for lifelong learning and an ambition to achieve academic excellence and to lead a well-balanced life.

We challenge our students to answer God's call by instilling in them the value of social responsibility. We inspire students to be global citizens who serve others while working for justice and peace in our multicultural society. We foster a spiritual life by giving each student opportunities to practice Christian values in our school community, which leads them to be active participants in both Church and society.

Vision Statement

The vision for Holy Spirit STEM Academy is to promote and educate the whole child and to prepare each student to make meaningful contributions to their community and in the world.

Through a safe nurturing environment that integrates the latest technology, we strive to develop academic potential, spiritual and moral growth, and create socially responsible and environmentally conscious individuals. Our vision is to continue preserving the tradition of family and community values through partnerships among parents, students, staff, administration, and clergy.

Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can best 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 or guardians to withdraw their children.

It shall be an expressed condition of enrollment that the students and parents or guardians shall conform themselves to 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 or procedures set forth in any student/parent handbook of the school.

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, aggressive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the Principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premise or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the Principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

History of Holy Spirit STEM Academy

For several years after the founding of the parish of the Holy Spirit in 1926, there was a great need for school facilities in the community. Through the efforts of the pastor, Father P. J. Concannon, and his congregation a parochial school was built.

In 1936, Holy Spirit School was opened and staffed by the Sisters of the Immaculate Heart of Mary. The charism of their order was education. Holy Spirit School opened with an enrollment of 275 children; serving the community of the parish of the Holy Spirit and the neighboring community of the parish of St. Agatha. The original building still stands. It is of Italian architecture and was designed to accommodate 375 children.

In 1968, a shortage of vocations made it impossible for the Sisters of the Immaculate Heart of Mary to continue ministering the school, and the order withdrew. The Sisters of the Holy Faith, whose charism was also education, continued the great work at Holy Spirit School. The Sisters of the Holy Faith remained involved with the school until their departure from the convent at St. Mary Magdalen Parish in December of 2018.

Between 1970 and 1972, a consolidation of Holy Spirit School and St. Mary Magdalen School took place. They remained separate campuses serving four grade levels at each school.

In September of 1988, a full-day Kindergarten program was established at the Holy Spirit School campus site in order to meet the needs of the community.

In 2013, a Transitional Kindergarten program was established at Holy Spirit School to serve a younger population of children.

In January of 2019 the schools returned to a single campus at Holy Spirit School. The adoption of a STEM curriculum prompted the merger.

Relationship of School to the Parish

Holy Spirit STEM Academy is owned and operated by Holy Spirit Parish under the direction of the Pastor. The Pastor is ex officio the chief administrative officer of the parish school. He implements the policies of the Catholic Schools Council in the parish school and, on points not covered by Archdiocesan policy, he determines policies consistent with Council policy and appropriate to the needs of the school. The immediate direction and supervision of the school program is, however, delegated to the Principal. The Pastor has administrative, personnel, finance, and spiritual responsibilities in relation to the school. The immediate direction and supervision of the school program is, however, delegated to the Principal.

The parish priests along with the school staff provide for the spiritual instruction, practice, and growth of the students.

Parents are encouraged to become active members of Holy Spirit Parish by attending Mass here, enabling your children to be altar servers, attending quarterly Parish Assemblies, participating in the annual Parish Multicultural Festival, and joining appropriate groups in the parish.

School Organization

The administration and staff of Holy Spirit STEM Academy are committed to the formation of a Catholic school community that will provide the children with a Catholic education consistent with the school's Mission, Philosophy, Vision, and Schoolwide Learning Expectations. We ask parents and students to join us in this commitment so that together we can provide quality Catholic education to all of the children of Holy Spirit STEM Academy.

Parents are the primary educators of their children. The school and parish support the parents in this role. Parents are asked to read the entire Parent-Student Handbook with their children and electronically sign the Parent-Student Policies Agreement Form during online registration indicating acceptance of obligations in the formation of the school community.

The Parent-Student Policies Agreement is provided below in this handbook for informational purposes; however, acceptance of the agreement is given during registration.

The Principal reserves the right to amend the Parent-Student Handbook at any time as necessary. You will be notified of any changes in writing through the normal school communication system.

Parent-Student Policies Agreement Form

We the undersigned parents/guardians agree to support Holy Spirit STEM Academy in the following ways:

1. We understand that the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept that:

- the Pastor of the parish community is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school, and the Principal is responsible for the immediate direction and supervision of the school program.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree,

- to participate in the religion program and related activities in order to make the teaching of religion and growth in faith a reality in the lives of our children,
- to encourage our children to learn by providing an environment suitable for home study,
- to abide by the decision of the Principal regarding suitable grade placement and advancement or retention of your children,
- to abide by all school and Archdiocesan regulations and policies and to accept all disciplinary actions, including withdrawal of your children, for non-compliance with these regulations and policies, and
- to complete and return all forms and records necessary to comply with school, Archdiocesan or state regulations

3. We understand that tuition and fees cover only part of the total cost of educating your children. We agree, therefore,

- to support the school through regular tuition payments, fees, and service hours
- to assist in making up the deficit by assuming a share of the duties for fundraising and other support activities assigned by the Principal, and
- to abide by the decision of the Pastor should circumstances require us to request an exemption from all or part of our obligations.

We, as parent/guardians, also agree to complete the following specific obligations/ requirements to the school:

1. Parent-Student Handbook: We agree to read and abide by the contents of the Parent-Student Handbook and help our children comply with school rules and regulations.

2. Tuition: We agree to have sufficient monies in the designated account for collection by Blackbaud Tuition by the date of our agreement (5th or 20th of each month—August through June) unless the entire year's Tuition and Fees are paid in full by August of the current school year.

- Tuition will be deducted from the designated account beginning in August and continue through June.
- A \$50.00 fee will be charged for any re-attempts made due to insufficient funds.
- If for any reason tuition payments are unable to be collected after 3 attempts, your children will not be permitted to attend school until the account is brought up-to-date.
- If an 8th grade family is in arrears in tuition payments, service hours or any other fees by June 1st, the student will not participate in graduation activities, and the diploma will be held until full payment is received.
- Re-registration for students in grades TK-7 will not be complete until all tuition payments, service hours or fees are completed.
- HSSA reserves the right not to accept personal checks.

3. Fundraising: We agree to participate in the 2 major fundraisers (fall and spring) by buying/selling a minimum of \$400 per family per fundraiser. We further agree to support other fundraisers as needed in whatever way we can.

4. At least one parent/guardian will attend the two (2) Mandatory General Meetings throughout the school year. Two service hours may be earned at each meeting. All meetings are **MANDATORY**, a \$50 fee will be charged per missed meeting. The fee will be added via the Blackbaud account.

5. Service Hours: We agree to do 40 hours, per family, of service for the school. These hours may be done directly for the school. Service hours for the school year may begin July 1st and must be completed by June 1st of the current school year. A fee of \$20.00/hour will be charged for any service hour not completed by June 1.

We have read, understand and agree to fulfill all parts of this Parent Agreement. We agree to fulfill all the obligations and have them completed by the designated dates. We understand our obligation to pay the entire amount of the tuition to which we have agreed on the SMART Tuition. We also understand that any part of the service hours not completed must be paid in cash by June 1st of the current school year.

Consultative School Board

Every elementary school in the Archdiocese of Los Angeles is expected to have an established and functioning consultative school board.

The parish consultative school board normally assists and consults on a number of issues such as planning, policy development, financing, development, technology, public relations, buildings and grounds, alumni relations, marketing and evaluation of the board's goals, and activities of the board. The parish consultative school board works with other established groups in the school and parish community, including the parent-teacher organization, the parish council, and the Parish Finance Council .

No more than one-third of the board membership should be the parents/guardians of currently enrolled students.

Parent –Teacher Organization

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The Department of Catholic Schools encourages the formation of parent-teacher organizations that follow the current Archdiocesan policies.

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with all current provisions of Archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all Department of Catholic Schools regulations and policies.

The membership of the parent organization shall include the Pastor of the parish or his designee, Principal, parents/guardians of currently enrolled students, and religious and lay faculty. The Pastor and Principal shall have the right to approve and/or appoint officers and other members of the executive committee during the nomination process. The Pastor or his designee and the Principal shall be ex officio members of the executive committee of the organization.

School Personnel

Administration

Pastor	Fr. Arturo Valadez	323-935-1333
Principal	Alejandra Frutos-Silva	(323) 990-4760

Faculty

Transitional Kindergarten	Gabina Moreno	gmoreno@holyspiritstem.org
Transitional Kindergarten Aide	Brisa Mejia	bmejia@holyspiritstem.org
K-2 ELA	Cecilia Cabrera	ccabrera@holyspiritstem.org
K-2 STEM	Rebeca Hernandez	rhernandez@holyspiritstem.org
K-2 Humanities	Melannie Padilla Cano	mpadilla@holyspiritstem.org
3-5 ELA	Nam Nugyen	mnugyen@Holyspiritstem.org
3-5 STEM	Andrew Morales	amorales@holyspiritstem.org
3-5 Humanities	Erica Silva-Frutos	esiva@holyspiritstem.org
6-8 STEM/Social Studies	Lupita Hernandez	lhernandez@holyspiritstem.org
6-8 ELA/Religion	Sr. Luz Maria Hernandez	sjimenez@holyspiritstem.org

Specialists

Physical Education/ Support Specialist	TBD	
Music	Reynaldo Cartagena	rcartagena@holyspiritstem.org
Art	Frances Atkins	fatkins@holyspiritstem.org

Staff

Office Manager	Mariza Rodriguez	office@holyspiritstem.org
After School Care	María De Marcos	mdemarcos@holyspiritstem.org
Cafeteria Aide	Yecenia Lopez	ylopez@holyspiritstem.org
Maintenance Aide	Maria Gonzalez	

School Schedule

MORNING DROP-OFF: (details may be found on pages 23-24)

7:15 a.m. The gate for the carline Drop-Off Zone opens

7:45 a.m. First bell

7:45 a.m. Morning Prayer

8:00 a.m. SCHOOL DAY BEGINS/ Tardy Bell

*Students are marked late if they are not in the classroom by the 8:00 am bell.
After 8:30 am children are marked half-day absent.*

DAILY SCHEDULE 2024-25				
GRADES	START TIME	RECESS	LUNCH	END TIME
TK-2	7:45	9:40-10:10	11:50-12:20	3:00 pm
3-5	7:45	10:40-11:10	12:50-1:20	3:00 pm
6-8	7:45	10:40-11:10	12:50-1:20	3:00 pm

EARLY DISMISSAL & FRIDAYS
Grades TK-8 at 12:15pm

Disaster Plan

In the event of a major disaster (i.e. earthquake, fire), all students and adults, when it is safe, will evacuate the school building according to the emergency plan and assemble in the center of the schoolyard. After all are accounted for, procedures begin for school personnel to release students.

Parents/family members will not be allowed inside the yard. No one (students or adults) will be allowed to leave the yard until school personnel are ready to release and sign-out students.

The school has enough food, water, and other essential items to last for 72 hours. Students will remain in the custody of the school personnel until a parent, guardian, or other designated representative of the parent comes to pick them up. The names of these persons are provided to the school on the Emergency Card. Students will only be released to adults whose names are listed on the Emergency Card, so please keep this form updated throughout the school year. Adults sign children out at the appropriate station and then take them from the school campus.

In the event of a major earthquake in the evening, or early morning, the children should not be brought to school until we are sure the buildings are safe. Contact the school before sending the children, or listen to radio/TV stations for further information.

Emergency Procedures

Regular fire and earthquake drills and practices are scheduled so that all students and staff are familiar with the emergency plans. The Fire Department makes regular inspections of the school buildings. In the event of a disaster:

1. When arriving at school to pick up your children, please park your car outside the school premises. A Release Station will be set up at the Pico exit gate where the Emergency Card will be filled out indicating the time an adult who is taking the children. You will then be given your child and asked to leave the school premises, so that we can secure the area for the safety of all of our students.
2. In case a parent or parent designee is unable to pick up your children for a long period of time following the emergency disaster, it is important for parents to know that students will remain at Holy Spirit STEM Academy or be housed at a central location under the careful supervision of the school staff until the parents' arrival. Names of transported students, as well as the location, will be posted at the entrance of the school building.
3. The most important way to minimize confusion and potential problems is for families to fill out a detailed Emergency Card. This form instructs us about how you want the school to proceed in such an event. If there are any changes during the year, be sure to notify the School Office.

Most of all impress upon your children the need to follow the directions of any school personnel and to remain calm.

The school maintains regularly updated health and emergency records. An Emergency Card listing home and work telephone numbers of parents and guardians is kept on file for each student. It is advisable to list cell phone numbers on all cards. It is required to list at least three additional names of persons (i.e. friends, relatives, or neighbors) with whom the child may be entrusted should he/she become ill and need to be sent home. Parents are encouraged to notify the school if any changes need to be made in their emergency card information. Each family is to have a complete and current family Emergency Card on file in the office

Lost and Found

The Lost and Found collection is kept in the Office. Children are asked to check it for missing items. Parents are requested to put names on all children's clothing, backpacks, lunch containers, etc., so that children can keep track of their possessions. Items with names will be returned to the students rather than staying in the Lost and Found.

Office Telephone Use

The regular School Office telephones are for school business only. School personnel will telephone parents in case of an illness or accident, not the students. Students are expected to have all their supplies, homework, lunches, etc. with them and should only need to use the telephone because of an unexpected event.

Cell Phone Policy

Cell phones are not encouraged at school. If a parent feels the need to give permission to his/her child to carry a cell phone to school, the parent must state his/her permission in writing and give a copy to the School Office and homeroom teacher. For your convenience, there is a form located on the following page.

If permission is granted, the student must understand the cell phone is to be turned into the classroom teacher upon entering the classroom in the morning. Cell phone use will not be allowed throughout the school day; cell phones will be returned to students at dismissal time.

If a teacher or staff member sees or hears a cell phone during the school day, he/she will take the phone from the student and take it to the Principal.

On the first offense, the Principal will release the phone to the parent and a \$25 fine will be charged.

Upon a second offense, the Principal will release the phone to the parent, a \$50 fine will be charged and the student will serve a detention. If there are any further

offenses, the student will serve a detention and lose the privilege of having the phone at school

Toys and Games

No personal games or toys may be brought to school. The school is not responsible for the protection, storage or safety of any game or toy. If a teacher or staff member finds a child with a toy or personal game device, the item will be taken and given to the parents at the end of the school day.

Students may not bring video games, portable music devices, or any other electronic devices to school.

These items will be taken away and returned only to parents/guardians after a fee of \$25.00 is paid for them. The fee doubles for further infractions.

Mixed Parties

Mixed parties involving students of the upper grades, even when they are held at home or at school, are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school.

The only exception to this regulation is a school-sponsored party having the approval of the Pastor, the Principal and the parents, with supervision by school personnel.

B. Admission and Attendance

Guidelines for Admission

The following admission guidelines apply:

- Each school should establish procedures for admission and enrollment.
- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the maximum number of students per classroom is 35.
- The required age for transitional kindergarten students is four years of age on or before September 5.
- The required age for kindergarten students is five years of age on or before September 5.
- The recommended age for first grade students is six years of age on or before September 5.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school may have insufficient resources to meet the educational and financial needs of all students.
- The Pastor and Principal will review student's' continued eligibility for enrollment in the parish school.

Non-Discrimination Policy

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

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the

student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

School Inclusion

The Support Team Education Plan (STEP) is a collaborative process that brings together students, parents/students, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. Every school shall appoint a Support Team Education Plan administrator, who is the Principal or Principal's designee or the STEP coordinator ("administrator").

Absence, Tardiness and Truancy

Daily attendance at school is essential for every child's learning. Daily lessons and practice facilitate skill mastery. Illness, medical appointments, or family emergencies are reasons for absence. Vacation times are scheduled throughout the school year so that children do not miss school for family trips.

If a student is to be absent for any reason, please call the School Office before 8:00 a.m. each day to report the absence. This call is required to ensure the safety of the students. Upon returning to school after an absence, a written excuse stating the reason and the date of the absence must be presented to the teacher.

If a student has been diagnosed as having a contagious disease (e.g. chicken pox, flu, or head lice), please notify the office so that precautions can be taken and notification sent home. Please do not send students to school when they are not feeling well. If a student is sick, the office personnel will call the parent/guardian to arrange for pickup.

If a student must leave school during school hours, a written note should be sent to the teacher that morning in order to inform the office. Students will wait in the classroom until parents arrive and will be called to the office for pick up and sign out. Students are released only to adults whose names are listed on the emergency card. If the student returns, they must report back to the School Office and sign in before returning to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

There are no medical absences. All days away from school for any reason are counted as days absent. Students are marked late if they arrive at school between 8:00 and 8:30 am. After 8:30 am children are marked "morning absent". If children leave school early, they are marked "half day absent".

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians shall be urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

A student who is absent from school without a valid excuse for three full days in one school year or is tardy is truant and shall be reported to the attendance office or superintendent of the public school district.

If a student is absent, they will be responsible to make up the missing assigned classwork. Families are also encouraged to check their child's digital classwork on Google Classroom. Sick children need rest to get well. Homework or schoolwork missed through absence should be completed and turned in within the time frame established by the teacher. Students returning after more than three days' absence should see the teachers on the first day back to determine when missed work is due. Homework influences grades and gives students necessary reinforcement for material learned during class.

In the case of long-term absences not due to medical reasons, parents must submit information to the Principal and notify all of the student's teachers at least two weeks prior to leaving school. Teachers are not required to give advance work. All missed assignments and tests will have to be made up on the student's return. All attendance records are a part of students' permanent records and are sent to prospective high schools. Excessive absence could lead to poor grades and effect promotion to the next grade level. Absences of 15 days or more in a trimester could lead to grades being withheld.

The Principal, in consultation with the teacher, makes this decision. A doctor's written explanation of the child's health is required for excessive absence and will be kept in the student's file.

Illness/Accident Procedures During School Hours

When students become ill or have serious accidents, the parents/guardians are contacted immediately.

For minor injuries immediate care is given for scrapes, bruises, etc. in the School Office. After receiving immediate care, the student returns to the class and school activities. Sick children are sent home. If the parent or guardian cannot be reached, other persons listed on the emergency card will be contacted. The school staff, in consultation with the Principal, makes decisions about serious care.

Once parents are called, they are expected to come to take their children to the appropriate person for treatment. The emergency card also indicates whether or not the school may choose a physician in an emergency situation.

Communication Procedures

The school communicates only with parents and/or legal guardians of students. Other extended family members are welcome to participate in school activities, however all official communication about your child is between the administration/teacher and the parent/guardian.

Please contact the school in case of emergency and messages will be given to your child. If your child needs to reach you, they may call from the School Office phone at the discretion of the staff.

Any change in telephone, address, or other student information needed by the school must be reported immediately to the office AND corrections must be made on the Gradelink system. This helps us to better communicate with you.

Parents are encouraged to communicate regularly with the school. If a parent wishes to have a conference with a teacher, telephone the School Office and leave a message for the teacher or send an email to the teacher through the Gradelink system. The teacher will contact the parent to make the appointment as soon as possible. If your child's teachers use ClassDojo, parents may also reach out that way.

Parents may never go directly to the classroom to deliver something or pick up a student. Please check in the School Office, and the staff will be glad to assist you. Parents should not approach any teacher on yard duty before or after school to discuss student progress or behavior. These concerns need to be addressed at a scheduled meeting with the teacher. Parents are not to contact teachers at their homes. All school matters are to be dealt with in a professional manner at school.

Parent-Teacher Conferences: Communication between teachers and parents helps children learn more effectively. Each year at the end of the first trimester, parents and teachers meet for a conference about a student's progress. Other conferences may be scheduled as needed. Teachers are available daily before and after school to assist with scheduling meetings. Parents should also call the office to leave a message for a teacher regarding scheduling an appointment. Each teacher has an email to enable you to leave messages throughout the day.

Parent/Teacher General Meetings: Meetings are scheduled during the year to gather parents together for various reasons. General meetings are scheduled two times a year. Two (2) service hours are given for attendance at these meetings per family. Other meetings may be scheduled for specific topics and are listed on the monthly calendar or in the Announcement section of the weekly newsletter. It is mandatory for at least one parent/guardian to attend all mandatory meetings or a \$50.00 fee is charged.

Separated/Divorced Families and Custody Issues: Parents of students with specific custodial arrangements must inform the office and teacher(s) so that school personnel have appropriate records and information. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office at the beginning of each school year. The school will not be responsible for failing to honor arrangements that have not been communicated in writing. Following these guidelines ensures the safety of the child.

Communication About Problems: Teachers may need to call parents for additional information to assist students to do their best work. Parents may email teachers and set up a meeting to find out more information about an assignment, a grade, or a

child's progress. The Principal does not enter into the communication about these situations until the parties involved have first had their own conference.

Then, at the teacher or parent's request, or because of a policy, the Principal may become involved.

Morning Drop Off / Afternoon Pick Up Procedures

Morning Drop Off Zone

The main driveway gate on Pico Blvd. will open at 7:15 am. All family vehicles will enter the school yard through this driveway, exiting through the same gate. The walking gate on Burnside Ave. will be open at 7:30 am. Please drive cautiously, aware of pedestrians and other vehicles.

The morning entrance is open between 7:15 – 7:55 a.m. The side entrance will BE CLOSED PROMPTLY AT 7:55. Once the door is closed, students must enter through the main door to the school.

If you are concerned about arriving on time to work and/or do not want to be rushed, PLEASE PLAN AHEAD AND ARRIVE EARLY. Additionally note that students are marked tardy if they are not at their desks at 8:00. If you are arriving moments before 8:00, your child will likely not be able to arrive at his/her classroom before the tardy bell and will be marked tardy.

Pick Up / Dismissal Procedures

For the safety of our parents and our students, pickup from the front office is not allowed unless for emergencies and scheduled appointments.

Parents/grandparents/designated persons must park outside the school premises if the exit gate on Burnside Ave. is being used. Otherwise, parents could use the car line to pick-up their children. For the security of our campus, the gate will open just before dismissal (M, T, W, TH at 2:40 pm and Fridays at 12:10 pm) and close again promptly after the final dismissal (M, T, W, TH at 3:20, Fridays at 12:50). Students will be held inside the designated area for pick-up. Any students remaining 15 minutes after their designated dismissal time will be taken to after-school care. Students are not to be picked up at any other location (i.e. through the front office, in front of the Church) Only the Principal may make exceptions to these procedures. Students and non-school aged siblings must remain with the parents at all times while in the schoolyard as there is NO SUPERVISION once children are dismissed by their teacher.

Permission to Walk Home

A written letter of permission must be on file in the School Office for students to walk home. Students must leave the school immediately at dismissal and walk through the office. If you want your child to go home with another family, please add their name(s) to your Emergency Card. Written communication must be sent to the office

at the start of the school day, if a child is to depart from school with an adult other than those listed on the Emergency Card.

Security Procedures

Holy Spirit STEM Academy is a Closed Campus. No unauthorized person may be on campus without knowledge of the administration. All visitors must sign in at the office and receive a pass to wear while on campus. Any deliveries made to the school must be dropped off in the School Office (i.e. lunch, extra clothing, permission slips, etc.) Lunch is not to be delivered to the lunch area or classrooms. We do not allow fast food lunches (i.e. McDonalds, Carl's Jr., etc.) to be delivered to school. No microwave is available during lunchtime for the students so lunches need to be prepared appropriately.

Only registered students are allowed in classrooms during the school day. The school insurance only covers enrolled students. Special permission from the Principal must be granted in order for a guest to attend class for a specific day. Please contact the teacher or School Office a week in advance to arrange for any visit during school hours. Students may not leave the school campus without a parent or authorized adult who has signed them out in the School Office. They may not leave for social reasons (i.e. having lunch with a parent), nor may they leave the school campus and return later unless accompanied by an adult.

Zero Tolerance Policy

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and the Archdiocesan "Zero Tolerance Policy." Should you become aware that a registered sex offender or any person subject to this "Zero Tolerance Policy" is in your parish or school community, it is important that you immediately contact the Pastor or Principal to assure that appropriate action can be taken.

Parent/Guardian Right of Visitation

Parents are the primary educators of their children and the school supports, enhances, and complements this role. The school staff, therefore, keeps parents informed of their children's progress through conferences, telephone calls, Gradelink, report cards, etc. Parents may visit their children's classes with a pre-arranged appointment from the teacher and/or Principal. A non-custodial parent with the right of visitation may follow the same procedures after the school has taken the necessary steps to check identification and visitation rights. Please provide the Principal, teacher and School Office staff with any custodial restrictions, so that they can be followed.

Extended School Day Program (ASC)

Holy Spirit STEM Academy provides our After School Care program to assist parents who need supervision for their children after school. The program is run by the director hired by the Principal. It is designed to provide quality care to your children that includes time for them to interact with children of a variety of ages, time to play together, time to do homework, and participate in other activities that they will enjoy (movie, outside activities, games, crafts, etc.). Students are covered by the Archdiocesan Student Insurance plan during the school and during the ASC program.

ASC is located in the 1st Grade room. The staff can be reached using the main number for the school. Payment for the program can be made through Blackbaud, previously named SMART Tuition or through the main office. ASC begins the first full day of school and concludes on the second to the last day of school. It operates on all school days, except the days of early dismissal before Thanksgiving Break, Christmas vacation, Spring Break vacation and the last day of school. It does not operate during vacation times.

Students who are not picked-up from the classroom on time will be signed into ASC and parents will be charged a late fee after the 15-minute grace period of \$1 per minute.

In the afternoon, students are required to sign in at ASC when they arrive at the room. Students in after-school activities must first check in at ASC before reporting to the club and inform the ASC staff if they are participating in any other after school activity. The only exception is if the parent has already contacted the school stating that the student will not be attending for that day or if signed permission has been received in advance of these events.

Parents must sign-out students when they pick-up their children.

As a safety precaution, persons authorized to pick up students that are not known to the ASC staff may be asked to show some form of identification. Emergency Cards are readily accessible for each student and are made available to ASC personnel.

C. Privacy and Access to Records

Pupil Records

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

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

Parents/guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access.

Parents/guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind.

Verbal/Written Confidences

Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, except in cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the Pastor, Principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the Archdiocesan policy on reporting suspected abuse of children or vulnerable adults.

D. Transfer of Records

Student Transfers, Withdrawals, and Graduation

Whenever a student transfers, the Holy Spirit STEM Academy shall provide a copy of the Cumulative Pupil Record and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record shall remain at Holy Spirit STEM Academy.

Holy Spirit STEM Academy will not give official transcripts to students or parents/guardians. Holy Spirit STEM Academy grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with school policy, Holy Spirit STEM Academy may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

E. Student Health

Emergency Card

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current.

Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

Medical Immunizations and Exemptions

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

Immunization Exemptions

In California, there are two exemptions to the immunization requirements.

Medical Exemptions

- Temporary or permanent medical conditions prevent a child from receiving immunizations.

- Both temporary and permanent medical exemptions require a letter from a doctor that states the medical condition and which immunizations the student cannot receive.
- In the case of a temporary exemption, the doctor must also specify how long the immunization should be postponed.

Personal Belief Exemptions

- Immunization is contrary to the religious or personal beliefs of the parents/guardians.
- Parents/guardians must conform to the requirements of the State of California by providing a Personal Beliefs Exemption to Required Immunizations that health care practitioners have informed the parents/guardians about the risks and benefits of immunizations. Schools shall maintain a list of exempt and conditional entrants. If there is a disease outbreak at school, the exempt student may be excluded from school to protect him or her and prevent others from becoming ill.

Medication Administered at School

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians. The Medication Authorization and Permission Form is provided to parents.

This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.

- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the School Office or nurse's office.
- The student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the School Office or nurse's office and appropriately labeled as described

above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

Communicable Diseases

When communicable diseases are identified at a location, the person in charge shall immediately refer to the reporting requirements of the county health department in accordance with local requirements.

The person in charge shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases. A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace, or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

Student Accident Insurance

The Student Accident Insurance Program is provided for all full-time students in Archdiocesan and parish schools. This program supplements other health insurance maintained by the family and assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program is provided to parents/guardians by Mission Elementary. In the event of a school-related injury, the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program.

Student Removal

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements. The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

F. Academics and Co-Curricular Activities

Curriculum Offerings

Holy Spirit STEM Academy addresses the Archdiocesan and state standards following the established schedules for instruction in each of the following curriculum areas:

Religion (this includes the Family Life program)

Physical Education

Reading/Language Arts (this includes Handwriting)

STEM (Science/Mathematics)

Art

Social Studies

Standards can be accessed at:

<http://www.la-archdiocese.org/org/dcs/curricula/Pages/default.aspx> and

<http://www.cde.ca.gov/be/st/ss>

Holy Spirit STEM Academy is an Archdiocesan STEM school which employs teaching and learning that is inquiry-based, encourages collaboration and promotes hands-on experimentation and deep dives into study. STEM education focuses on making learning relevant and meaningful and provides a safe environment for students to try, fail and try again. That is, after all, the scientific way!

Our Religion Program includes daily instruction, values and moral education, monthly Mass for students, instruction in liturgy preparation, daily student body prayer, monthly Reconciliation, annual grade-level retreats, Service Learning, and other community-building activities.

We have a non-competitive Physical Education Program in which all grades participate weekly. Classes consist of exercise, the playing of organized sports games and the learning of the rules of those games as well as playing and even planning of creative team games and fun, non-traditional “sports”.

The after school Sports Program, ASISA, is available to students in grades TK-4. While sports offered vary each year, students may participate in volleyball, basketball, and soccer games and tournaments.

We participate in the C.Y.O. program offered through the Archdiocese. Students in grades 5-8 are eligible to participate.

Technology use does not happen as a designated class or in a designated classroom; it is integrated into daily lessons. All of our classrooms are equipped with Apple TVs and brand new projectors and white boards, and all students have iPads and Chromebooks readily available for their use.

Academic Assumptions

Holy Spirit STEM Academy offers a quality Catholic educational program for each student. The following assumptions are the foundation for curriculum development and planning.

At Holy Spirit STEM Academy:

- We believe Catholic religious education is the foundation for all that is taught, learned and experienced by students and adults who make up the school community. Daily prayer, formal religious instruction and the practice of Catholic values and traditions are the heart and spirit of the entire educational program.
- We believe that language and communication skills are the gateway to successful adult life. Therefore, at Holy Spirit STEM Academy, written, oral, and reading language skills are integrated and emphasized in all areas of the curriculum.
- We believe that math, science and technological skills (STEM) are required to prepare twenty-first century students to be competent and contributing citizens. Therefore, at Holy Spirit STEM Academy, STEM education is inquiry-based, encourages collaboration and promotes hands-on experimentation and deep dives into study and involves the use and application of experience-based learning, problem solving and critical thinking.
- We believe that art is necessary for student aesthetic awareness of the beauty of God's creation. Therefore, at Holy Spirit STEM Academy, we offer a comprehensive art program that includes appreciation, technique, and practice.

Graduation Requirements

Graduation activities are a privilege, not a right. Ordinarily, students who complete the eighth grade course satisfactorily and have all financial accounts paid off in full to participate in graduation activities and a simple graduation. In order to graduate, an 8th-grade student must meet the following requirements:

1. Attend **at least** 75% of the school year (135 days)
2. Maintain grades higher than an F in all subjects

Failure to meet these guidelines requires a meeting with the pastor and principal to determine graduation eligibility. The principal has the final say on whether or not a student will graduate.

Additionally, families can expect and should be aware of the following:

- Graduation is held in the church on a selected evening. Students wear gowns.
- Eighth grade parents and students are involved in various activities to raise money during the year. This money is used to purchase a gift from the graduating class to the school.

- An eighth grade graduation fee is charged to cover graduation costs.
- All financial obligations must be met before the student is allowed to participate in any graduation activities or the ceremony itself.
- Clothing for Graduation Awards Ceremony and Graduation:

o Girls:

- Graduation robe
- Girls wear dresses with dress shoes.
- No exaggerated jewelry is acceptable or allowed.
- A minimal amount of makeup is acceptable.
- Backless, strapless, plunging necklines or sheer dresses are not appropriate for this event and are not allowed. The length of the dress should be no more than 3" above the knee.
- White dress shoes and socks are required for the ceremony and photos.

o Boys:

- Graduation robe
- Boys wear a dress shirt, tie, dress slacks and black dress shoes. The shirt may be short or long sleeved.
- No exaggerated jewelry is acceptable or allowed.
- Tuxedos are not appropriate for the simple graduation ceremony and are not allowed.

Report Cards

The first report card will be given at the Parent/Teacher Conference at the end of the First Trimester.

If a student is absent 20 or more days during the trimester, their grades will be withheld until the work is made up within a time frame provided by the teacher.

Thereafter, they will be sent home with each child. Report cards need to be reviewed by the parents with their children, then sign the envelope and promptly return it to the teacher.

Grading

Holy Spirit STEM Academy uses the Trimester System of reporting grades to parents.

Report cards are issued three times a year for grades K-8.

Transitional Kindergarten/Kindergarten

Progress Reports are issued twice each year: in December and at the end of the year. Grades should be a realistic reflection of student performance during each grading period.

Grading System for Grades 3-8

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59-below

Grading System for Grades K-2

O = Outstanding

G = Good

S = Satisfactory

NI = Needs improvement

U = Unsatisfactory (failing)

Grading System for Transitional Kindergarten

E = Exceeds grade level expectations

M = Meets grade level expectations

T = Time needed to meet grade level expectations

Work Habits/Behavior Grades

O = Outstanding S = Satisfactory

G = Good

NI = Needs Improvement

U = Unsatisfactory (failing)

Promotion Policy

Ordinarily, pupils who satisfactorily complete the prescribed courses are promoted to the next highest grade at the end of the school year. Exceptions are made at the discretion of the Principal.

Conditional promotion means that a student must attend and successfully complete a summer program before being promoted to the next grade level. It may also include specific expectations that must be met during the first trimester for the student to remain in the grade or school for the remainder of the year. This is usually recommended because of low skills or concern about the student's ability to handle the work of the next grade level.

Students who do not complete the requirements for a course are given an "Incomplete" grade. All work must be satisfactorily completed before the student will be promoted to the next grade level.

Students who receive a D or lower as a trimester or yearly grade follow the policies listed below.

Academic Policies: Grades of “D” or Lower

A trimester grade of “NI” on the Report Card has serious consequences. The “NI” indicates the student has failed to satisfactorily complete the work of the trimester. The Principal, after consulting with the teacher, makes the decision and the teacher informs the parents of the consequences of this grade.

Possible consequences for students receiving a grade of “NI” include, but are not limited to:

1. The student will be placed on Academic Probation for the next reporting period.
2. At the end of the year, all cumulative averages that are “NI” in academic subjects must be made up during a summer school course in order for the student to continue to the next grade level at Holy Spirit STEM Academy.
3. The student will not be accepted as a student for the following year and will transfer to another school.
5. Any eighth grade student receiving a grade of “NI” as the cumulative average on the June Report Card, will not receive a diploma until that class is taken over and proof of completion of the course work is presented to the Principal.

Academic Probation

Academic probation lasts for one reporting period. Students who receive a grade of grade of 69% or lower in any subject are placed on academic probation. During the time students are on academic probation, a weekly report is sent home to parents and every effort must be made to bring the grade up to a "70%" in the subject. During the Probation Period, students may not participate in any extracurricular activities such as sports, student council, class leadership positions, etc.

Usually a student cannot be on academic probation for more than two trimesters in a given school year.

Students placed on academic probation for more than two consecutive trimesters will have their situation reviewed, and they may be asked to withdraw from the School.

Grade of Incomplete

In certain situations (i.e. illness, family emergency) a Report Card grade of "Incomplete" is given.

The student is required to satisfactorily complete the assigned work within three weeks of the return to school.

Retention Policy

The decision to promote students to the next grade or to retain them in the present grade should be based upon a consideration of the overall welfare of the pupil, made by carefully weighing academic, emotional, and social factors.

In the event that retention is under consideration, the following guidelines should be applied:

1. Initially, the teacher should provide remedial help to the pupil within the school setting by individualized instruction. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or a summer session.
2. The teacher makes the Principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the Principal, the teacher will inform the parents regularly of the pupil's progress and possibility of retention.
3. Retention is more successful in primary grades than in intermediate or junior high grades, therefore, the primary teachers diligently observe each student so that problems may be corrected before the pupil reaches the intermediate or upper grades. Although the opinions of the teacher and Principal are significant factors, the final decision to retain a student is the responsibility of the parent(s)/guardian(s).
4. In the case of a pupil with a severe learning or behavior problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and, therefore, a recommended transfer might be necessary.

Withdrawal and Transfer of Students

When a parent/guardian plans to withdraw or transfer a child, please notify the School Office in advance so that the necessary forms may be completed.

Recommended Transfer for Non-Disciplinary Reasons

Certain students may be given a recommendation to transfer for reasons other than class or school discipline. Reasons for this recommendation could be, but are not limited to high ability, subnormal ability or serious emotional instability.

Recommended Transfer Resulting from Parental Attitude

Under normal circumstances a pupil 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 pupil in the school might be impossible in practice.

Non-Tolerance Policy

Any complaint by a teacher, employee or student of verbal, physical, visual or sexual harassment by a parent or guardian will be investigated by the school. Parents may be restricted from all contact with the school personnel or school activities as a result of harassment. A recommended transfer may be the consequence once the investigation has been completed.

Recommended Transfer Procedure

A transfer is recommended after the following occurs:

1. It has been determined that other schools or agencies have facilities to assist the student.
2. The religious training of the child is possibly available.
3. There has been sufficient discussion with parents about the situation.
4. The best timing for the transfer is at the trimester.
5. The final decision has been made by the Principal, in consultation with the Pastor.

Homework Policy

Homework is usually given Monday through Thursday nights. If students have long-range assignments, they will be expected to do school work on the weekend. Time allotments are as follows:

Grades TK & K approximately 15 minutes

Grades 1 & 2 approximately 30 minutes

Grades 3 & 4 approximately 45 minutes

Grades 5 & 6 approximately 90 minutes

Grades 7 & 8 approximately 120 minutes

Some students may take more or less time depending on their abilities.

Homework assignments are given to the child for the following reasons:

1. to teach students responsibility,
2. to allow the child to work independently,
3. to reinforce skills learned in school, and
4. to gather materials needed for class projects.

Parents can do their part to help with homework by

1. providing a desk or table in a quiet place (no TV, radio, phone calls, or other interruptions),
2. helping their children focus and concentrate on homework so that they spend no more than the allotted time for their grade level,
3. scheduling a regular time for study,
4. impressing upon the child the importance of completing homework, but avoiding undue pressure, and
5. showing interest in the children's work, but not doing the work for them.

Testing and Evaluation

Our primary form of academic progress assessment is iReady Diagnostic. Diagnostic assessments for Math and ELA are given 3 times a year in grades TK-8. These tests are given to assess academic standing, project needs of the students, and determine the growth of each individual student. Additionally, these results will affect the leveled, interactive lessons provided via “My Path” on the iReady app/website. The results are sent home once a trimester.

Star Assessment is given 3 times a year in grades TK-8. These tests are given to assess academic standing, project needs of the students, and determine the growth of each individual student. The results are sent home once a trimester with the report card.

The Assessment of Catholic Religious Education (ARK), a national religion test, is given to the students in grades 2 through 8. The purpose of these tests is to evaluate students' values, attitudes, and knowledge of Catholic doctrine.

In some situations teachers may recommend that parents contact the Los Angeles Unified School District for educational testing for their child. When possible, the teacher and Principal participate in the reading of the report and appropriate plans are made to meet the needs of the student in accordance with the IEP process.

Some families may choose to consult private or health professionals for an evaluation of the child's learning and progress.

Honors Requirements

Honor students are those who excel in all aspects of their education, including Work Habits and Behavior. In determining Honors, all academic subjects are taken into consideration at various levels.

In Grades TK-8:

Principal Honors are given at the end of each trimester to students in grades TK-8 who earn at least all A's in all subjects and have perfect attendance for the entire trimester.

First Honors are given at the end of each trimester to students in grades TK-8 who earn at least an A- in all academic areas, which include Religion, Math, Language, Reading, Writing, Science and Social Studies. They must also receive at least a G in Work Habits and Behavior in all subjects.

Second Honors are given at the end of each trimester to students in grades TK-8 who earn at least a B- in all academic areas, which include Religion, Math, Language, Reading, Writing, Science and Social Studies. They must also receive at least a G in Work Habits and Behavior in all subjects.

Extra-Curricular Activities

Eligibility and Guidelines

Students with satisfactory grades are eligible to participate in extracurricular activities. The teacher and Principal determine eligibility. Any teacher in consultation with the Principal and Athletic Director may remove a student from extracurricular participation at any time during the trimester based on lack of effort, poor test performance, lack of homework, persistent tardiness to class, or failure to demonstrate appropriate progress on long-term projects or assignments. A student so removed will be re-eligible within a reasonable amount of time identified by the teacher, depending on student performance improvement. For athletes participating in after-school sports, an academic check will be run biweekly to ensure good standing; students who are not making satisfactory progress will be put on probation until the next academic check and, although they will be required to practice and attend games, they will not be allowed to play. At the discretion of the administration, a student may be removed temporarily or permanently from participating based on conduct violations as identified in this handbook.

Student Council

Holy Spirit is associated with the Catholic Association of Student Councils. Student leadership is an important part of our school program. Each year the students in

grades 4-7 elect Student Council leaders from 5th-7th grade who, with their moderator, plan and implement various student activities for the following year.

The Student Council meets bi-weekly with the faculty moderator. Parental permission is required for election to an office. Junior high students with satisfactory grades are eligible for office. Students must maintain a B- average academically with at least a G in Work Habits/Behavior. They cannot remain on Student Council if they are placed on Probation.

Altar Servers

Students are encouraged to be involved in our Parish Altar Server Program. Children in grades 4-8 are eligible to participate. These students serve at our Family Masses, as well as our weekly Student Masses. Parental support is needed to get the students to their assigned Masses. If students cannot serve at the assigned times, they are responsible for finding substitutes.

Field Trips

Teachers schedule field trips for their class during each year. Field trips are times for students and teachers to leave campus to visit and participate in a special learning experience. Field trips for students are a part of our academic program. Each field trip has preparation and follow-up activities that are part of the student's grade in the related subject area. Parents are required to sign a permission slip for each event. Transportation for some events is a chartered bus. Students usually pay a fee for the trip to cover the bus and admission costs. All students are expected to participate in field trips. If the fee is the problem, parents need to contact the teacher or Principal. If a parent refuses to give permission for a student to participate, that student comes to school on the field trip day, stays on campus with another class, and is given work that tries to provide for what the student is missing on the field trip. Refusal of permission to participate does not mean that students may stay home from school, nor are they excused from the assignments given to the class in relation to the field trip. A student can be denied participation for failure to meet academic or behavioral requirements set forth by the teacher and/or school.

Parents/guardians are encouraged to support these trips by chaperoning for the event. Parents/guardians who chaperone field trips MUST be fingerprinted through the Archdiocese of Los Angeles and MUST have attended a VIRTUS class and received a certificate of attendance. There may be a cost for parents who attend some field trips.

No student will participate in a field trip without a signed field trip form giving permission by the parent/guardian. Absolutely no telephone permission will be accepted. Permission slip forms are available for review in the School Office.

Technology Acceptable Use Policy

Holy Spirit STEM Academy has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. Use of

the Internet and other forms of technology for educational projects will assist in preparing your child for success in school, life, and work by teaching life-long learning tools, opening global communication skills, and providing access to unique resources to enhance all phases of education. To become eligible as a user, the use of your children's account must be in support of and consistent with the educational objectives of the school.

While we endeavor to provide effective supervision, filtering safeguards, and monitoring of computer use, please be aware that it is possible that your children may find material on the Internet, both at home and at school, that you would consider objectionable. We would like to encourage you to use this as an opportunity to have a discussion with your children about your family values and your expectation about how these values should guide your children's activities while they are on the Internet whether at school or in any other setting.

Ultimately, parents/guardians of minors are the ones responsible for setting and conveying the standards that their children should follow when using media and information sources. We are confident that you will support our policies and will extend these in your homes.

Each year our Use of Electronic Communication and Equipment is made available through our registration process for the parents/guardians and children to review and sign. The form includes this Parent-Student Handbook for you to review as needed during the school year. We thank our parents for supporting our efforts to promote safe, responsible, and educationally relevant computer use in our school and homes.

COPY OF FORM PROVIDED DURING REGISTRATION

Holy Spirit STEM Academy Family Agreement for Use of Electronic Communication and Equipment

The following Guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks). Parents are required to explain these policies to their child(ren), including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.

Guidelines for Use of School Computers and Other Technology:

- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.

- Students may only use the system at school under the direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the Principal.
- If approved by the Principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

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

- Violate any school conduct or educational rules.
- Post personal contact information about self or others. Personal contact information includes name, screen name, address, telephone, school address, parent's name/s, work address, etc. without specific teacher oversight.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.

- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "pod casting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.

- Employ the network for commercial and/or or political lobbying purposes.

Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.

- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on another's folders, work or files.

- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

- Alter, without authorization, the start up screen or the desktop or download applications that will subvert these functions.

- Introduce a virus, attempt to breach system security or tamper with the school's computer system.

- Re-post a message that was sent privately without permission of the person who sent the message.

- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.

- Post chain letters or engage in "spamming" {sending an annoying or unnecessary message to a large number of

people).

- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate and FCC rules or policies.

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

Consequences for violating any of the above guidelines:

- · Suspension or permanent loss of access.
- · Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the
- offense, at the Principal's discretion.
- · Involvement of law enforcement agencies.

Parent Conduct

Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact

the Principal, Pastor, and the Archdiocese) in communicating problems or issues with the school.

Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.

The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

Athletics

Holy Spirit STEM Academy has a proud tradition of athletics. Interscholastic sports are an extension of a strong-based physical education program geared to meet the needs of every student and is considered a vital part of our curriculum.

The competitive nature of athletics can instill in our youth the values of teamwork, sportsmanship, fitness, cooperation, assertiveness, confidence, and the development of lifetime skills. The children develop physically and learn the self-discipline that is essential in adult life. They gain loyalty to their school and a sense of respect for others. They learn that there is as much to gain in defeat as in victory.

Participation in the after-school sports program is strictly optional, and there is a fee collected from each participant to defray costs of referees, facilities and uniforms.

Holy Spirit STEM Academy offers an after school sports program to all students in Grades 5-8. Our sports program is sponsored and organized by the C.Y.O. (Catholic Youth Organization). The boys' program offers basketball and soccer. The girls' program offers volleyball and soccer. Tournament competition is an extension of league play. Parental permission is required. Students must maintain a satisfactory G.P.A and Behavior/Work Habit grades. Either a faculty member or volunteer parent/adult coaches teams.

It is the parent's responsibility to provide transportation to and from all extracurricular activities.

Student participants pay a fee/sport to cover uniforms, referee fees, equipment, tournament fees, etc.

To help support our program, parents are required to support our school tournaments and games throughout the year by donating needed items, helping at games and tournaments, and cheering for our teams as fans.

Sports Ethics

The administration has adopted the following guidelines:

- Cuts may be made only when the number of players exceeds the number a coach can effectively supervise (C.Y.O. Handbook).

- Players who have made a team's roster MUST participate in every game and practice with a reasonable amount of playing time, provided the player has met the coach's expectations with regard to practice and self-discipline.
- The Athletic Director will submit monthly financial statements of the after-school sports program to the office.
- Coaches MUST establish high standards of conduct and behavior and tolerate nothing else. These high standards of the team, the parish, and the coach cannot be compromised in order to win. The tradition of good sportsmanship must be a prime objective of EVERYONE.
- The coach must set the climate of behavior for the team and spectators. The coach must demonstrate through his/her own behavior that he/she values self-restraint, fair play, and sportsmanlike conduct, while in no way lessening the importance of his/her team winning the contest (C.Y.O. Handbook).

G. Tuition and Fees

Financial Information and Responsibilities

Catholic parochial elementary education involves payment of yearly tuition, fees and fundraising activities. Fees are paid on an annual basis. Most families choose to divide the yearly tuition into 11- or 10-monthly payments. Eighth grade families MUST be enrolled in a 10 month payment plan. Everyone's tuition and fundraising support is necessary to meet the monthly and yearly operating expenses. Tuition, fees, and fundraising are the major sources of operating income.

The Blackbaud Tuition Management (formerly SmartTuition) collects tuition for our school. Each family must have sufficient monies in the designated account for collection by Blackbaud Tuition Management on the date agreed upon (i.e., 5th , 20th — August through June) unless the entire year's Tuition and Fees are paid in full by August, or arrangements have been made with the Principal.

In order for students to begin school on the first day, the full registration amount must be paid to the office. Tuition will be deducted from the designated account beginning in August and continuing through June.

Payments need to be made on time for the running of the school and to avoid late payments. Blackbaud Tuition Management charges a \$50.00 fee for late payments. There is an additional charge of \$60.00 for each re-attempt to collect, if there are insufficient funds in the account at the time of withdrawal. After two attempts, a notice is sent to the school and to the family regarding their non-payment of tuition.

Each family is expected to pay tuition each month. In most cases, if tuition payments become 30 days in arrears, the school may suspend the right of a student to attend or participate in classes, and may continue that suspension until such time as the debt is cleared. Families, who have been unable to meet the on-time tuition payments in excess of 60 days will have their financial situation reviewed by the Principal or the Pastor. Final decisions about re-registration will be made after this review.

Tuition and Fees (Mandatory):

Tuition 2024-2025 \$4,950.00 annual per child

Registration Fee 2023-2024 \$500 per child

Fundraising \$400 per family

40 Service Hours (Unfinished Service Hour = \$20.00 each hour)

Yearly Re-Registration

Children will be considered for re-registration if the family has:

1. Met its obligations as outlined in the Parent Agreement and the Parent-Student Handbook,
2. Demonstrated their support and cooperation with school policies, and
3. Maintained cooperative and supportive relations between the home and the school, which benefits the learning of the child.

Re-registration materials and registration event dates will be sent to families in late winter. A variety of deadlines for the re-registration fee will be offered to families.

Tuition Assistance

Our philosophy is that no child will be denied a Catholic education on the basis of financial need. Problems should be discussed with the Principal to see if tuition assistance (as our resources permit) can be granted when a true need exists. Families experiencing economic difficulty are encouraged to apply to the Archdiocese of Los Angeles Catholic Education Foundation Scholarship Fund. The Pastor has the final decision concerning tuition assistance.

Catholic Education Foundation

The Archdiocese of Los Angeles Catholic Education Foundation offers tuition grants to families who qualify on an income basis. These grants assist a family in meeting the yearly tuition obligation. They are not full scholarships. Families request application forms in spring with decisions of acceptance mailed in from the Catholic Education Foundation in late May or June.

Other Tuition Assistance

Tuition assistance from other sources varies annually and are awarded to families with the greatest need. Applications for Holy Spirit STEM Academy Financial Assistance are made available in the spring and recipients are notified after the CEF grants have been awarded.

Tuition Delinquency

Paying tuition on time is of the utmost importance. Without tuition payments from families, our teachers and staff cannot be paid and our school will not run. Families who fall behind 30 or more days on their monthly payment will be asked to keep their children home until the deficit is paid. Families with a deficit of \$600 or more at any point in the year will be subject to a meeting with the principal to discuss a tuition contract. Families with a deficit of \$1000 or more at any point in the year may be asked to withdraw from the school.

Hot Lunch Program – Fresh Start Healthy Meals

Holy Spirit STEM Academy makes available a daily well-balanced breakfast and hot lunch through the Revolution Meals Program. The cost is listed on the program

registration sheet given at the beginning of each year. Parents are asked to be sure that their children have either a homemade lunch or are registered for the program before they leave home each day.

Service Hours

The Service Hour Program assists Holy Spirit STEM Academy to strengthen the relationship between families and the school and contributes to the school budget. We ask every family to contribute 40 service hours in various events. Service hours are completed between August and the end of May. Any families that have not completed the required hours by June 1st are assessed \$20.00 per hour missed. This amount is to be paid before the close of the school year.

Below are the details of our Service Hour requirement:

1. Each family has a requirement to provide a minimum of 40 service hours.
2. All Service Hours must be submitted through the main office. Each submission will be routed to the activity coordinator for verification.
3. Any service directly to the school will be considered for Service Hour credit. Services must be cleared with the Office.
4. Hours are not transferable from one family to another.
5. Service Hours worked beyond the 40 hour commitment cannot be transferred to the next year.
6. Service Hours are reviewed and managed by the Administration.
7. Activities other than those established as ones qualifying for Service Hours must meet with the approval of the Principal in advance.
8. No coordinator may designate double Service Hours for any event without prior approval of the Principal. One hour of work = one hour of service.
9. Only adult members of the family (parents, grandparents or guardians, etc,) will be allowed to complete Service Hours unless otherwise approved by the Principal.

Donations

Donations made to the school can qualify for service hours under the following conditions:

1. All donations should be made based on specific requests from a classroom teacher or from an office administrator. Unsolicited items donated to the school will not qualify.
2. Any donation made to the school must be accompanied by a receipt, will grant one service hour for every \$20 spent on the donation.

4. Donations made for service hours are not transferable from one family to another.
5. Donations made for service hours beyond the 40 hour commitment cannot be transferred to the next year.

Parent Participation

Our Parent Volunteers are a vital and valued part of our school community. Many of the fundraising events take place with the assistance of our parents/guardians in order to help keep tuition affordable and a healthy budget. Every volunteer contributes to either the spiritual, emotional, physical, and/or educational well being of our students and school. Below are some ways parents and other members of a family can do volunteer work. **Students' parents/guardians are responsible for correctly tracking/submitting hours in order to be properly credited.** If hours are not submitted according to the established timeline, hours may not be credited to a family. PLEASE NOTE: Families may not "gift" their completed hours to another family. Each family must complete or buy-out their own hours.

Fundraising Activities

Through the cooperation of all our families, fundraisers take place in the fall and spring of the school year. These vital fundraisers assist the school in keeping the tuition within an affordable range. All families are required to participate in fundraisers in order to raise a minimum of \$400/family (\$200 in the fall and \$200 in the spring).

Fundraising opportunities vary each year but consist of one mandatory fall and one mandatory spring fundraiser. We offer various ways to raise the \$400 minimum in order to meet our families' financial needs.

Additional fundraisers are conducted throughout the school year that are not mandatory, but we ask each family to do what they are able to do to participate.

Parental Decision to Withdraw a Student

If parents choose to withdraw a child in the course of the school year, parents could be required to pay the full year's tuition. The Principal reserves the right to waive payment of the remainder of the tuition for any deemed just cause.

H. Discipline

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the Principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Maintenance of Effective Discipline

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping is unacceptable
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

Our discipline program at Holy Spirit STEM Academy is geared to promote development of moral values that are lived in and outside of school.

Behavioral Expectations

Christian living is being in community with others. All members of the school community (students, families, teachers, staff and administration) are expected to contribute positively and cooperatively to the building up of this community.

Discipline is learning appropriate behaviors and being able to act in acceptable ways in a variety of situations. Children are growing in their understanding of behavior and

the ability to act in positive ways. Discipline also means "being teachable". Children are expected to cooperate and behave in ways that encourage the learning of all at school. Adults also discipline themselves to work positively with other adults and children.

Teachers develop classroom rules and policies with their students. All classroom issues are handled by the teacher. Specific, age appropriate expectations and consequences are developed by grades according to the developmental level of the students. These expectations are explained to the parents at Back to School Night. The faculty establishes School Wide policies. These policies are developed for the smooth running of the entire school. In all instances, Christian conduct and polite, acceptable behavior, which does not interfere with the education of all students, is expected. Any behavior, which disrupts the Christian educational atmosphere of the school, is unacceptable.

All school community members (children and adults) are expected to treat others with respect, courtesy and kindness. Cooperation and appropriate behavior is expected of all persons. All community members are expected to understand and follow the harassment policies of the school and the Archdiocese of Los Angeles.

Specific Expectations

Parents are expected to encourage students to:

1. observe classroom and school rules. Positive classroom behavior creates a successful learning environment.
2. complete their assignments and participate actively in class and school projects.
3. use classrooms, desks, materials, and school facilities and keep them in order with a sense of pride and responsibility. Personal property of others must be respected as well.
4. speak politely (using "please and thank you") and appropriately (no use of "obscene" language). No personal verbal or written abuse of students or adults is acceptable.
5. be responsible for the books and equipment given to them for their use and the property of the school. If students write in a book or deface it in any way, deface furniture (desks) in any way, or damage school or other student's property, parents will be required to pay for repair of the damage or replacement as needed. The replacement fee for lost/damaged iPads or Chromebooks is a minimum \$150. Students should repay parents for the costs incurred as they are able.
6. be well groomed and wear a complete, clean school uniform each day or appropriate free dress on assigned days.
7. be on time for school each day and not leave school without permission.

8. play in ways that are fair, kind, and fun during recess and lunch times.
9. settle problems in a positive way and ask adults for help. Fighting or verbal abuse is not an acceptable solution for conflict. Parents and staff should model these qualities.
10. refrain from chewing gum and riding skateboards, skates, or bikes on the campus.

Behavior Marks (Grades 3-8)

Disregard for school behavior policies or other misbehavior, despite multiple reminders and warnings, may result in behavior marks points. Students begin each week with 0 marks. If a student chooses to disregard a school rule, he/she will gain a behavior mark. Point totals affect student Behavior grades

“O” – no detentions

“G” – 1 detention

“S” – 2 or more detentions

Gaining marks each week results in the student receiving consequences. After every 5 marks students will need to serve detention at 7:00 am on the designated day of the week. Teachers will communicate with parents about ongoing behavior issues, the resulting consequences, and as needed, conferences between teacher, student, and parents will be scheduled. Three detention will lead to an in school suspension and a parent meeting. The principal will be made aware of behavior issues as well and will conference with parents and students and assign further consequences (detention or suspension) when appropriate.

Behavior marks is due, but not limited to, the following behaviors:

1 mark behaviors

- a. gum
- b. out of uniform
- c. food in class
- d. inappropriate language
- e. classroom disruptions
- f. excessive tardies (3 tardies in grades 3rd-8th= 1 point)

2 mark behaviors

- a. blatant disrespect
- b. cheating on homework or classwork
- c. damaging school property

5 marks behaviors

- a. cheating on tests
- b. bullying
- c. other serious offenses as determined by the teacher/Principal

Behavioral problems will be reflected in the Report Card grade. Students who receive a Report Card grade of "U" in behavior may be required to withdraw from Holy Spirit STEM Academy at the end of the trimester. Communication with parents will always precede this grade.

Complaint Review Process for Parents/Guardians and Students

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to use every available means to resolve these conflicts when they occur.

However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

Addressing Complaints At School

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school. If the complaint is not resolved, the person bringing the complaint should discuss it with the Principal (or the Pastor, if the Principal is the subject of the complaint). For elementary schools, if the Principal is unable to resolve the conflict, the Principal will bring the Pastor into the process as appropriate. After reviewing the facts and facilitating discussion of the problem, the Principal or Pastor will respond to the person bringing the complaint.

Escalating Complaints to the Department of Catholic Schools

If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process. The assistant superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter. However, if the parties cannot reach an agreement, the assistant superintendent will apply the policies

and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

Behavioral Probation

A student may be put on probation for a clearly specified period of time (usually a grading period) for serious or continued misconduct. Parents and the student are made fully aware of the seriousness of the action and the reason for probation. A conference is held with parents, student, teacher and Principal, and a written form of behavioral probation is signed by the parents, student, teacher, and Principal. During probation, students are expected to show improvement in behavior and show a positive attitude as they observe and follow classroom and school rules. Students will receive weekly progress reports regarding their behavior. Students may not participate in extracurricular activities while on probation.

A student may be suspended and placed on behavioral probation for one trimester for the following reasons or any other action considered a serious behavior problem by the Principal:

1. Receiving a "U" in conduct for the preceding trimester.
2. Serious infraction of the school rules.
3. Receiving 3 Behavioral Detentions with no resulting change in behavior.

Student Harassment, Bullying, and Hazing Policy

This school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying, or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Substantiated acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through second grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in third through eighth grades, the disciplinary action may include suspension or dismissal.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

Verbal Harassment

- Derogatory comments and jokes; threatening words spoken to another person

Physical Harassment

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

Visual Harassment

- Include derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)

Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Cyber bullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages.
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites.
- Using someone else's username to spread rumors or lies about another person.

Student Threats

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should

immediately report it to the Pastor, the Principal, or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

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

The student who has made the threat shall be suspended until the police and school investigation has been completed. At that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending. On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat.

Hazing

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

School Searches

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

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search. A "reasonable suspicion" may be established in many ways, including but not limited to: personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects. Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

Expectations of Privacy

A student has a reasonable expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear will only be conducted by law enforcement and may not be conducted or involve a school official.

Student Cooperation

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

Confiscating a Student's Personal Property

If any of the student's items are confiscated, the Principal should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Alcohol, Narcotics, or Other Controlled Substances

Guidelines Related to Possession and Use

Holy Spirit STEM Academy complies with state and federal laws that prohibit the use, sale, or delivery of alcohol to persons under 21, or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcohol or controlled substance violation occurs or the school learns of a violation, with each case judged individually.

If students or their friends experience problems related to the use of alcohol or controlled substances, the students should be encouraged to seek help from a school counselor for themselves or their friends.

School personnel should have access to public or private resource agencies for substance abuse rehabilitation so that they can offer help to students and parents/guardians.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for sale, possession, or use of controlled substances, the student may be asked to withdraw from the school or may be expelled.

Procedures in the Case of Suspected Possession or Use

School Administrators will follow these procedures where a student's possession or use of alcohol or controlled substances on campus is suspected:

- Evaluate observable symptoms.
- Attempt to determine if the student is in possession of alcohol, drugs, controlled substances, or other harmful substances.
- Interview the student in the presence of an adult witness.
- Request the student's cooperation in conducting a search of his or her person and possessions (the search may include the locker, other locations on the school grounds, or the student's backpack, or purse if administrators suspect that controlled or other harmful substances may be hidden).
- Determine if the student needs medical attention; if the student requires emergency medical treatment, contact the parents/guardians and follow the instructions on the student's Emergency Card.
- Recommend that a physician examine the student.
- Provide information to parents/guardians regarding the availability of public or private resource agencies for rehabilitation. In cases where school administrators verify a student's sale or possession of alcohol or controlled substances, school administrators will follow these procedures:
 - The administrator should confiscate all physical evidence obtained as a result of the investigation: seal the evidence in a container bearing the date and time of confiscation, the name of the student from whom it was confiscated, and the signature of the person who confiscated it.
 - The administrator should consult the Police. The degree of police involvement will be determined in each case.
 - If the student is arrested and removed from school, the law enforcement agency notifies the parents/guardians prior to the time that the student would normally return home from school. However, the school Principal shall take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student is reportedly being taken. Even if an arrest does not occur, the student may be suspended from school. The school will promptly arrange a conference with the parents/guardians and students.

Cheating

Cheating is a form of stealing; it is taking work or thoughts from others. Students may feel the pressure to cheat because of peer, parental or teacher expectations. Students may also cheat because they have not taken the proper responsibility to be prepared on their own. Anyone caught cheating, copying homework, class work or exams, or giving such material to other students, will receive a zero grade to be averaged into the subject involved regardless of the assignment. No make-up opportunity will be given. Depending on the circumstances and gravity of the situation, the students involved could be suspended or expelled.

Detention

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the schoolrooms at recess and lunchtime, unless it would occasion a danger to health.
- Detention before or after school hours is considered an appropriate means of discipline.
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student.
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.
- Notice of suspension must be provided in writing to the parents or guardians. Parents/guardians must sign the suspension notice, and will be provided with a copy for personal records.
- The Principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his or her own authority suspend a student.

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student

- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

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

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

Cases Involving Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-Principal conference. The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student or students, or faculty members. When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion

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

Reporting of Expulsions

All expulsions, even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor. The County Office of Education shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

Right to Make Exceptions

The Principal, in consultation with the Pastor of a parish school, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the Principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given

tests, etc. outside school hours so that grades can be reported. Home Study means the student does not come to school, yet completes the required work. Each week the teacher(s) prepare work and study assignments that are sent home. The student completes the work and the family returns it to the school. The length of the home-study program depends on the reason for which it was needed. While on home study, the family continues to pay the monthly tuition. The Principal, in consultation with the teacher(s), makes the final decision as to promotion, retention or transfer of the student.

I. Uniform Code

A student's grooming, neatness, and cleanliness reflect the pride the whole community has in Holy Spirit STEM Academy. Therefore, everyone is expected to contribute to the school atmosphere by being correctly and appropriately dressed at all times. All students are expected to be in complete and correct uniform each day for school. In order to purchase the correct uniform, all clothing is to be purchased from Dennis Uniforms.

Dennis Uniforms

2801 N San Fernando Rd.

Los Angeles, CA 90065,

www.dennisuniform.com

It is the responsibility of parents to see that students are in the correct uniform daily. Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the Principal will make the final decision. Issues relating to dress or appearance of a student that are not specifically mentioned in the Parent-Student Handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the Principal. If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem. Students will receive a loss of behavior points for disregard of the uniform policy. The school reserves the right to require parents to bring an appropriate change of clothes to school if a student is inappropriately dressed. The Principal will make the final decision.

Uniform Code for Girls:

Jumpers, skirts, skorts, hipsters must be no more than 3" above the knee

Grades TK – 4 FORMAL UNIFORM: White round collar blouse (tucked in), Jumper (bib-top plaid), Red Crossover Tie, and solid black dress flats

REGULAR UNIFORM:

-Grey Polo with Logo (tucked in)

-Jumper (bib-top plaid), plaid Skort, navy walking shorts, or navy twill long pants (belts are required with pants/shorts except for TK/Kinder students)

RED Cardigan w/Logo

RED Pullover w/Logo

Solid black sneakers only

Grades 5 – 8 FORMAL UNIFORM: White Oxford collar blouse(tucked in), Plaid Skirt, Plaid uniform tie, and solid black dress flats

REGULAR UNIFORM:

-Grey Polo with Logo

(Uniform blouses are required to be worn under sweatshirts)

-Plaid Skirt, navy walking shorts, or navy twill long pants (belts are required with pants/shorts)

RED Cardigan w/Logo

RED Pullover w/Logo

Solid black sneakers only

Accessories: Colors must match the colors of the uniform (blue, grey, white, red, black)

Headbands and bows must be an appropriate size for school.

Uniform Code for Boys:

Grades TK – 4 FORMAL UNIFORM: Navy pants (belts are required with pants/shorts except for TK/Kinder students), Oxford Shirt and uniform tie, solid black dress shoes

REGULAR UNIFORM:

-Navy pants or Navy twill shorts (belts are required with pants/shorts except for TK/Kinder students)

-Navy or Grey Polo with Logo (tucked in)

RED Cardigan w/Logo

RED Pullover w/Logo

Solid black sneakers only

Grades 5 – 8 FORMAL UNIFORM: Navy pants (belts are required with pants/shorts), Oxford Shirt and uniform tie, black dress shoes

REGULAR UNIFORM:

-Navy pants or Navy twill shorts (belts are required with pants/shorts)

-Grey Polo with Logo (tucked in)

RED Cardigan w/Logo

RED Pullover w/Logo

Uniform Code for ALL STUDENTS:

Socks: Solid white or half crew length socks. NO LOGOS OR SPORT SIGNS ALLOWED. Students must wear socks at all times. *Girls may wear plain white, black or navy tights on cold days (no leggings or leg warmers)

Shoes: SOLID all black only are acceptable. Shoes may not be patterned (checkers for example) but may have the shoe logo (Nike swish for example) Leather or leather-like or canvas athletic shoes (all grades) are acceptable, BUT no Converse, high tops or slip-on shoes. Shoes must tie on the foot or have velcro (for younger students)

Under Shirt: A short or long sleeved white shirt or turtleneck may be worn under the uniform shirt for warmth. Uniform shirts are required to be worn under sweatshirts. In very cold weather a grey long-sleeved t-shirt or turtleneck may be worn under the uniform shirt or blouse. The uniform jacket may be worn to and from school and in the schoolyard, not in the classroom. The school sweater or sweatshirt may be worn in the classroom.

P.E. Uniforms

- GREY P. E. shirts w/ logo
- RED P. E. gym shorts w/ logo
- RED sweatpants and sweatshirts may be worn on cold P.E. days
- All black leather-like or canvas athletic shoes are worn for P.E. No Converse, high-tops or slip-on shoes.

On P.E. days, students may come to school in their P.E. and remain in them all day. On Mass Days students are to wear formal uniforms to Mass. The complete P.E. uniform is a component of the P.E. grade. No substitutions may be made for the official uniform. Head coverings (hats, bandanas, etc.) may not be worn with the uniform. Loose, baggy, oversized clothing is unacceptable at any time.

Free Dress Days

Free dress is a privilege given to students for special reasons and/or participation in school-sponsored activities. Modesty and appropriateness for school are the main factors to be considered when choosing what to wear. No biker shorts, stretch pants, tank tops, crop tops, or excessively tight, ripped, or baggy clothing is allowed. Socks or stockings must be worn with appropriate shoes (no sandals).

There are two types of free dress:

Dressy dress:

Collared shirts and slacks for boys

Dresses, skirts, or nice pants with blouses for girls

Casual dress:

Play clothes that are appropriate for school (jeans, shorts, t-shirts)

Grooming & Dress

Emphasis is placed on neatness, cleanliness, and modesty. No extreme haircuts will be allowed. Boys' hair must be neat and clean. Girls' hair also must be neat and clean and worn in an appropriate manner. Neither boys' nor girls' hair may be dyed.

We expect students to be in uniform each day and adhere to the following:

- clothing and accessories in school colors only
- no faded, ragged, or excessively baggy shirts, pants or sweatshirts
- uniform pants and sweatpants worn above the hips
- P.E. clothing on P.E. days only (kindergartners and junior kindergartners may wear P.E. clothing on any day of the week); red St. Anastasia sweatshirt allowed at any time
- stud earrings (one per ear) for girls only; no other earrings allowed
- no other jewelry except for a single wrist watch and a religious cross or medal
- no make-up, lip gloss, nail polish, or tattoos (real or henna) allowed
- 8th grade girls may wear natural nail polish as an 8th grade privilege.
- non-school colored outer jackets allowed outside on cold days
- solid white turtleneck shirts or solid white or navy blue t-shirts only under the uniform shirt allowed

Jewelry

Basic analog or digital watches may be worn to school; smart watches may not be worn. For safety reasons, girls with pierced ears may wear one pair of small post earrings in normal earring holes only. Dangling earrings are dangerous during playtime and are not to be worn to school. Boys may not wear earrings to school or during any school related activity. Other jewelry (bracelets, rings, necklaces other than a single religious necklace) or body piercing is not permitted; it is not safe and we cannot guarantee its safety. Inappropriate jewelry will be collected by the teacher and turned in to the Principal. The school is not responsible for any jewelry that is worn to school by a student.

Make-Up

Make-up is not appropriate for school and may not be worn. (Make-up means colored lipstick, blush, eyeliner, eye shadow, mascara, foundation, liquid make-up, colored lip-gloss and anything else a beautician would classify as make-up).

Fingernails

All students are expected to have clean and neatly cut nails. Artificial, acrylic or sculptured nails and colored nail polish are not appropriate for school and may not be worn. No permission is given for a student to wear polish or artificial nails during school time. (If families allow this for a weekend event, application must happen after school dismisses and removal must occur before returning to school). Only clear polish may be worn for nail protection.

Hair

All students are expected to have clean and neatly cut hair. Hair should be of natural color with a limited amount of styling products (i.e. gel, mousse, hair spray, etc.). Haircuts, lengths or styles should not interfere with the student's learning or the learning of other students. Hair may not hang in students' eyes, restricting vision. Boy's hair may not hang below their ears or collar nor can it be shaved. Contemporary, faddish or extreme hairstyles will result in a request for a change of style. This shall include, but is not limited to, spikes, shaved/short sides with noticeably longer tops, "tails", shaved designs on parts of the scalp or hair, tinted or dyed hair or lengths of hair. Sideburns are to be kept even with the top of the ear. No facial hair is permitted. Individual consequences will be determined for non-cooperation. All decisions about hair are left to the discretion of the Principal.

Gang Related Clothing or Colors

Any article of clothing (including hats, jackets, shoes and socks), which is associated with gangs or gang involvement, is not allowed. This includes the choice of clothing for free dress days as well as jackets or coats for cold weather. Parents are encouraged to be socially aware of the impact children's clothing can have on their safety.

Principal's Right to Amend

The school or Principal has the right to amend the handbook for just cause, and parents will be given prompt notification of any change