

**Precious Blood Church**

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Father Melchor Villero, Administrator

**Precious Blood Elementary School**

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Los Angeles, California 90057  
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Mrs. Dottie Bessares, Principal  
Mrs. Dorene Calderone, Assistant Principal

**Precious Blood School Faculty and Staff: 2002 – 2003**

|                                |                            |
|--------------------------------|----------------------------|
| Mrs. Alejandra .....           | Kindergarten Teacher       |
| Ms. Susanna Iniguez.....       | First Grade Teacher        |
| Ms. Charito Pascua.....        | Second Grade Teacher       |
| Ms. Mary Scheiber.....         | Third Grade Teacher        |
| Mrs. Leonora Delos Reyes ..... | Fourth Grade Teacher       |
| Mr. Matthew Chancey.....       | Fifth Grade Teacher        |
| Ms. Judy Bonilla.....          | Sixth Grade Teacher        |
| Mr. Dang Nguyen.....           | Seventh Gr Teacher         |
| Mrs. Olga Maeva.....           | Eighth Gr Teacher          |
| Mrs. Maura Velasco.....        | School Secretary           |
| Mr. Henry Loaiza.....          | Computer/Spanish Teacher   |
| .....                          | PE Teacher                 |
| Mr. Jose Acosta.....           | School Maintenance         |
| Mrs. Rosa Luque.....           | 1 <sup>st</sup> Grade Aide |
| Mrs. Luz de Maria Ramirez..... | Kindergarten Aide          |
| Mrs. Amalia Dinsay.....        | Second Grade Aide          |
| Mrs. Iris Mendez.....          | Daycare Supervisor         |
| Mr. Sydney Guillaume.....      | Music Teacher              |
| Ms. Kasey Rogers.....          | Art Teacher                |
|                                | Spanish Teacher            |

“In a completely rational society, the best of us would aspire to be teachers and the rest of us would have to settle for something less, because passing civilization along from one

generation to the next ought to be the highest honor and the highest responsibility anyone could have.” Lee Iacocca

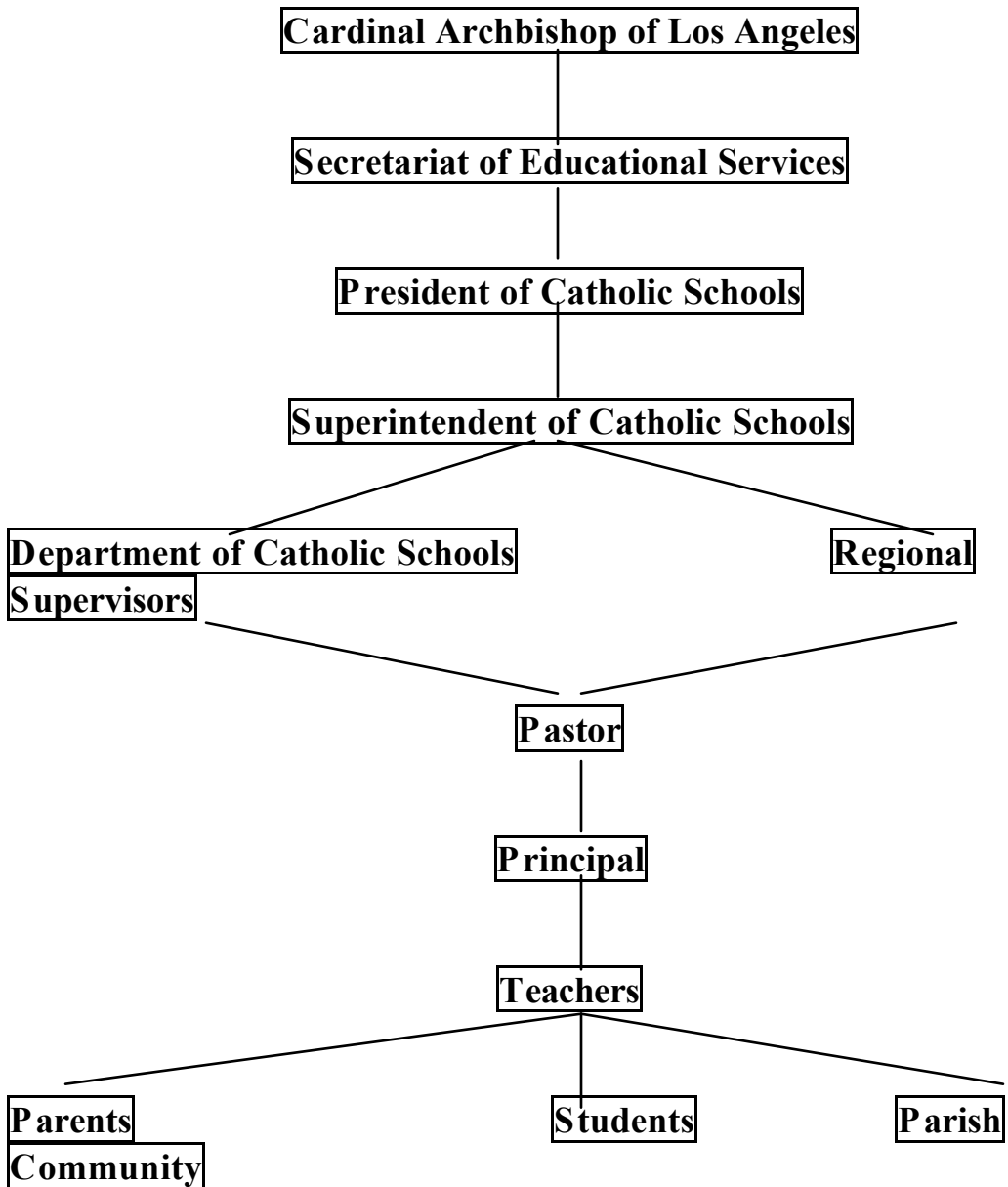
## **A Vision for Catholic Schools**

**An Advantage For Life** – Jesus Christ is the foundation for our community, the Catholic Schools in the Archdiocese of Los Angeles. His call to teach is our inspiration; His image the model for our students. In partnership with parents, we prepare our students to become full and active members of the Catholic Church, to serve others, and to make a difference in the world. We commit our schools to provide a quality education so that a Catholic Education is an Advantage for Life.

- ◆ **Build a community of faith** – We exist to enrich the Catholic community, and invite everyone to become active disciples of Jesus Christ.
- ◆ **Understand their gifts** – We encourage all students toward excellence, but most importantly to use their gifts and talents in service to others.
- ◆ **Integrate the teachings of the church** – We provide a unique opportunity for students to experience the gospel of Jesus Christ, and to bring Catholic beliefs and values into their lives and the world.
- ◆ **Promote parish life** – We actively work to enhance the lives of Catholic parish communities.
- ◆ **Foster respect** – We teach respect for self and others, qualities that develop into discipline and good behavior.
- ◆ **Lead by example** – We are spiritually committed and professionally prepared so that we can lead by example, and also show our special concern for each student.
- ◆ **Appreciate parents** – We recognize parents as the primary educators of the students in our care; we encourage their active role in our schools and parishes, and we appreciate their support.
- ◆ **Share governance** – We seek community participation from those who share our vision, mission, and goals.
- ◆ **Offer our schools** – while we exist first for the Catholic community, we open our schools to all children who can benefit and to the extent that resources allow.
- ◆ **Express concern for others** – We have a special concern for the poor and disenfranchised.
- ◆ **Invest with care** – we use our resources wisely to ensure quality, and to be affordable to our parents and our Church.
- ◆ **Seek financial contribution** – We continue to challenge the Catholic community and others to provide the resources that allow us to continue our work.

*Through our vision, our schools contribute to their neighborhoods and to the world so that for everyone **A Catholic Education is an Advantage for Life.***

## **Organization of the Archdiocese**



**Mission Statement**

Precious Blood School emphasizes Catholic faith, tradition, and history. We also provide

a quality Catholic education in a safe, supportive environment. We respect ourselves and

one another, appreciate our individual differences, and encourage each other to reach our

potential.

## **Student Learning Expectations**

We want our students to be....

### **Active Catholics who:**

1. Demonstrate basic knowledge and understanding of Church teachings, doctrine, and traditions.
2. Build a relationship with God through prayer and scripture.
3. Practice stewardship in their immediate and global community through service projects and care for God's earth.
4. Develop character to make moral and responsible decisions in life.

### **Life-long Learners who:**

5. Have a solid foundation in all subject areas and disciplines enabling them to be an effective communicator and problem solver.
6. Are able to listen actively, speak clearly, and write concisely and correctly.
7. Use technology responsibly for learning, communicating, and enrichment.
8. Are globally aware of the world around them.
9. Set realistic goals and aspire to reach them through hard work and determination.
10. Are well organized, follow directions, and use time effectively.
11. Appreciate and express the value of various styles of literature and the fine arts.

### **Maturing Individuals who:**

12. Respect and value the opinions of others.
13. Recognize and share their knowledge, gifts, and talents with others.
14. Can work cooperatively with others to solve problems.
15. Are self-disciplined and self-motivated.
16. Develop their "whole self" – mind, body, and spirit.

## **Precious Blood School Statement of Philosophy**

Realizing the threefold purpose of Catholic education, which strives to integrate religion with living and learning, Precious Blood School endeavors to create an environment that fosters the total development of the child. Recognizing the family as the heart of this Catholic education, we value the role and contribution that parents make as the primary educators of their children. With a commitment to Catholic values, we strive to create an environment in which students can grow and deepen their personal relationship with God and discover their role in the Catholic community. As educators, we strive to create an atmosphere conducive to learning while recognizing individual differences and fostering a love for knowledge leading each child to their full potential. We believe in the uniqueness of each child and that the student's social development depends upon a healthy self-concept enabling him/her to relate with others. We believe that physical development and fitness play an important role in the growth of our students. This encourages them to respect themselves and others. We believe that there is learning beyond the usual classroom subjects that students should be exposed to. We believe that emotional growth and development is essential to the whole "self"- mind, body, and spirit.

### **Precious Blood School History**

Precious Blood School opened in September 1950, fulfilling the dream of Rev. Msgr. Michael O'Halloran, the founding pastor of the parish. The Daughters of Mary and Joseph staffed grades 1-4 in a home purchased at the corner of 3<sup>rd</sup> and Occidental Blvd. Rooms were added gradually to accommodate first through sixth grades.

In the late 50's and 60's, the Anglo-American population moved west and the school became very cosmopolitan. In the 70's, the school population was almost entirely Hispanic. In the 80's, there was a growth of Filipino families. The school population is now 60% Filipino, 30% Hispanic, 3% Asian, 4% Anglo-American, and 3% Afro-American.

The Daughters of Mary and Joseph withdrew from the school at the end of the 1970-1971 school year. The Sisters of Charity supplied one sister as principal from 1971-1984. In August 1984, a lay principal was contracted. In 1995, Kindergarten and 7<sup>th</sup> grade were added, and the 8<sup>th</sup> grade added in 1996. A Computer Lab was added in 1998.

We offer our appreciation to Rev. Msgr. Michael O'Halloran, Rev. John J. Fallon, Rev. Jeffrey Steffon, and Rev. Philip Kavanaugh for their leadership through these past years, as well as to Rev. Paul Brogan who was the interim pastor 2000-01. Rev. Mechor Villermo has been the pastor since 2002.

## Academic Information

### Grading Policy

The administration and faculty of Precious Blood School follow the Archdiocesan Guidelines for grading. The criteria are:

|              |              |              |             |
|--------------|--------------|--------------|-------------|
| 100 - 97 = A | 92 - 90 = B+ | 84 - 80 = C+ | 69 - 65 = D |
| 96 - 93 = A- | 89 - 87 = B  | 79 - 75 = C  | 64 - 60 = F |
|              | 86 - 85 = B- | 74 - 70 = C- |             |

Evaluation of student performance consists of several items. These include classwork, homework, tests, projects, special assignments, student-generated work, independent study, and class participation. Grades are given 3 times a year with a report card. Progress reports are given in the middle of each trimester.

### Homework

Homework is given to reinforce the lessons taught during the day. Homework needs to be done neatly according to the direction of the teacher and handed in on time. Homework is never intended to be busy work. Since homework is so vital, the environment at home must be well lighted, quiet, and be a place where a student can work alone. Teachers reserve the right to assign homework on weekends. Homework is not given over Thanksgiving, Christmas, or Easter holidays. Any homework assignment missed by a student must be made up the following day, and the child will receive a homework slip from the teacher. In addition, it is expected that students will read at least 15 minutes a day in the primary grades, 30 minutes a day in upper grades. Reading is the key to all academic achievement.

*On average, homework time should take:*

Grades K - 2    1 hour per day.

Grades 3 - 5    1 – 2 hours per day

Grades 6 - 8    2 – 3 hours per day

This time frame assumes that homework is done without interruptions in an area set aside for that purpose. We encourage parents to help with homework and projects where appropriate.

## **Honor Roll**

Students have the opportunity to make Honor Roll or Honorable Mention every trimester. The criteria is as follows:

**Honor Roll** A student needs 21 or more points to make Honor Roll. The following subjects are considered: Religion, Reading, English, Spelling, Math, Science, and Social Studies. Point values are A = 4, B = 3, and C = 2. Effort and Conduct must not be below a B-. Any student who gets a D or an F or is suspended from school is not eligible.

**Honorable Mention** A student needs 19 or 20 points to make Honorable Mention. The same subjects as for Honor Roll are considered. Point values are the same. Effort and Conduct must not be below a B-. Any student who gets a D or an F on their report card is not eligible.

## **Annual Academic Awards**

At the end of the school year, we will award students who have consistently shown academic excellence. The criteria are the same as for Honor Roll. However, all aspects of academic achievement will be considered.

**Religion** One student per grade will earn the Religion Award. This award goes to the student who consistently acts as Jesus did. Any D's or F's on their report card or suspension from school disqualifies a student from receiving this award.

**Excellence** One student per grade will earn the Excellence Award. This student has the top grade point average in the class. Any C's, D's, or F's on their report card or suspension from school disqualifies a student from receiving this award.

**Honors** Three students per grade will earn the Honors Award. These students have the next 3 highest grade point averages in the class. D's and F's on the report card or suspension from school disqualifies a student from receiving these awards.

At the end of the school year, teachers will give awards for Perfect Attendance, Conduct, Effort, and Service in their classroom. All people involved in education both at school and at home must be committed to academic excellence.



## **Acceptable Use Policy**

Each family must sign and date a copy of the Archdiocesan Acceptable Use Policy (AUP) for Media and Technology forms. These forms are kept on file in the office. Please see the Appendix for a copy of this form.

## **Access to Records**

The principal only, as custodian of the records, authorizes the release of personal information about students. Access to records may include not only an oral description by the authorized school official, but also permission to read the record. Official transcripts are not given to students or parents.

## **Accreditation**

Precious Blood School is accredited by the Western Accreditation of Catholic Schools (WASC), and annual reports are submitted in order to keep Association Standards. Curriculum evaluation/in-depth studies is an on-going process at our school.

## **Achievement Testing**

Every student in Grs 2-8 are tested for achievement through the ITBS (Iowa Test of Basic Skills). The main purpose for testing is to evaluate student progress and help with curriculum planning. Parents/Guardians will be notified of the test results by a computerized report. OLSAT is given to students in Grs. 4 and 7.

## **Admissions**

Thank you for your interest in Precious Blood School. We offer an accredited quality education for students in kindergarten through 8<sup>th</sup> grade. School hours are 7:55am to 3:00pm. After school extended daycare is available until 6:00pm. Students are admitted to Precious Blood School at the discretion of the pastor and the principal. The Archdiocese requires that children be six years of age before September 1, but no later than December 1 for admission to first grade. Children must be five years old by September 1, but no later than December 1 to be admitted to kindergarten.

For new students, the following documents are required:

- Birth certificate
- Baptismal certificate
- Current record of immunization and health
- Report card demonstrating that student is on grade level and consistently shows good conduct and effort.
- Registration fee

Priority is given in the following order.

- Families who are contributing members of Precious Blood Parish
- Catholic families outside of parish
- Other families

Precious Blood School will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may be limited in its abilities to serve the educational needs of some students. The pastor and the principal will review annually students' continued enrollment in the school.

(See also, Non-Discrimination Policy)

### **After School Care**

Precious Blood School offers an after school extended day-care program open to all students in the school. It is run out of the kindergarten room, and it is supervised by personnel hired by the school. Any student remaining on the school premises 15 minutes after dismissal will be taken to extended daycare, and the family will be charged a \$20.00 occasional rate fee. There are no exceptions. Children who constantly misbehave or do not listen to daycare supervisors will be removed from this program.

Extended day-care is a service offered by Precious Blood School for the benefit of our school families. The personnel hired to direct the program have the same authority over students as classroom teachers and students and parents must show them the same respect and courtesy. (Pls see Appendix for a schedule for extended day car and guidelines.)

### **Appointments**

Parents may call during office hours to schedule appointments for conferences with school personnel. Teachers are not available for conferences during school hours. They are present at school for 30 minutes after dismissal for conferences.

## Attendance

Consistently being on time is necessary for success at school. Every absence, or late arrival, is a definite loss to the student. It interrupts the class, and imposes extra burdens on the teacher. **Students who are tardy to school will be warned. After the third tardy, the parent will be called in for a conference.**

**After your child is absent, a written notice stating the reason for the child's absence MUST be presented to the office.**

If a child has been diagnosed as having a contagious disease, kindly let the office know. The child may not return to school without a doctor's note stating that he/she is able to return to school.

Students are responsible for worked missed because of absenteeism or tardiness.

Being absent 15 or more days in a trimester is cause for the child to possibly be retained, or asked to withdraw from school.

Children should arrive at school no later than 7:50am. The bell rings at 7:55am for assembly (weather permitting). Any child arriving after 8:00am is considered late and must go to the office for a tardy slip.

All students (K-8) attend First Friday Mass. ALL students are expected to be at school no later than 7:40 am on that day and put their backpacks in their classrooms. Students line up in assembly style and leave school together at 7:45 am to walk as a student body to church. Students who are late to mass remain in the back row with school personnel. They do not interrupt mass, parishioners, or their classmates. Mondays of every week the 8<sup>th</sup> gr and the 5<sup>th</sup> gr attend 8:00 am mass. Tuesdays of every week 7<sup>th</sup> gr and 3<sup>rd</sup> gr attend 8:00 am daily mass. Wednesdays of every week 6<sup>th</sup> gr and 4<sup>th</sup> gr attend 8:00 am daily mass. Students are required to walk to mass with their class from school at 7:45 am on those days. Parents are always encouraged to join us.

**Parents are asked to schedule medical and dental appointments after school to cut down on the amount of time a child will miss from classes.** A designated adult must always report to the school office and sign their child out before the child may leave school.

### **Truancy**

Truancy is defined as an unexcused absence for more than three days in a school year, or tardiness in excess of thirty minutes on four or more days in a school year. Truants are reported to the attendance officer of the local public school district. Students who are habitually truant are subject to dismissal from school.

### **Birthdays**

Parents who wish to celebrate their child's birthday with his/her classmates must follow the school policy. Parents must first obtain the permission of the child's teacher. Next, the parents must inform the office. **Only cake and punch may be brought to school at the child's recess time.** Please refer to the school schedule for recess times. **Parents are responsible for setting up and cleaning up the area where cake is served.**

We acknowledge the birthdays of all students and all staff at daily assembly.

### **Bullying**

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening words spoken to another person.

Bullying is a form of harassment which typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, 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.

Bullying is a form of harassment and may result in serious disciplinary action, up to and including expulsion.

### **Cell Phones**

Students have the privilege to bring their cell phones to school. However, the rules are that cell phones must be turned off and kept inside backpacks. They may not be taken out until students are outside on the playground after school hours. Cell phones are used to call and check in with parents/guardians. The school is not responsible for lost or broken cell phones. If any infraction of the cell phone rules occur, the cell phone will be

taken away and remain in the possession of the principal until a parent makes an arrangement to retrieve it. There are no exceptions to this rule.

### **Change of Address**

When there is a change of address or telephone number at home or at work, the school must be notified immediately. This new information is of vital importance for the safety of students in an emergency. Notification of any such changes may be done by sending a written note to the school, or in person by telephone or at the school office. This new information should be placed on both the School Emergency Card and the Earthquake Student Release Form immediately.

### **Chewing Gum**

A \$5.00 fine will be assessed to any child who chews gum at school or at any school activity. Gum can damage books and other materials. We will hold the family responsible for any such damage.

### **Child Abuse or Neglect**

It is mandatory that all school personnel who are suspicious of child abuse or neglect make a report to the proper authorities (Child Protective Services, LAPD) “Abuse” means infliction, by other than accidental means, of physical or mental harm upon a child. “Neglect” means failure to provide necessary food, clothing, shelter or medical attention for a child. It is not the responsibility of the school employee to prove that the child has been abused or neglected or to determine whether the child is in need of protection. School employees shall not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect.

### **Closed Campus**

Students are ever permitted to leave the school grounds. They are not permitted to be in any hallway or classroom without supervision. Any visitor to the school must check in at the school office.

Parents may not visit the classrooms while classes are in session. Our goal is to ensure a quality education and the safety of all our students. We can not ensure this if people wandering through the corridors are interrupting classes.

### **Computer Labs**

Computers are a necessary component in education. Precious Blood School's computer lab has Students learn typing skills, Microsoft Word, Excel, and Powerpoint. All computers are networked and are wired to the Internet. **not bring floppy**

### **Communication Procedures**

Open communication among parents, teachers, and administration is important for student progress and for maintaining a healthy school climate. The proper line of communication in discussing any part of your child's progress is to first contact the teacher (through written message, phone, or in person). (Parents are always encouraged to contact the teacher before discussing situations with the principal.)

Both home and school often depend on the student for the faithful carrying of messages to and from school. The OLDEST child in each family will be responsible for carrying home the (Tuesday) 'Family Envelope' on a weekly basis. Parents are asked to sign the Family Envelope to indicate that the information (eg principal letter, updates, calendar, etc) was received and read. The Family Envelope is to be returned to the teacher the next school day.

### **Curriculum Offerings**

The Pastor and the Principal are responsible for providing the curriculum adopted by the Department of Catholic Schools. Precious Blood School curriculum is a strong student-centered program aligned with Archdiocesan Guidelines and State Standards. Technology enhances the academic program. Integration of our Catholic faith and Christian values is at the core of the curriculum. Jesus is the unseen teacher in our classrooms. Christian service/community outreach projects are varied monthly. The basic curriculum prescribed for all elementary schools, beginning in kindergarten and continuing through eighth grade, includes the following areas;

- |                           |                       |
|---------------------------|-----------------------|
| a. Religion               | h. Handwriting        |
| b. Family Life            | i. Mathematics        |
| c. Social Studies         | j. Health and Safety  |
| d. Science                | k. Art                |
| e. English                | l. Music              |
| f. Reading and Literature | m. Physical Education |
| g. Spelling               |                       |

Precious Blood School offers additional instructional programs and services depending on the available resources and needs of the school. A once a week Spanish class is offered to Grs K – 8.

### **Daily Schedule**

|                    |                            |
|--------------------|----------------------------|
| 7:55 am            | Morning assembly           |
| 9:45 am to 10:00am | Recess for grades K – 2    |
| 10:00am to 10:15am | Recess for grades 3 – 5    |
| 10:15am to 10:30am | Recess for grades 6 – 8    |
| 11:35am to 12:15pm | Lunch for grades K – 4     |
| 12:00pm to 12:40pm | Lunch for grades 5 – 8     |
| 2:45 pm            | Dismissal for grades K – 2 |
| 2:55 pm            | Dismissal for grades 3 – 5 |
| 3:00 pm            | Dismissal for grades 6 – 8 |

**Dismissal for students on Wednesdays: Grades K-2, 1:45pm, grades 3-5, 1:55pm, and grades 6-8, 2:00pm. (\*The first Wednesday of every month there is a 12:30 dismissal.)**

It is very important that students are picked up promptly after school. Teachers are asked to escort students who have not been picked up by 3:15 pm to the extended day-care room.

### **Damage**

Students who damage or deface school property, books, school athletic equipment, or articles of clothing belonging to other students must pay for the damage. The school will not replace lost books until the school has been reimbursed in full. Damaging school property is cause for suspension from school.

### **Discipline**

Teachers are not expected to tolerate *any form* of disrespect or bad behavior. Neither should any class have to tolerate a lesson being interrupted by a disruptive classmate. Discipline is administered in an atmosphere of help and understanding, not solely for punishment.

Each classroom teacher has his/her own set of classroom rules. The consequences for violating the classroom rules are the same for all students.

- Student will be warned.
- A note or school slip will be sent to parents.
- A parent conference will be held.
- A discipline slip will be sent home.
- Suspension after the third discipline slip.
- Expulsion/withdrawal from school.

These consequences may not occur in this order. The seriousness of the infraction will be taken into consideration.

If a teacher deems it necessary, a student might receive a Discipline Slip. This slip must be signed and returned the following day. This form will indicate the behavior or the infraction. The child will then be referred to the Principal. The student will be counseled. Then the form will be sent home to be signed by the child's parent/guardian. The form **MUST BE SIGNED** and returned to school the next day. After receiving a third discipline slip, the child will be suspended. At the next infraction, he/she will be automatically suspended from school for at least one day. Before the child may return to school, a conference must be held with the principal and the parent(s). At the conference, the child will be put on probation for the rest of the school year.

### **Probation Process**

Once a child is placed on probation, it is possible that they might not participate in extracurricular activities and field trips. This will be left to the discretion of the teacher, based on the child's class performance and behavior. The child must agree to make changes in behavior, grades, effort, and attitude so that he/she can be successful at Precious Blood. If the terms of probation are not met according to the standards set by the teacher and administration, the parents and student agree in writing to withdraw the child from the school.

If the child is suspended after being placed on probation, it will be cause for withdrawal or expulsion from Precious Blood School.

### **Suspension/Expulsion**



Precious Blood School follows the guidelines set by the Department of Catholic Schools in the Archdiocesan Administrative Handbook regarding suspension and expulsion. It must be understood that only the principal may suspend a student. No student may be expelled from school without the approval of the pastor.

**The reasons for expulsion are, but not limited to, the following offenses:**

- Actions detrimental to the moral, spiritual, or physical welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery, or any threat of force or violence directed toward pupils or school personnel.
- Bullying or harassing school personnel or other students.
- Open persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance.
- Use, sale, distribution, or possession of alcohol for beverage purposes on or near the school premises.
- Smoking or having tobacco.
- Stealing
- Forging signatures
- 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.

- Cheating/Plagiarism
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Computer Network User policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Any of the above reasons with mitigating circumstances is adequate cause for suspension of a pupil. In the case of suspension, the student will be given immediate out of school suspension, and the parent will be notified. If similar offenses are repeated, the child could be asked to withdraw from school. Students are responsible for the work they miss during the suspension. After a third Disciplinary Slip, a child is automatically suspended.

The number of days of a suspension is determined by the seriousness of the offense, the age and grade of the child, as well as the child's behavior record. Another possibility is an in school suspension. The student is separated from his/her classmates, and is responsible for all classwork.

## **Abortion**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from the school. Furthermore, if any student's parent or guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent or guardian's son or daughter may also be dismissed.

Precious Blood School deals with all behavior problems in a fair and considerate way. It is hoped that parents will cooperate with the school in these matters, so that we may help the student learn to recognize that there are consequences as a result of their behavior.

## **Emergency Cards**

A yellow emergency card is sent home at the beginning of the school year. It must be filled out completely on both sides and signed. Parents must indicate whether or not they give the school approval to choose a physician in an emergency. **Parents have a serious responsibility to keep the school updated on any change in phone numbers, address, or people we can contact.** It is frustrating to call a phone number and have the recording come on saying the number is disconnected.

## Emergency Procedures

Precious Blood School conducts fire drills/emergency drills each month. An alarm bell is rung, and students proceed to their assigned areas. They come back into the school at the all clear sign.

In the event of a natural disaster, Precious Blood School follows Archdiocesan directives. For disaster emergency procedures, such as earthquake, fire, or civil disturbance, the following should be followed:

1. The school is registered with KNX Emergency Hotline. Listen to the radio regarding evacuation of public schools in the area.
2. In the event of an earthquake, do not call the school. We will be extremely involved with our students and their safety. Answering the telephone – even if we are inside the building – will interfere with giving proper attention to the children. When it is safe, come to the school for your child. Children will be released to parents, guardians, or other authorized adults listed on the Emergency Card.
3. If a disaster occurs before school, do not send your child to school.

We live in California where earthquakes give no warning that they are about to happen. For this reason, the school conducts disaster drills. After the alarm bell, students are instructed to follow the drop, cover, and hold procedure specified by the Fire Department. Students face away from the windows and evacuate the building when the all clear sign is given. After evacuation of the building, it is imperative that all follow the direction of the principal or safety coordinator. Damage to the building will be assessed prior to any action. Students will be assigned specific areas on the playground. School personnel will remain with their students, or be assigned other tasks.

Precious Blood School is fully supplied with complete earthquake supplies (up to three days) for each student and staff member as per Assembly Bill 2786 (Katz Bill).

Some general principles to be followed during a disaster are:

### **First Day**

On the first day of an emergency, Precious Blood School will follow the actions of the local public schools. Parents are asked to listen for directives on radio. If danger is imminent, Precious Blood School will be evacuated even though the public schools may not.

### **Second Day**

The degree of danger will be reassessed locally, and the decision to open or close the school will be the responsibility of the pastor and principal. Such a decision will be based on the degree of danger in the building, and may differ from the local public school. All school personnel must remain at school for 72 hours to supervise children that are not picked up. After 72 hours, students must be sent to the nearest local shelter.

## **Extracurricular Activities**

Precious Blood School offers extracurricular activities in CYO sports, Student Council and other clubs (Ecology Club, Safety Committee, etc), School Newspaper, Academic Decathlon, Book Fair, Talent Shows (may be required to pass an audition), and so forth. In order to be eligible for any extracurricular activities, students must maintain a grade average of C+ with no D's and F's, and behavior and effort grades may not drop below B-. If a student fails to maintain eligibility, they must drop from the activity for a period of 2-3 weeks in order to raise their grades. They may not practice, attend games, or go to meetings during this time. If they raise their grades they may return. Coaches, moderators, and classroom teachers must meet prior to discuss student eligibility. Students who are failing a subject, do not turn in homework/projects consistently, or have poor behavior will be dropped from the activity regardless of his/her grade average and may not return until the teacher and principal approve.

## **Faculty/Faculty Meetings**

Our dedicated child-centered teachers come with many years experience in both academics and religious teaching. They welcome parent interaction for the benefit of the students. They are always willing to hear from you by phone, written notes, and especially in person.

Formal faculty meetings are held every Wednesday. The last group of students is dismissed at 2:00pm. On the first Wednesday of each month, dismissal is at 12:30pm. Please make arrangements to pick up your child at this time

## **Family Life – Curricular Instruction**

Family life education is intended to provide a comprehensive view of human development and behavior, personal relationship, and management of resources. The purpose of formalized family life education is to inculcate Catholic values, virtues, and attitudes that relate to the current family life of the student. It is always the parents' responsibility to provide instruction in human reproduction for their children. The school partners with parents in providing a formal curriculum in family life.

### **Field Trips**

Field trips enhance the curriculum, and are fun opportunities away from the classroom. Parents must sign a permission slip that allows your child to go on the trip. No permission may be given over the phone. **The teacher will choose chaperones. You are not automatically chaperoning the trip simply because your child's class is going.** Chaperones must also sign a permission slip releasing the school from liability.

### **Financial Aid**

Precious Blood School participates in the Archdiocesan Tuition Awards Program. These grants from the Education Foundation provide for a portion of the tuition. Families who are interested in seeking additional financial aid must first make an appointment with the Principal. A financial aid application along with required documents must be submitted yearly. The Principal and Pastor will make the final decision for any financial aid.

### **Fundraising**

Because we are a Catholic school, we must raise extra money to pay expenses and to keep tuition at an affordable level. Precious Blood School has a fundraising program. All families will receive fundraising information.

### **Graduation Requirements**

Students must successfully complete the eighth grade course of studies in order to graduate. In addition, all financial obligations must be met before the date of graduation.

### **Health Policy and Screenings**

Immunization documentation is required for all students (California Law). Health forms are included in the registration packet and must be filled out and returned immediately. ALL incoming Kindergarteners and First Graders are required to present proof of a health check-up and required immunization. In addition to previously required inoculations, students for Seventh Grade and Kindergarten must have had three doses of Hepatitis B.

A student, with the written permission of a parent/guardian, may be subject to routine screenings including auditory, visual, dental inspection, and scoliosis. These services are required by the state, and are performed at school by Queens Care, free of charge.

### **Illness/Accidents**

If your child shows symptoms of illness or is running a temperature, please keep him/her at home. If your child becomes ill or is injured during school hours, the school office will notify you. Students must present a written excuse signed by the parent/guardian or a doctor's note upon their return to school. It is encouraged to schedule medical and dental appointments after school hours. It is for the benefit of the child that he/she is present during school hours. When a child must be released early from school, call the office in advance. The person requesting the child's release must come to the school office to sign a release form.

If your child is involved in an accident, Precious Blood School will contact parents immediately. If a parent or guardian cannot be reached, other persons listed on the emergency cards will be called. It is important that both blue and pink emergency cards are filled out completely. (See also, Emergency Cards)

### **Immunization**

Precious Blood School follows all directives regarding immunization issued annually by the State of California.

#### **Immunization for First Admission to School**

No student may be unconditionally admitted to school unless he/she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, and pertussis for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering Kindergarten. All students entering grade 7 are required to present documentation showing the dates when the 3 doses of Hepatitis B have been received.

Students must provide documentation of freedom from Tuberculosis (TB). The test must be the Intradermal Mantoux Test.

## **Interruptions**

Classes are not to be interrupted at any time. If you have an emergency, call the school office. A message will be given to your child. **Visitors are always to check in at the school office upon arrival.** Parents are asked not to detain the teachers during the hours that school is in session. Every teacher's primary responsibility is to supervise his or her students. When visitors approach the teachers once the school day is underway, the teacher cannot give full attention to the class. When the 7:55am bell rings, school is in session. At that point, all parents and visitors should be standing behind or to the side of the student lines. Children are required to participate in the morning prayers and listen to any announcements. Teachers are not to be distracted once school is underway. Parents who are present during morning assembly are asked to remain quiet and participate in the morning prayers.

## **Lost and Found**

Every parent is asked to make sure that your child's name appears somewhere on articles of clothing, bookbags, and lunchbags. Names can be printed on the label or sewn onto the garment. If your child brings home something that is not his/hers, please return it to the school office so that we may return it to the rightful owner. The Lost and Found is located on the ramp near the school office. Any unclaimed items will be given to charity at the end of each trimester. **We highly recommend that student names be sewn inside the garment.**

## **Lunch**

Nerris provide hot lunch at Precious Blood School. Lunch forms are sent home with each student every 2 weeks at the beginning of the week. Forms and the exact amount of money must be returned by Friday. Lunch begins the following Monday. Students and/or adults are not allowed to buy lunch from Nerris employees. If you choose not to buy the hot lunch, then lunch must be with the child when the assembly bell rings at 7:55am. Parents may not bring lunches to the office and are not allowed at any time to bring food/drink to the outside gates. **Parents may not bring fast food lunches to their children at any time.**

*Lunch time is not recess time.* All students are expected to exhibit the same manners and behaviors that they would use when eating out at a restaurant with their parents. The following are some guidelines:

1. Students will show respect to all adults and will comply with their requests promptly, without excuses or arguments.

2. All students will exhibit proper table manners at all times.
  3. All students will sit properly at their lunch tables and face the table.
  4. Students will clean their table and dispose trash before they leave the table. No student will leave the table without asking permission.
- Students will talk in a quiet voice (loud obnoxious table behavior is not acceptable).

## **Mass Attendance**

Parents are reminded that according to the laws of the Church, Catholics are obliged to attend mass every Sunday and to contribute to the support of their parish. This will set a good example for your children. All families are asked to fill out a Precious Blood Church registration form.

All classes (K-8) attend 8:00am First Friday mass. Students are to be on campus at 7:40am to drop off their school bags in class and line up. Students will walk with their teacher and classmates to church. *Students may not walk to church alone. A parent must accompany any student who is late.* Enter the back of the church. School personnel will sit with late students in the back of the church. They may not disturb parishioners and/or classmates after mass has started. Grades 5 and 8 attend 8:00am mass every Monday, Grades 3 and 7 on Tuesdays, and Grades 4 and 6 on Wednesdays.

In addition, there are monthly liturgies that classes sponsor and attend.

## **Medications**

The school shall not furnish medications. School personnel can administer no medication of any kind. If a pupil must have medication during the school day, the following procedure is to be followed:

- A release (Medication Authorization and Permission Form) stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided.
- Medications administered at school must be in the original container and labeled. The days dosage must be sealed, labeled, have the student's name attached, and kept in the school office.
- The student shall come to the office to self administer the medication.
- Students may not carry any medication of any kind to be administered, nor may they take medicine prescribed for other family members.
- These regulations apply to prescription and over the counter medicines.



## **Money**

When any money is sent to school (eg field trip money, etc), it should be placed in an envelope and labeled with the student's name, grade, and purpose of the money.

## **Morning Assembly**

The daily school day begins at 7:55am with morning assembly with the student body, faculty, and staff. This morning ritual reinforces the school 'community'. After prayers, pledge, and song, announcements are made and birthdays of students or staff are acknowledged. Weekly assemblies can feature class presentations on a variety of subjects, including class field trips where students share their experiences with the student body. Self esteem, social interaction, and public speaking skills are strengthened. These experiences nurture respect for the gifts and talents of everyone.

## **Nondiscrimination Policy**

Precious Blood School, a Catholic school in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students of all race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Precious Blood School does not discriminate on the basis of race, color, and national and/or ethnic origin in the administration of educational policies, scholarship and loan programs, and athletic and other school administered programs.

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

## **Non Uniform Days**

Precious Blood School allows students certain days in which they do not have to wear uniforms. On these days, students are not to wear torn clothing, baggy pants, tight clothing, cutoff shorts, low cut or short blouses, T-shirts with writing, boots, or sandals. If a student chooses to wear the uniform on these days, that is fine.

## **Parent Actions**

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work 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/guardian or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child(ren)'s continuation in the school.

Any parent/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 premises 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 their children in the school.

## **Parent Attitude-Recommended Transfer**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitude of parents/guardians. Nevertheless, it is recognized that a situation could arise in which the uncooperative or disrupted attitude of parents/guardians might so diminish the effectiveness of the school in acting in *loco parentis* that continuation of the student in school might be impossible in practice. Therefore, the Principal, after consulting the Pastor, may give the student a recommended transfer.

### **Parent Cooperation**

Parents are the child's primary educators. You are also role models to your children. When you come to Precious Blood School, you sign contracts for tuition and /or daycare. Your name is on a document pledging your cooperation with the school. What does it say to a child when their role model breaks that contract? Precious Blood School appreciates the families who have a spirit of cooperation. These families will ensure the future of the school. (See also: Appendix: Code of Christian Conduct Covering Students and Parents/Guardians)

## **Parent Responsibility for Student Dress**

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 this handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

Free dress is a privilege granted to students at different times during the year. Free dress clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of the parents shall be sought to correct the problem.

Lack of improvement in personal appearance is grounds for suspension of a student during that school day. Precious Blood School also reserves the right to require that parents bring an appropriate change of clothes to school, if a student is inappropriately dressed. *The principal will make the final decision.*

## **Parent-Teacher Conferences**

If you wish to speak with your child's teacher, please make an appointment. You can do this by calling the school office and requesting an appointment. When you come to school for a conference, please sign in at the school office. Teachers will never make an appointment during class time. General conferences parent/student/teacher) are scheduled twice during the school year. All teachers are available for 30 minutes before and after dismissal, except Wednesdays for Faculty Meetings or when they have yard duty before or after school.

## **Parent-Teacher Organization**

Precious Blood School's PTO assists the school with its activities. Elections are held yearly to replace officers who have served their term. The PTO meets monthly and conducts general meetings 4 times during the school year. This organization will follow the policies specified in the Administrative Handbook for Catholic schools. All parents belong to the PTO. PTO fees are included in the registration fee.

## **PE Uniform**

Any student who is not in their PE uniform on their PE day will have their PE grade lowered by one full grade. If a child has been sick, the parent must send a note to the PE teacher. If the child says that he/she is sick but no note has been sent to the PE teacher, that child's PE grade will be lowered by one full grade.

### **Registration**

Registration for families at Precious Blood School for the following school year begins in the spring. Please read the Principal's letters that go home for specific dates, fees, and information. Testing for new students takes place in the spring.

### **Religious Education**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and traditions, are integral parts of our total education.

Sacraments of Reconciliation and Eucharist are celebrated for the first time in second grade. Parents/Guardians are invited to become involved in their child's preparation by attending meetings and assisting w/ studying materials at home. Grades 3-8 will also have the opportunity to receive the Sacrament of Reconciliation during the year. The Way of the Cross is a traditional Friday event during Lent.

### **Replacing Lost or Damaged Items**

There will be a charge for lost or damaged items.

Books: The actual current cost of the book.

Report Cards: \$10.00

School Calendars \$10.00

Homework Assignment Books \$10.00

Folders \$10.00

Family Envelopes \$10.00

If a student damages a desk or other school furniture the family must assume the cost of replacing the damaged item.

### **Report Cards**

Precious Blood School issues report cards 3 times during the school year. *Parents should place a serious emphasis on effort and conduct. These grades usually influence the rest of*

*the academic grades.* Parents are to sign and return the report cards the next school day. At the end of the year, the blank for placement in September of the next school year will be filled in. Please avoid comparisons of your child with others. Seek out the child's teacher for an explanation of the grades, whenever you have a concern about your child's progress. Kindergarten Progress Reports are given twice a year.

## **Restrooms**

Students obtain permission from their teacher to use the restroom. No running or playing is allowed in the restrooms. Used paper towels are to be thrown **in** the trash can. Toilets are to be flushed after each use.

## **Retention**

Promotion and retention will be based on academic achievement and physical, emotional, and developmental maturity. The decision to promote a student to the next grade or retain him/her in the present grade is based upon a consideration of the overall welfare of the pupil, i.e., made by *carefully weighing academic, emotional, and social factors*.

In the event that retention is under consideration, Precious Blood School follows these guidelines.

- The teacher is responsible for consistent evaluation, early diagnosis, and effective remediation of the problem.
- The teacher and principal monitor the child and meet with the parents during the school year.
- The Principal makes the final decision for retention of a student.
- In the case of a student with a severe learning problem it may be necessary to recognize that the Catholic school is not equipped to meet the needs of every student. Therefore, a recommended transfer may be necessary.

The input and opinions of the parents and the teacher are significant factors in the consideration of retention. **However, the final decision to retain a student is the responsibility of the principal.** If a recommendation is made to retain a child and the parents/guardians reject it, the parents/guardians sign a written acknowledgment of the school's recommendation.

## **Room Parents**

Each classroom has room parents who are able to volunteer their time at school. Generally, 4 parents per class is a good number. Here is the room parent job description.

- Volunteer their time at school during school events or at a time the teacher designates.
- Room parents will be asked first to chaperone a field trip.
- Help the teacher prepare a special class event.
- Room parents are automatically PTO Board members and attend Board Meetings.
- Help the PTO organize school events and fundraisers.

### **Scholarships**

Scholarships are available to qualified students at Precious Blood School through the Archdiocesan Tuition Assistance Program. Grant Applications are available in January. (See Also, Financial Aid) One 8<sup>th</sup> grader also receives the Jackie Bessaes-Rivas Christian Service and Leadership Award each year. \$500 is sent to the high school they will be attending and their name is engraved on the perpetual plaque.

### **School Calendar**

Precious Blood School publishes a calendar for the entire school year. A great deal of planning goes into the calendar. Parents are asked to carefully read the calendar for important school events. Principal may update calendar periodically.

### **School Families Program**

“School Families” (headed by an eighth grader) is a program designed:

- \*to develop in students an understanding of self, and of their relationship to individuals
- \*to provide opportunities for older children to learn principles of leadership and then to practice them
- \*to make it possible for younger students to have the chance to know the older ones, to be able to look up to them, to feel they are an important part of the school environment
- \*to enable all students to experience a stronger sense of school unity and school pride
- \*by using activities created for this purpose, to bring about a sense of responsibility of students toward their school, to the end of bettering the school both morally and physically
- \*to enable students and the faculty to improve the faith community dimension of the total school philosophy
- \*to allow students to grow in appreciation of other students from varying home environments and cultures

\*to have fun together

### **School Grounds**

Precious Blood School is a closed campus. Anybody coming to the school must come to the school office. No one may drive on to the campus except the teachers and other staff members. Children arriving late must come to the school office for a tardy slip. All parents picking up their students early must come to the office and sign the child out.

### **School Office**

The school office hours are 7:45am through 3:00pm every school day. The office closes at 12:00 for lunch and reopens at 12:45. Since the principal is frequently out of the office for various meetings and duties, it is wise to call for an appointment if you wish to meet.

Parents are asked to realize that our staff is limited, and parent cooperation is needed in order to maintain an efficient operation. Please make only necessary phone calls to the school during school hours. Read all letters and bulletins that go home every week. Return necessary forms and information with your child, so interruptions to the school office will be kept minimal.

### **School Pictures**

Individual and classroom pictures are taken several times each year. Notification of this will be given well in advance of the photography session.

### **School Policies/Student Well-Being**

School policies are made to ensure the safety and well-being of our children. Please follow these reminders:

1. Students are not to arrive at school before 7:30am. There is no supervision before this time.
2. Parents are not to double-park or stop in the street to pick up or drop off students, except in designated areas and times. Do not allow child(ren) to walk across the street by themselves. Park the car and walk your child into the school yard. *(Though these procedures may not be convenient, they are the safest.)*

## **School Searches**

To ensure that school campuses are safe for students, searches for drugs or other controlled substances, and weapons are conducted by necessity without warrants.

## **School Supplies**

Parents/Guardians will provide school supplies for their children. A list of needed items will be provided each year. The supply list can also be downloaded from the school website, and a supply list is also given by the teacher the first day of class each year. Notes will be sent home when supplies need to be replenished.

## **Service Hours**

Each Precious Blood School Family is expected to perform 25 hours of service to the school (9 hours must be completed by the end of the first trimester and 8 hours completed at the end of the second and third trimesters). Any hours remaining at the end of each trimester will be billed at \$15 per hour. PBS gives many opportunities for services hours – from attending meetings, Shakeys Night, etc.

## **Sports Program**

Precious Blood School participates in the CYO after school sports program. Our students are eligible to participate in the CYO (Catholic Youth Organization) sports program. The 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders are eligible to participate on a “B” team. Our 7<sup>th</sup> and 8<sup>th</sup> graders may participate in Varsity level sports. Students usually participate in football, volleyball, basketball, and track and field. Students must maintain a grade average of C+ with no D’s and F’s, and behavior and effort grades may not drop below B-. If a student fails to maintain eligibility, they must drop from the team for a period of 2-3 weeks in order to raise their grades. They may not practice or attend games during this time. If they raise their grades they may return to the team. Coaches and classroom teachers must meet prior to and during a sport season to discuss student eligibility. Students who are failing a subject, do not turn in homework/projects consistently, or have poor behavior will be dropped from the team regardless of his/her grade average and may not return until the teacher and principal approve.

An annual Sports Banquet (dinner/awards, etc) is scheduled at the end of every year for athletes and their parents.



## **Student Council**

Precious Blood School offers a Student Council Program. Students from grades 4 through 8 are eligible to hold Student Council office. Students must maintain a C+ average in their academic subjects, and conduct and effort grades may not drop below a B-. All faculty members are advisors to the Student Council, and one faculty member is the moderator. (See also Extra curricular Activities)

## **Student Insurance**

Each child at Precious Blood School is automatically covered by a Student Accident Program through a plan provided by the Archdiocese. This insurance plan is considered “secondary insurance”. Your family health insurance is considered “primary insurance” for the year.

## **Student Threat Policy**

Precious Blood School needs your help in keeping our school safe for everyone. *Precious Blood School will take seriously all threats to inflict harm to self or others.* Precious Blood School will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, or others, and any weapon possession. Precious Blood School has an obligation to keep our school safe and will take any of the above action seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all potential concerns. If you become aware of a threatening situation, you should report it immediately to the school principal or a teacher.

## **Summer School**

The decision to have a summer program is left to the sole discretion of the principal and pastor. All school and Archdiocesan policies must be adhered to.

## **Supervision**

It is the job of all teachers and yard personnel to supervise all students. Students will be held to a strict account for their behavior on the way to and from school or church, at an assembly or any school activity, and on the playground. Any games involving physical touching that can cause injury are strictly forbidden. It must be understood that parents who do yard duty are accorded the same respect as a teacher.

Students must be picked up within 15 minutes after the dismissal bell. Only students participating in extra curricular activities may remain on the school grounds after school. Any siblings must be signed into extended day care and pay the fee.

### **Teasing**

At Precious Blood School, all of us make an effort to maintain a Catholic environment that is safe from any unkind remarks. Teasing another student about their physical appearance, academic accomplishments, religious background, psychological state of mind, or other aspect of their personality is strictly forbidden. If a student is being teased and he/she demands that it stop, that student must comply. If the student continues to tease after being asked to stop, then the Harassment Procedures found in the Parent/student Handbook will be followed. Punishment may include loss of privileges (this includes graduation exercises for 8<sup>th</sup> graders) or suspension from school. Students who have been teased in the past are urged to discuss the matter with the principal or a teacher.

### **Textbooks**

All student textbooks are to be treated with respect and care. Hardcover textbooks are very expensive and used from year to year. *Please make sure that textbooks are covered and have the subject and student name on the cover.* The student must pay for textbooks that are damaged or lost during the school year.

### **Transfer of Records**

When a student transfers to another school, a copy of the Cumulative Pupil Report and the original health record are sent to the receiving school. A record of and reason for transfer as well as the name of the school to which the student is transferring are entered on the Cumulative Pupil Report and in the Pupil Attendance Records.

### **Tuition**

All tuition is collected electronically by the FACTS Company. If parents do not want to participate in FACTS, they must pay for the entire year's tuition in July prior to the next school year.

### **Uniforms/Dress Code**

*(Parents are expected to uphold this policy/code and see that their children are in conformity with these policies and codes.)*

**Girls:** Navy blue, red, and white plaid skirt or jumper or walking shorts  
White blouses (tucked in at all times)  
White socks (No ankle socks)

**Boys:** Navy blue twill slacks or walking shorts with belt (Boys in Grs. 4-8 - shirts tucked in with a belt at all times.)  
Light blue polo shirt w/PBS emblem  
White/black socks (No ankle socks)

Both boys and girls must wear navy blue sweaters.

**Shoes:** ALL- black or ALL-white sneakers are only permitted

**Sweatshirts:** only the Precious Blood sweatshirts may be worn

**Jackets:** only the red Precious Blood jackets may be worn

**All trousers (including PE shorts) must be worn above the hip; no sagging.** Failure to comply with this regulation will result in dismissal for the day.

### **Additional Dress Code Rules**

Jewelry may be worn in moderation; only one article of jewelry may be worn at a time...one bracelet, one ring, one watch, one necklace, one set of earrings etc. Hoop or dangling earrings are not permitted for safety reasons.

Make-up is forbidden. Only clear nail polish will be permitted.

Hair should be neat and clean, and its natural color. For boys, it should not drop below the top of the ear or the top of your shirt collar.

False eyelashes and fingernails are forbidden. Fingernails should be trimmed and clean. If a sweater or sweatshirt is worn, it must be the uniform sweater or sweatshirt.

On P.E. days, the students may come to school in their P.E. uniforms. The uniform for P.E. is a blue walking short with P.E. shirt. Students must be in proper P.E. clothes or they may not participate in class. Non participation will affect the grade for the class. (Note: On exceptionally hot days, students will be allowed to wear their PE uniform.)

**Not allowed:** Colored headbands, caps, wool hats, or colored leggings/tights/socks.

**All uniforms are to be kept neat and clean!**

**Parents are responsible to ensure that their child is properly attired for school. If a child does not meet the uniform requirements, they will not be admitted to class, and parents will be asked to bring the proper uniform. Lack of improvement in personal appearance is grounds for dismissal of a student during the school day.**

## **Vacations**

The calendar for the school year is planned by the principal and faculty, and allows for families to take vacations in the summer. **It is against school policy to take vacations during the school year. These are unexcused absences. Teachers will not send work with the child, and all missed tests and assignments will not be made up.** Any student who is absent for 15 or more days in a trimester must attend summer school or risk retention in that grade.

## **Valuables**

School insurance does not cover loss of personal possessions; therefore, students are to refrain from bringing any valuables to school. Parents are asked to ensure that students are not bringing large sums of money or items of value to PBS. *There is no way that the school can guarantee the safety of these items.* Please be advised that school is a place for learning.

No electronic devices are permitted at the school without the permission of the principal. These include but are not limited to pagers, MP3 players, walkmans, CD players, Gameboys, or other electronic devices. If such items are brought to school they will be confiscated and released to the parents. If a second infraction occurs, the item will be confiscated and released to the parents at the end of the school year.

## **Verbal/Written Confidences Policy**

Principal, teachers, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

## **WASC/WCEA Accreditation**

Precious Blood School is fully accredited by the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). These organizations are responsible for evaluation and certification/accreditation of its member schools.

## **Withdrawal of Students**

Precious Blood School grants full credit for all work a student accomplishes up to the time of transfer. The school follows the directives of the Local County Superintendent of Schools regarding student attendance.

## **Yearbook**

Precious Blood School appoints a committee under the direction of faculty members to create the school yearbook. Parents are welcome to help the yearbook committee, and should direct any correspondence to the faculty member in charge.

## **Right to Amend**

The Principal reserves the right to amend this handbook at any time during the school year. Parents/Guardians will be notified if changes are made.

## **Waiver of Policies**

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters, and can, for just cause, at his/her discretion waive any disciplinary regulation.

## **PRECIOUS BLOOD STUDENT'S COVENANT**

As a student in a Catholic school, I am blessed to be educated spiritually and academically. I understand that my parents have made this choice for me because of their love and concern for me. In order to show my cooperation, support, and thankfulness:

- I will attend and participate in the Sunday Liturgy Mass and Holy Days of Obligation to the best of my ability.
- I will respect all adults, including priests, teachers, staff, parents, and all others entering our school building.
- I will respect myself and all other students and treat each one with care.
- I will treat the property of the school, the property of others, and my own property with respect.
- I will display proper manners and show common courtesy at all times.
- I will obey all classroom and school rules.

- I will be honest.
- I will not cheat nor allow others to cheat from me.
- I will assume responsibility for all my actions and not make excuses.
- I will be on time, ready to learn, and give my best effort.
- I will always do my homework on time without excuses or disrespect.
- I will recognize my parent's sacrifices for my education.
- I will always be a good example for younger students and my peers.

With the example of the Holy Family and the help of God, I will abide by this covenant while I am a student at Precious Blood School.

### **PRECIOUS BLOOD SCHOOL PARENT COVENANT**

As my child's first and most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask Precious Blood School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic School. In order to show my cooperation, support, and thankfulness:

- I will do my best to ensure that we pray together daily and attend mass on Sundays and Holy Days of Obligation. I will set an example for my children by the reverent way I participate in mass.

- I will tell my child(ren) every day that I love them and show my love by the choices I make for their well being. I will not replace personal attention with materials goods.
- I will make sure my child comes to school clean, appropriately dressed, nutritiously fed, and well rested.
- I will model, monitor, and set age-appropriate limits on my children's entertainment choices.
- I will know where my children are, whom they are with, and what they are doing at all times.
- I will have my children in school every day with the necessary school supplies.
- I will attempt to schedule all appointments and vacations outside of school time, thus, reinforcing the importance of school attendance.
- I will set a good example and will not tolerate inappropriate language, attitude.
- I will not tolerate bullying, violent, or aggressive speech or behavior.
- I will show respect for the teacher and any other adult in authority in front of my child(ren).
- I will never lie for my children to the pastor, the principal, teachers or a staff member to protect them from the consequences of their behavior, nor will I falsely excuse their absence or tardiness.
- I will stop rumors.
- I will go through proper channels beginning with the teacher when my child or I have a problem or concern.
- I will follow the school's rules, calendar, and deadlines, and insist that my child(ren) do the same.

With the example of the Holy Family and the help of God, I will abide by this covenant while my child is enrolled at Precious Blood School.

### PRECIOUS BLOOD SCHOOL'S TEACHER COVENANT

As a teacher at Precious Blood School, I accept the responsibility of cooperating with parents in the spiritual, intellectual, and emotional education of their child(ren). I believe that my mission is to form Disciples of Christ. In order to accomplish this mission:

- I will be a Christian model in thought, word, and deed.
- I will be respectful to my students and I will expect the same respect in return.
- I will get to know my students, listen to them, and give them my time.
- I will hold high expectations and standards for all of my students.
- I will strive to challenge and engage my students every day.
- I will adapt my teaching styles to meet the needs of my students.



- I will plan well and be prepared for every class lesson.
- I will be fair, firm, and consistent in discipline and set clear standards for classroom and school behavior. I will treat all students the same.
- I will develop in my students social, moral, and academic skills needed to solve problems.
- I will give my students strategies to stand for what is right and reject negative peer pressure.
- I will be respectful to the parents of my students, develop good communication skills with them, and continue to build a trusting relationship.
- I will assign age-appropriate homework and communicate the assignments in a timely manner.
- I will respect my fellow staff members and solve differences in a peaceful professional manner.
- I will not bring personal problems to my classroom.
- I will return corrected and graded assignments in a timely fashion.
- I will turn in lesson plans, grades/gradebook, attendance roster, and requested class sets of corrected and graded papers when due.
- I will personally share the responsibility for the students' academic and spiritual growth.

With the example of Jesus, the Master Teacher, I will abide by this covenant while I teach at Precious Blood School.

September 2006-07

## Appendix

### Code of Christian Conduct for Students and Parent/Guardians

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles determined by Precious Blood School. These principles include, **but are not limited to**, any policies, principles, or procedures set forth in this handbook.

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

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

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

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

### **Harassment Policy for Students in Catholic Schools**

Precious Blood School is committed to provide a learning environment that is free from harassment of any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. Harassment of any employee by a student or other employee is also prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subjected to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

**Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person.

**Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**Visual Harassment:** Derogatory, demeaning or inflammatory posters, and cartoons, written words, drawings, or gestures.

**Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

**Specific examples of sexual harassment include, but are not limited to:**

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually explicit jokes.
- Making reprisals, threats of reprisals, or implied reprisals following a negative response to sexual advances.

**It is the responsibility of Precious Blood School to:**

- Implement this policy through regular meetings with administrators, including the pastor in the case of a parish school, ensuring that they understand the policy and its importance.
- Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

**It is the student's responsibility to:**

- Conduct himself/herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal.
- Discontinue any actions perceived as discriminatory, intimidating, or harassing.

**Filing a Claim**

The following procedures must be followed for filing and investigating a harassment claim.

- The student may first choose to tell the individual causing the harassment that his or her conduct is offensive and must stop.
- If the objectionable behavior does not cease immediately, the student must report the harassment to the principal or to the Regional Supervisor if the principal is the subject of the allegation.
- Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same-sex administrator if he/she prefers.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

**Investigating a Claim**

- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.

- If appropriate, the alleged harasses will be placed on administrative leave during the investigation.
- Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted.
- The disciplinary action will relate to the nature, context, and seriousness of the harassment, and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

**Parent/Student Agreement**

I/We have read Precious Blood School’s Parent/Student Handbook. I/We agree to comply with the school’s policies and procedures as stated in this handbook. I/we agree to work with the school’s administration, faculty, and staff in assuring a quality education.

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Parent Signature                      Date

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Student Signature                      Date