

# La Purísima Catholic School

## Home and School Parent Handbook



Parent Handbook  
August  
2024 - 2025

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*While it was relatively easy in more stable times for parents to educate their children, and transmit their values to them, the immense complexity of today's society makes this a truly awesome task. Without forgetting, then, that parents are "the first to communicate the faith to their children and to educate them," (Apostolate of the Laity, 11) the Christian community must make a generous effort today to help them fulfill their duty.*

*To Teach as Jesus Did, #52, National Conference of Catholic Bishops, November 1972*

The purpose of this handbook is to present the mission, organization and policies of La Purisima Catholic School. The policy statements are both specific and general, and the administration reserves the right to make specific applications as circumstances arise. Policies stated in this handbook are in accordance with guidelines established by the Department of Catholic Schools, Diocese of Orange. We ask that you read this handbook and keep it for reference during the year.

## **OUR FOUNDING ROOTS**

### **LA PURÍSIMA CATHOLIC SCHOOL**

### **DIOCESE OF ORANGE**

### **IN ASSOCIATION WITH THE COMPANY OF MARY SCHOOLS**

#### **ST. JEANNE DE LESTONNAC, FOUNDRESS**

#### **SISTERS OF THE COMPANY OF MARY OUR LADY**

Jeanne de Lestonnac was born on December 27, 1556, in Bordeaux, France. This time of great turmoil within the Catholic Church of France, which was brought about by the Protestant Reformation, had its effect on each individual person and family throughout France and the world. Thus, Jeanne's early childhood was marred by a religious conflict within her own family, which constantly challenged her to remain steadfast in her Catholic faith.

Although as a young woman Jeanne desired to enter religious life, she was advised to the contrary by her father and married Gaston de Monferrand. Her first three children died at an early age, but a few years later she was blessed with five more children.

At the age of forty, Jeanne's husband died and she continued the spiritual formation and upbringing of her children alone. As soon as her children were grown and able to care for themselves, she once again seriously considered a religious vocation. After much prayer and discernment, she entered a Cistercian Monastery in 1603. However, due to her advanced years and her delicate health, she was unable to adapt to the rigorous penances of the monastery. She became so gravely ill that it was necessary for her to leave the monastery after having been there for only a few years. Once again, she had to discover God's will and plan in this new development.

It was at this time that she was inspired to establish a religious community under the patronage of the Blessed Virgin Mary. The Order of the Sisters of the Company of Mary, Our Lady would dedicate itself to "education in the faith and the promotion of justice." As one of the first religious Orders for Women in the Catholic Church to have an active apostolic dimension, it had at the core of its spirit the harmonization of action and contemplation.

On April 7, 1607, the Order of the Company of Mary, O.D.N. received Papal Approbation from Pope Paul V. Blessed in seeing the Order flourish throughout France during her lifetime, Jeanne died on February 2, 1640, after a long life of dedication as wife, mother, and foundress. St. Jeanne de Lestonnac was canonized on May 15, 1949, by Pope Pius XII.

In 1965, the La Purisima Church community initiated the establishment of a diocesan parish school under the administrative direction of the Sisters of the Company of Mary. The school opened with six classes: grades one through four; with double classrooms for first and second grades. In 1972, double classrooms were phased out and the education at La Purisima Catholic School was extended to grade eight. In 1977, kindergarten was added and in 1987 a new wing was built to accommodate a preschool program.

The Sisters of the Company of Mary administered to the school from 1965 to 1998. In 1999, the first lay principal was appointed to lead the school and ensure the values and teachings of St. Jeanne de Lestonnac and the Sisters of the Company of Mary continue to be evident in the school. Today, the school

works in collaboration with the Sisters of the Company of Mary to ensure the vision and educational excellence of St. Jeanne is alive in the programs, classrooms, students and families of this community dedicated to Our Lady, La Purisima.

Mary, Most Pure...Pray for us!  
St. Jeanne de Lestonnac...Pray for us!



## SCHOOL MISSION PHILOSOPHY

The community of La Purísima Catholic School, rooted in the charism of Saint Jeanne de Lestonnac and the Sisters of the Company of Mary, are dedicated to provide for the formation of the whole child- spiritually, morally, physically, emotionally, and academically. We strive to help our children become disciples of our Church and confident, responsible and creative leaders of our community. Teachers and staff partner with the parents, as the primary educators of their children, to instruct our students in an atmosphere of cooperation that respects individual differences and cultural traditions. Through a Christ-centered program, we endeavor to provide opportunities for our students to acquire the skills needed to meet the demands of the present, while preparing them for the challenges of tomorrow.

## Learning Today to Make a Difference Tomorrow

### SCHOOLWIDE LEARNING EXPECTATIONS

The students of La Purísima Catholic School live the values and traditions of the Catholic Church in the charism of the Company of Mary, Our Lady. The students strive for and exemplify the following qualities as they develop as Children of God.

#### Fulfill Your Name:

- Students identify themselves as Catholic by living out the teachings of Jesus and modeling Mary's "yes" to God's plan for their own lives.
- Students practice the tenets of the Catholic faith to which they were called in Baptism.

#### Extend Your Hand:

- Students learn to respect the uniqueness of all people aware that each is created in God's image.
- Students spread the Kingdom of God to the local and global community by reaching out to those in need through prayer and actions.

#### Maintain the Flame:

- Students acknowledge the Gifts of the Holy Spirit in their lives and ignite these virtues to strengthen their moral compass.
- Students seek to find God in all positive aspects and challenging moments of their lives.
- Students work to the best of their ability, developing academic, artistic, physical, and social talents that enrich the whole person.

## EDUCATIONAL PARTNERSHIP

La Purísima Catholic School has a strong academic program and a vibrant faith community because of the consistent support and encouragement of parents coupled in partnership with a professional, qualified staff. Parents have chosen to send their children to La Purísima Catholic School because they need assistance in educating their children in academic subjects, in religious instruction, and in moral values. It is with confidence that parents entrust their children to a capable and compassionate professional staff worthy of this trust. Together, parents, teachers, staff, and students create an educational team.

### Maintaining Proper Lines of Communication

It is by sincere, deep, and effective communication between the home and school that students receive the finest education. The faculty and administration are open to receiving suggestions and constructive criticism from parents. Questions and grievances can be most satisfactorily handled if they are processed through the proper channels.

The teacher and parent are to be in direct communication regarding student performance, the classroom program, and other duties specifically pertinent to classroom instruction.

The principal of the school is to be consulted in matters pertaining to the administration, organization, general direction of the educational program, and effectiveness of personnel assignments, which ultimately have a direct bearing upon the learning process. As a final resort the pastor is to be consulted.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interest may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he or she has earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence. Together, let us resolve to be partners as we support one another in helping your child to become the best person he or she is capable of becoming.

### Parents as Partners

We ask parents:

- To allow your child to witness your personal relationship with God, the Church community, and others. This will affect the way your child learns to develop these relationships. Ideals taught in school will not become well-rooted in your child unless they are nurtured by the example of good Catholic Christian morality, an honest personal relationships with God, and in your own home and family life.
- To set rules, time, and limits so that your child:
  - gets to bed early on school nights.
  - arrives to school on time.
  - is dressed according to the school dress code.
  - completes assignments on time.
  - has ordered hot lunch or bringing a sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences, school meetings, and fund-raising.
- To see that the student pays for damages to property due to carelessness or neglect on the part of the student.
- To notify the school office of any change of address or important phone numbers and to update the information online through the Sycamore student information system.



- To notify the school with a written note when the student has been absent or tardy.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the Code of Conduct in place at La Purísima School.
- To treat teachers and school personnel (including coaches) with respect and courtesy in discussing student issues.

### **Parent Communication**

- A weekly newsletter and the school calendar are posted on Sycamore student information system that can be accessed from LPCS.net.
- Please look over corrected assignments, tests/quizzes, and projects as those are returned to your student so you are aware of your child's progress in learning.
- It is vital that you consult your weekly newsletter and Sycamore for current information.
- Every teacher has a homeroom page on Sycamore with information pertaining to his/her class(es). Please consult the teacher webpages for time-sensitive information relating to his/her class(es).
- Parents in grades 3-8 have access to teacher grade books through Sycamore at [www.sycamoreeducation.com](http://www.sycamoreeducation.com) here they can get a snapshot of their child's progress in each class during the trimester. Since student work is continuously being updated, it is important to check with your student's teacher if you have particular concerns. Parents received access information early in the year. If you need assistance with access to Sycamore Education, please contact the office.
- Students in grades younger than third are evaluated on a different evaluative scale that includes a variety of assessments. The best way for parents in grades TK-2 to check on student progress is to contact the student's teacher with specific questions or concerns regarding student progress.

## **GENERAL POLICIES**

### **Safe Environment**

All parents and family members who wish to work with the students in any capacity are **required** to be fingerprinted through the Diocese of Orange. Paperwork is available in the school office. In addition, each adult must have completed "Safe Environment Training." This safety program is offered online at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org). A certificate of completion is issued at the end of the training. The certificate must be brought to the school office as proof of training. This training must be renewed every three years. The two requirements (fingerprinting and safety training) are mandated by the Diocese of Orange for all volunteers. It typically takes two weeks, sometimes longer, for clearance to come through so please plan accordingly.

### **Child Abuse Reporting Obligations**

In accord with diocesan policy and California law, school staff is obligated **under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.** In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which is the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report with the proper authorities for their investigation and review. (*Section 11166 of the Penal Code*)

### **Confidentiality**

Faculty and Staff will keep confidential information entrusted to them if no one's life, health or safety is at stake. Parents will be promptly notified of Faculty and Staff concerns.

### **Code of Christian Conduct Covering Students and Parents/Guardians (Diocesan Handbook Code 4180A)**

The student's 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 students behave in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

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

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.)

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

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

### **Recommended Transfer Resulting from Parental Attitude**

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that the continuation of the child in the school might be morally impossible. The principal may ask a family to leave the school when one or

both parents are overtly uncooperative with school staff, disregard policies, regulations or programs, or interfere in matters of school administration or discipline to the detriment of the school's ability to serve their own, or other children.

### **Respect of Teachers and School Staff**

Our Catholic social teachings call us to value and respect every person. The teachers and school staff value the partnership they have with parents for the benefit of our children. All adults in this community are role models for our children and thus should behave in a manner that exemplifies our Catholic beliefs at all times.

Any parent, guardian, or other person who insults or abuses any teacher or school staff in the presence of other school personnel, parents or students and at a place which is on school premises or public sidewalk, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and may be punishable by a fine. (E.C. 44811-2) A report will be filed with the local law enforcement agency. The student is subject to expulsion.

## **ADMISSION PROCEDURE**

La Purísima Catholic School, mindful of its mission to share the love of Christ with all, admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

La Purísima Catholic School does not discriminate on the basis of sex, race, handicap, color, or national origin in the administration of educational policies, admissions policies, scholarship and assistance programs, and athletic or other school-administered programs.

Priority is given to children of registered members of La Purísima Parish and registered members of any other Catholic parish in Orange County. Non-Catholics will be accepted if the school possesses capacity for additional students.

By a "La Purísima Parishioner," it is understood that you are a baptized Catholic and a registered member of La Purísima Parish, who participates regularly at Sunday Eucharist and contributes personally and financially to the Church. Parishioners who enjoy the benefits of La Purísima Catholic School are expected to participate in the financial support of the parish.

### **Academic Requirements**

All students applying for admission will be screened for readiness prior to admission. The results of the testing will aid in determining acceptance and placement.

Any requirements for special needs to assist the student's learning will be discussed and reviewed to determine whether La Purísima Catholic School has the facilities, expertise, and appropriate program to provide the needed special assistance.

### **Requirements**

- All new students are assessed and interviewed before acceptance.
- Preschool students must be three years of age by September 1<sup>st</sup> and must be completely toilet trained.
- Transitional Kindergarten students must be four years of age by September 1<sup>st</sup>.
- Kindergarten students must be five years of age by September 1<sup>st</sup>.
- First grade students must be six years of age by September 1<sup>st</sup>.
- Parents must submit two years of report cards and two years of standardized test scores for admission.

- Principal may contact the student’s former school.
- All forms must be completed, signed and on file in the school office and fees accounted for at registration before admission is final; this applies to preschool children as well. Registration fees are non-refundable.
- Immunization records must be complete and up to date or the student will not be permitted to enter school. **NO EXCEPTIONS.**
- A physical examination report on file is mandatory for all incoming preschool and first grade students. All preschool immunizations and physicians’ reports must be on file before the first day of school. **NO EXCEPTIONS.** All students must follow the immunization schedule and regulations prescribed by the state and/or federal government.
- Parents obligate themselves to offer service to the school in terms of stewardship (time, talent, and treasure).
- Parents agree to actively support the spiritual, academic, and financial standards of the school and parish.
- All students are on academic and behavior probation for the first year of attendance.

## STUDENT RECORDS

The following items are maintained as parts of the student record:

- Personal statistics of students and parents
- Health Record
- Immunization
- Physical Examination
- Attendance
- Academic achievement
- Report card original
- Standardized assessments (STAR Reading and STAR Math)
- Psychological testing (with parent consent of a specific student)
- Special academic testing (with parent consent of a specific student)
- Sacramental Information—a copy of the Catholic Baptismal certificate or a copy of a profession of Catholic Faith must be on file before First Communion

### Record Inspection

The Family Education Rights and Privacy Act of 1974 states that the parent or legal guardian has the "right to inspect and review any and all official records, files, and data directly related to their children, including material that is incorporated into each student's cumulative folder and intended for the school use or to be available to parties outside the school or school system".

Upon presenting a written request, parents may inspect the official student cumulative records within three days after the request.

### Record Transfer

The transfer of a student’s records will be processed upon receipt of a formal written request from the receiving school's office. The written request, along with the transfer record card, will be kept on file in the school office. Eighth graders’ records are sent to the high school the student is attending. Please do not call the school office or come in for records—these are available only for your perusal at the school to which your child has been transferred.

## SCHOOL HOURS

Regular classes begin at 8:00 a.m. for all students in grades Preschool-8. All students arriving after this scheduled

time must report to the school office for an admittance slip and will be noted tardy. A parent with children in grades preschool through K may escort the child to class. Since we strive to raise independent, confident children, students in grades 1-8 are fully capable and expected to walk themselves to class. We are proud to work with parents to build good life skills in their children. Although there can be unforeseen obstacles in getting to school on time, please make promptness a priority. Excessive tardiness will require a parent conference with the Principal.

If your child is being picked up by someone other than a parent or an adult designated on the emergency form, you must send a written note informing the school of the person who is authorized to pick up your child/children on that day. This information will then be forwarded to the teacher.

Dismissal of all students is at 3:05 p.m. Please do not go to the classroom prior to dismissal time. All students must be picked up from the classroom. Unless accompanied by an adult, students are not permitted to walk to a car.

At 3:15 p.m., all children not attended by an adult will be sent to Cavalier Care and will be billed accordingly. Office Staff is not available to sit with children who are not picked up by 3:15 p.m.

Children who walk home, ride a bicycle, or use public transportation must have written permission on file in the office and may not leave the grounds before 3:15 p.m.

Children are not allowed on the school grounds after hours unless accompanied by an adult—this includes spectating at after-school games and activities.

### **Early Dismissal**

Those parents requiring the release of their child during regular school hours must sign a release ledger, which is kept in the School Office. The child will then be called to the office. Parents are not permitted to enter the school hallway or classroom when picking up a student for early dismissal from grades TK-8.

## **MINIMUM DAYS**

During the school year, minimum days are scheduled that are devoted to in-service sessions for the faculty or for parent-teacher conferences. Please check your calendar and plan ahead for these days.

If your child is going to stay for Cavalier extended care, please be sure to send a sack lunch and drink with your child, as hot lunch is not available on minimum days.

Remember: A student may not leave the school premises with anyone who is not authorized in writing to take him/her home. A parent must give written consent to the office if the student is to leave the premises with an adult who is not listed on the emergency card. Verbal consent is not an acceptable consent.

## **TUITION PROGRAM**

### **Annual Registration**

The \$325 non-refundable registration fee per student reserves a space for your child for the coming year and covers workbooks, textbook rental, software licensing, classroom subscriptions, and student insurance. To re-register you must be current in your tuition payments.

### **Tuition Payments**

Tuition payments are made as an ACH from a checking or savings account through the FACTS Tuition Management Company. Each family may choose to pay in 2, 4, 10, or 12 payments. If a family chooses, they may pay their tuition in full in August. **All families must be on the FACTS Program.**

If payments are delinquent on the due dates, your child/children could be asked to withdraw from the school.

### **Tuition Assistance Program**

Thanks to the generosity of our parish community, private donors, and Catholic organizations and foundations, a limited amount of tuition assistance is offered for students of La Purísima. Any family who is in need of tuition assistance is required to complete a FACTS Grant and Aid Assessment Application. There is a FACTS fee associated with application process. Please request more information from the school office.

### **15 Hours of Required Service**

Parents are encouraged to help with the supervision of the students before school, during morning recess, and at lunch recess. Supervision is an area in which we are in most need of your assistance. Realizing that school hours may not be practical for working parents, a list of other service opportunities is available in the school office. Each La Purísima Catholic School family is required to contribute 15 hours per year of service. Please pay close attention to the bulletin and/or the school website for service opportunities. A family may choose to pay a one-time fee of \$300 to “buy-out” of the service requirement. FACTS accounts will be billed \$20.00 for each hour not completed by the end of April.

### **Scrip Program**

A family may participate in the scrip program by purchasing gift cards/scrip from the school office or online at [www.shopwithscrip.com](http://www.shopwithscrip.com) and by enrolling with eScrip.

### **Educational Study Trip Fees**

Fees for these trips are in addition to the regular school tuition and must be paid in full prior to the student’s participation in the trip.

### **Payments and Returned Checks**

All tuition payments are made through the FACTS program. At times, there are checks sent in for other expenses. A \$25.00 charge will be billed for checks that are returned by the bank.

### **Credit Cards**

Payments can be made in the office using credit cards. La Purísima Catholic School. A 3% is added to all credit card transactions.

### **Nonpayment of Tuition**

Nonpayment of tuition constitutes a serious breach in a parent’s obligation to La Purísima Catholic School. If tuition or other fees are in arrears, La Purísima Catholic School may withhold the release of report cards, or diplomas to parents. Any financial delinquencies that cannot be resolved may constitute cause for withdrawal of the student at the discretion of administration. Re-admission for the following school year will not be permitted until the student’s tuition account and other financial obligations are brought current. La Purísima does utilize the services of a collections agency for accounts that are in arrears.

*\*La Purísima School has the right to legal action for the nonpayment of tuition and parents will be responsible for all costs of collection, including court expenses and reasonable attorneys’ fees.*

## **APPOINTMENTS**

### **Teachers, Staff, or Principal**

Arrangements for a conference with a particular teacher, staff member, or the principal may be made by means of a written note, a telephone call to the school office, or email. Teacher conferences may not take place on a walk-in basis.

Supervision duty is not appropriate times for student conferences. Teachers are expected to be "active" supervisors while on duty. Teachers are not available for conferences when they are on supervision duty. To ensure the safety of the children, if you wish to speak with a teacher, please follow the above procedure.

## **AFTER-SCHOOL EXTENDED CARE**

La Purisima Catholic School offers Cavalier Care Extended Care. Cavalier Care Program is viewed as a natural extension of the school's daily program. As such, the program is closed when the school is closed, including holidays, Christmas and Easter break, and summer vacation.

### **Extended Child Care Objectives**

- To provide an extended care program in a Christian environment.
- To create a family bond between children of different age, grade and cultural backgrounds.
- To provide quiet time for the completion of homework assignments.
- To offer a variety of activities that enhances the school's curriculum.

### **Admission Requirements**

La Purisima Catholic School's Cavalier Care Program provides service for those students who attend La Purisima Catholic School.

### **Extended Care General Schedule**

- 3:15-3:30-Snack
- 3:30-4:30-Homework
- 4:30-5:00-Fitness Activities
- 5:00-5:30-Arts & Crafts
- 5:30-6:00-Indoor activities, clean up

### **Snacks**

If your child will be in the Cavalier Care Program please pack an additional nutritious snack.

ALL STUDENTS NOT PICKED UP BY 3:15 PM WILL BE SENT TO CAVALIER CARE AND FAMILIES WILL BE BILLED FOR THE 3:15-4:00 FEE.

ALL STUDENTS NOT PICKED UP FROM SPORTS PROGRAM WILL BE SENT TO CAVALIER CARE AND FAMILIES WILL BE BILLED A MINIMUM OF \$7.00

A late pick-up fee of \$10.00 per child for each 5 minute increment or fraction of 5 minutes will be charged if the staff is kept past 6:00 p.m. If this does occur, a call will be made to the parents. If no response, a call will be made to persons listed on the information form.

IMPORTANT: Please note that the monthly payments do not equate to individual monthly usage. The Flat Rate fees have been prorated for the entire school year, including minimum and non-operational days and are paid in equal, monthly installments, taking into consideration that there are periodic holidays, in-service days and vacations. Therefore, there will be no reduction of fees for the months where holidays, in-service days and vacations occur.

### **Terms & Conditions**

1. Extended care fees are paid through FACTS. No tuition credit is given for illness or vacation days.
2. Charges for Extended care are billed on a monthly basis from Aug./Sept. – June.
3. Your child will be picked up by 6:00 p.m. each day. If you cannot pick up your child yourself, you will arrange for another authorized person indicated on your emergency information on Sycamore, to sign for and pick your child by closing time. After 6pm a late fee of \$10 per 5 minutes per child will be charged or any part thereof.

4. All students must be signed out on Sycamore prior to leaving school.
5. If your child becomes ill while at school, the Cavalier Care program will not be able to provide care that day.
6. Child care professionals are mandated reporters and, thus, required by law to report suspected child abuse.
7. All students must follow the La Purisima Catholic School rules and guidelines set forth in the Home and School Parent Handbook.

La Purisima Catholic School does not register or bill for this program. Apollo After School is an outside vendor working in collaboration with the school. The school does not reap or accrue any expenses with this contracted group.

The school is not responsible for students prior to 7:45 a.m. For the safety of your children, please do not drop your student off prior to that time.

## **FOOD SERVICES**

### **Lunch Program**

Bringing outside vendor lunches is discouraged as the school offers a full hot lunch program through a vendor. As a service to our students and parents, students have the option of participating in the hot lunch program ([www.catertots.com](http://www.catertots.com)) or bringing a lunch from home. Participating in the lunch program or bringing a lunch from home fosters a sense of equitability for all children as not all parents are able to provide fast food options for their children. Forgotten lunches brought in by the parent must be labeled with the child's name and grade and left on the cart outside the school office. Please do not send food items that need to be warmed. No microwave is available to students.

Cater Tots is available four days a week. Ordering and payment is done through the Cater Tots website. Lunch includes an entrée, snack, choice of fresh fruit or veggie and choice of a drink. On Thursdays, DC Diner benefiting the 8<sup>th</sup> grade trip offers pizza hot lunch. Students order pizza first thing in the morning on Thursdays with their classroom teacher. If a student is late, they need to inform the office when they arrive that they need pizza that day. Depending on how late your child is, the pizza order might already be in so a bag lunch might be the best option if you know your child is going to be late.

Students will help clean the lunch tables, pick up trash, and remain seated until dismissed by the lunch supervisor.

## **PROCEDURES**

### **Lockers**

A locker is provided for each student in grades 6-8 for the safekeeping of books and other property. Students must use a combination lock with the assigned locker. **LOCKER COMBINATIONS MUST NOT BE SHARED WITH OTHER STUDENTS.** Combinations must be given to the student's homeroom teacher. Any student using a locker other than the one assigned will be subject to disciplinary action. The student is responsible for all school property issued and will be required to pay for any loss or damage of property. Lockers are subject to inspection at any time.

### **Lost and Found**

The school is not responsible for lost articles of clothing. Valuable articles or excessive amounts of money should not be entrusted to the child. All articles of clothing must be labeled with name and grade. The lost and found bin/cart will be in the hallway adjacent to the school office. Articles not claimed will be offered for sale at the used uniform sale or donated to those in need.

### **Electronics and Equipment from Home**

Students are not allowed to bring Frisbees, radios, iPods, iPads, MP-3 players, CD's, electronic games or toys of



any kind to school during the regular full-day schedule. Students may bring equipment such as soft “Nerf-type” balls (no hard balls, tennis balls, racquet balls, handballs, or bats), basketballs, jump ropes, footballs, etc., but the school is not responsible for damage, loss, or theft of these articles.

If given permission by authorized personnel, students may bring special articles for extended care or special projects; however, the school is not responsible for damage, loss, or theft.

Bringing cell phones to school is highly discouraged. School personnel will relay emergency messages to your child. Students are not left unsupervised, and with the permission of a teacher, students can use the school office phone to make a call to a parent if the situation warrants such a need. If it is absolutely necessary that your child bring a cell phone to school, it must be in the “off” position and kept in the child’s backpack for the entire day. The school does not take any responsibility for the loss or damage of a cell phone.

### **Parent Directory**

Information is entered by the parent on the Sycamore Education site and published on Sycamore Education as a service to the families of La Purísima School. Since it includes names, addresses, and phone numbers of currently enrolled families, parents should carefully consider what information is entered and check the appropriate box on the site to limit access. Under no circumstance is the directory information to be used for solicitation.

### **Birthday Celebrations**

Birthday treats may be brought to school to celebrate your child’s special day. Please make sure you communicate with your child’s teacher at least 1 day in advance before you drop off a treat to the office or classroom. Please no cakes or any item that requires cutting, storing, pouring, or serving (pizza/ice cream/punch/etc). All birthday invites must be mailed from home or distributed outside of school. Please contact your child’s teacher for the appropriate birthday celebration item.

## **CURRICULUM AND ACADEMIC POLICIES**

La Purísima Catholic School is fully accredited through the Western Catholic Education Association (WCEA) and Western Association of Schools and Colleges (WASC). The school also belongs to the National Catholic Education Association (NCEA). In planning and developing curriculum, La Purísima School utilizes a balanced approach of the Diocesan, National, and State curriculum guidelines, benchmarks and standards. In-depth Studies are used to measure student learning and guide instruction. All curricular practices meet and exceed the accreditation criteria. La Purísima Catholic School uses best practices to engage and encourage student achievement.

### **Curriculum**

The following areas of instruction are taught at La Purísima Catholic School:

Religion/Family Life/	Social Studies
Moral Development	Science
English Language Arts	Fine Arts
Mathematics	Music
Spanish	Physical Education

Technology is integrated throughout the curriculum. Students learn to use the programs that benefit age-appropriate learning. Students in grades 4-8 participate in the 1:1 technology program using Lenovo devices. Students in K-3 benefit from a 2:1 technology ratio utilizing the Lenovo devices.

### **Academic Policies**

#### **Grading System and Student Learning Assessments (SLA)**

In grades K–8, student learning assessments are prepared and sent to parents through Sycamore on a trimester basis. Students in preschool and transitional kindergarten are assessed for developmental milestones. Communication with

the teacher is the best means to understand your child's progress. Annual assessments will be sent home at the end of the school year for the preschool and transitional kindergarten students. Electronic signatures are required for each progress report or SLA.

The goal of all assignments and assessments is to improve student learning and measure student understanding. The Diocese of Orange has adopted a policy in which students are not given lower than a 50% on assessments. Teachers are committed to quality education and student learning. It is the goal that all students work toward mastery of the skills at grade level. Students receiving a score below 50% will be retaught the material and will be given an opportunity to improve their score by showing proficiency in the standard assessed.

## Kindergarten

### *Achievement Code*

**S** = Successful

**E** = Emerging

**Level 2** = Working at a higher level on grade level standards

**Level 1** = Working at a lower level on grade level standards (student must have an Individual Learning Plan or adaptation/modification supplement)

(No level identified if student is working on grade level curriculum)

### *Comment Code*

+ = Indicates an area of strength

n = Indicates an area that requires improvement

## Grades 1-2

### *Achievement Code*

**O** = Outstanding

**S** = Successful

**E** = Emerging

**Level 2** = Working at a higher level on grade level standards

**Level 1** = Working at a lower level on grade level standards (student must have an Individual Learning Plan or adaptation/modification supplement)

(No level identified if student is working on grade level curriculum)

### *Comment Code*

+ = Indicates an area of strength

n = Indicates an area that requires improvement

## Grades 3-8

A = 95-100

A- = 90-94

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = 50-59

**Level 2** = Working at a higher level on grade level standards

**Level 1** = Working at a lower level on grade level standards (student must have an Individual Learning Plan or adaptation/modification supplement)  
(No level identified if student is working on grade level curriculum)

*Comment Code*

+ = Indicates and area of strength  
n = Indicates an area that requires improvement

**Grade to Point Conversion:**

A = 4.0	C = 2.0
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.0	D = 1.0
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0

**Progress Reports**

Progress reports are sent home via Sycamore for every student in grades K-8 at **mid-trimester** to inform parents of a student’s academic and responsible behavior progress. This will allow time for improvement in subject areas, if necessary, prior to the end of the trimester. However, if a student's performance declines or does not improve after progress reports have been issued, he/she may receive a D or F in a particular subject area on the trimester Student Learning Assessment (SLA). Electronic signatures are required for all progress reports and SLA. Directions for electronic signatures are on the Sycamore home page.

Parents are encouraged to discuss their children's progress with the homeroom teacher or subject area teacher. We strive to meet the individual needs of students. Many resources are available. If you have any concerns please discuss them with the teacher. Arrangements for a conference with a particular teacher should be made by means of a written note, telephone call, or email.

Student grades (3rd-8th) are available on-line through the Sycamore. Parents should check both their child’s work and scores on Sycamore Education at [www.sycamoreeducation.com](http://www.sycamoreeducation.com) to keep informed of progress or areas needing attention. Password information should not be shared as it gives access to your child’s specific information. Password information can be attained at the school office.

**Parent-Teacher Conferences**

Parent-Teacher Conferences are held with all parents after the conclusion of the first trimester in order to communicate growth and areas of concern of the students during the first trimester. Students in grades 5-8 participate in student-led parent-teacher conferences, which allow the students the opportunity to share their strengths, weaknesses, and goals regarding their student learning assessments with their parents. Teachers also share the results schoolwide assessment in STAR Reading and Math. The Diocese has designated STAR Reading and Math as the standardized assessment diocesan wide.

**Principal’s Honor Roll and Honor Roll**

Per trimester, students in grades 6–8 with a grade point average of 3.8 or higher are eligible for Principal’s Honor Roll. Students in grades 6–8 with a grade point average of 3.5 - 3.79 are eligible for honor roll. Students in 5<sup>th</sup> grade are eligible during the second and third trimester only. To be eligible for the Principal’s Honor Roll or the honor roll, a student may not have earned a grade lower than “C” in any subject or lower than “B” in Academic Processing or Responsible Behavior. The honor roll certificate will not be awarded to a student if she/he has received a referral during the trimester.

## Homework

Homework time allotments per day:

Kindergarten	Fifteen minutes
Grades 1–2	Forty-five minutes
Grades 3–4	One hour and fifteen minutes
Grades 5–6	Two hours
Grades 7–8	Two and one-half hours

Generally, homework is assigned Monday through Thursday to reinforce material already taught and to foster habits of independent study. In some cases, teachers may assign homework on Fridays at their discretion. Assignments are geared to the child's ability.

LPCS has adopted a “no zero” policy for assignments. If a student does not turn in an assignment, points will be deducted from their assignment and weekly Academic Processing grade. Please see individual teacher for make-up work policy.

Research and reading assignments are considered homework and should be completed with as much care as written assignments. Parents' careful supervision of homework will provide invaluable insight into the child's academic progress. If a student does not have specifically assigned homework for an evening, it is recommended that the student spend the 30 minutes reading, working on a long-term project, or studying for an upcoming test.

If a student is absent, all missed class work and homework must be completed. After the child has been absent for two days, parents may call the office or email the teacher for homework. Please call the office before 10:30 a.m. in order to give the teachers and the office personnel sufficient time to gather the assignments. Homework may be picked up at 3:05pm from the homeroom teacher.

## Retention

When a student is experiencing difficulty in mastering the basic skills of a grade level and the teacher, after consultation with parents and the principal, feels it is in the best interest of the student to retain that student, the following procedure will be utilized:

- Consultation between teacher and parent during the first trimester indicating a concern with the student's progress.
- Conference between teacher, counselor, and parents no later than the end of second trimester advising parents of the possibility of retention and the development of a plan of action designed to meet the identified needs of the student.
- Subsequent follow-up parent-teacher conferences indicating student progress.
- A final decision regarding subsequent grade placement will be given to parents during the third trimester.
- This decision will be noted on the cumulative record and if the parents refuse, their refusal will be noted.
- This policy, however, must not in any way be construed as advocating automatic promotion. On the contrary, it should encourage parents or teachers to provide special assistance (e.g., tutoring, summer school, etc.) or to direct the student to an alternative program which is more realistically suited to the student's needs.

## Promotion and Graduation Requirements

Only students who satisfactorily complete the required work for a particular grade (in the basic skill areas) will be promoted to the next grade. Referrals, excessive absenteeism, or excessive tardiness are grounds for non-promotion. In addition, participation in 8<sup>th</sup> grade graduation activities will be determined by the first and second trimester student learning assessments, behavior and third trimester progress report. Service hours are required for the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. By the end of the 8<sup>th</sup> grade year, a student must have served a total of 50 hours of service completed during their 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years to earn a La Purisima Catholic School diploma.

Diplomas of Graduation are given to students who successfully complete the course of study prescribed by the school. Failure to complete the course of defined curriculum will result in a Certificate of Attendance in lieu of a Diploma. Only students receiving Diplomas of Graduation will receive recommendations to attend a Catholic High School. All financial obligations must be met for a student to receive his/her diploma.

## **Testing**

The Diocese of Orange prescribes STAR Reading and Math as the standardized assessment for the diocese. These assessments will be administered at least once a trimester to students in Grades 1-8. Kindergarten and Transitional Kindergarten will be assessed with the Early Literacy Assessment in the second and third trimester. Teachers may administer these assessments intermittently throughout the year in addition to the three assessment windows determined by the Diocese.

## **Physical Education Policies**

A well-rounded curriculum includes Physical Education classes. These classes are designed to promote an awareness of fitness for life, health, and recreational activities.

If a student is recovering from an injury or illness, parents must submit a doctor's note to the P.E. teacher stating the nature of the problem and the amount of time to be excused from class.

Occasionally, a student may have a cold, pulled muscle, or skinned arm or leg. These conditions are not usually sufficiently aggravated by P.E. class activities to require being excused from class. The student must be encouraged to participate as much as possible.

All students must be prepared to dress in the proper physical education uniform on their assigned days:

- Navy-blue PE shorts with school logo.
- Gray t-shirt with school logo or a spirit/LP team athletic shirt.

Students who frequently fail to dress in their Physical Education uniform will have their P.E. grade, as well as their responsible behavior grade, lowered.

## **Learning Lab**

La Purisima Catholic School has a Learning Lab to encourage research and collaboration among students. Students will be able to access many titles and resources electronically while collaboratively working or independently studying in the space provided. La Purisima Catholic School subscribes to the Diocesan digital library as well as providing a wide variety of materials, which include picture books, fiction and nonfiction books, reference books, videos, books-on tape, a special collection of religion materials, within our own school system.

Additionally, the Learning Lab houses classroom space for those students needing the educational support of the Student Support Team. La Purisima Catholic School is blessed to have two teachers working with students who qualify for educational assistance through the public school system assessment or physician.

The Learning Lab is open after school until 3:00 p.m., except on half days. Library services are a vital part of the educational experience at La Purisima Catholic School. Students in grades K-5 have an assigned Library time for focus on literacy skills and encouraging reading for enjoyment.

## **Technology Use Agreement**

Parents of/and students in grades K-8 must sign the Rules and Code of Ethics for Technology Users at La Purisima Catholic School given to students in the first week of school. This signed form must be returned to the school office. Below are the basic guidelines to be followed.

As a computer user, I agree to follow the Rules and Code of Ethics in all my work with computers while attending La Purisima Catholic School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste supplies such as paper or diskettes that are provided by the school. When I am in the LLC, I will talk softly and work in ways that will not disturb other users. I will keep my computer area clean and not eat or drink in the LLC.
2. I recognize that software is protected by copyright laws; therefore I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CDs from home to be used on school equipment without proof of licensor and prior approval from administration.
3. I recognize that the work of all users is valuable; therefore I will protect the privacy of others by not trying to learn their password. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain access to system programs or computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my flash drive. I realize that files may be deleted from the system to protect the integrity of the network due to space limitations of the computer's hard drive.
5. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use social media for personal use. In addition, I will not reveal my personal information, home address, or personal phone number—or those of students, teachers, or other staff members.
7. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
8. Parents must realize that the students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive. Should a student come upon something inappropriate, it is his/her responsibility to notify school personnel of the problem.
9. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is appropriate use, and their decision is final. The administration, faculty, and staff may request the system administrators to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously. Violators are subject to loss of computer privileges.

### **School Internet Use Agreement**

Internet access is available to students and teachers at La Purísima Catholic School as part of the Diocese of Orange. We are very pleased to bring this access to La Purísima Catholic School and believe the Internet offers vast, diverse, and unique sources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers and millions of individual subscribers all over the world. Students and teachers have access to the following:

1. Information and new developments in the areas of math, science, humanities, etc., as well as the opportunity to correspond with scientists, mathematicians, artists, poets, business persons, government agencies, and specialized researchers.
2. Public domain software and shareware of all types.
3. Discussion groups on a wide range of topics such as different cultures, foreign nations, environment, music, art, politics, etc.
4. Access to many worldwide library catalogs and databases resources such as university libraries and museums;
5. Exchange of ideas and classroom projects with people from all over the world through the use of electronic mail.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. La Purísima Catholic School has taken precautions concerning access to inappropriate materials. On a global network, however, it is impossible to control all materials, and an industrious user may discover inappropriate Internet usage. We at La Purísima Catholic School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material, which is consistent with the educational goals of the Diocese.

The Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. In general, this requires Christian, ethical and legal utilization of the network resources. If a La Purísima Catholic School student user violates any of the provisions of Diocesan policy, the student's parent/guardians will be notified, and the student's Internet access may be terminated with the possibility of future access denied. The signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand the significance.

### **Internet Regulations Grades K – 3**

**Internet Understandings** ~ Users are expected to abide by the terms, conditions and regulations of the Diocese and La Purísima Catholic School.

**I understand** the importance of being polite on the Internet, and I will not send inappropriate messages to anyone who may be using the system.

**I understand** that in order for all students in my class to have access to Internet, it is necessary that I not waste time while using the system.

**I understand** that if I am assigned a password, I will not share it with anyone.

**I understand** that I will not provide my personal name, address, or phone number or those of others to anyone on the Internet unless authorized to do so.

**I understand** that disciplinary measures may be taken if I engage in illegal activities through Internet access.

**I understand** that the same rules apply whether I am using the Internet at home or at school.

### **Internet Regulations Grades 4th – 8th**

**Internet Understandings** ~ Users are expected to abide by the terms, conditions and regulations as attached.

**I understand** the importance of being polite and refraining from sending abusive or offensive messages to others.

**I understand** that accessing the Internet is a privilege granted for the primary purpose of conducting research, completing class assignments, and gaining familiarity with evolving electronic communications.

**I understand** that if assigned an Internet password, good security practices dictate confidentiality at all times. I will not share with anyone.

**I understand** that electronic mail (e-mail) is not guaranteed to be private. People who operate the system may have access to all mail.

**I understand** that I must not reveal my personal address or phone number or those of others over the Internet.

**I understand** that I will be financially responsible for any unauthorized commitments I make through the Internet.

**I understand** and respect the right to acknowledgment, the right to privacy, and the right of all authors and publishers to determine the form, manner and terms of publication and distribution of works in any medium.

**I understand** that in order to assure system wide security, each user of shared computer resources must follow designated security guidelines.

**I understand** that actions I may take such as plagiarism, invasion of privacy, unauthorized access, violation of copyright laws as well as other illegal activities may be grounds for disciplinary and/or appropriate legal action.

**I understand** that the same rules and responsibilities apply whether I am using the Internet at home or at school.

### **Internet Use Agreement - Parent / Guardian**

Students will bring the Parent/Guardian Internet Use Agreement home in the first week of school. Signatures on this document indicate that as the parent or guardian of this student, you have read the expectations for Internet use and will abide by the conditions of use. You also recognize it is impossible for La Purísima Catholic School to restrict access to all controversial materials, and you will not hold the school responsible for materials acquired through the use of the Internet, but rather report the incident so measures can be taken to prevent it from happening again.

Furthermore, you accept full responsibility for supervision if and when your student's use is not in a school setting. If your student causes damage to the devices or systems, you accept responsibility for replacing or correcting the damage.

### **Study Trips**

Study trips serve the educational program by taking students to those resources in the community that cannot be brought into the classroom. We encourage study trips as a part of our instructional program, as long as they have clear educational and/or cultural value. Plays and concerts presented at our school are considered part of the trip program. Please note that all study trips are a privilege, not a right. In rare occasions, participation in these trips can be withheld if warranted.

All students participating in study trips must have a parent complete and sign the study trip permission form and paid all fees due prior to the day of the field study trip. **Any student who does not turn in the required form or fees will not participate in the study trip. The student may not call for verbal permission to attend a study trip.**

The standards of behavior for study trips are the same as school standards. Students will wear their uniform unless instructed by the teacher to wear formal free dress or casual free dress. This will depend on the nature/purpose of a particular study trip.

Students who do not go on study trips for reasons other than illness will be given an assignment pertaining to the subject matter to be covered during the study trip. Study trips are an important part of the curriculum; therefore, students not participating must attend school on that day and will be given an assignment of reasonable length. Assignments are due the day after the study trip. Students may attend their grade's study trips only.

All parent drivers must have a copy of their driver's license and current insurance information on file with the school office prior to the trip in addition to safety clearance required by the Diocese. Parents who are chaperoning the trip are not only attending for their child, but for the purpose of supervising other children as well. It is important that all behavior and learning standards set forth by the teacher are followed. Lack of adherence with the teacher's directives could limit your participation in future trips.

## **RELIGIOUS EDUCATION**

All parents who have their children in La Purísima Catholic School must realize that having them in a Catholic school is only part of fulfilling their role as spiritual guide for their children. Encouraging their children to love and practice their faith is of the utmost importance. Parents must cooperate and be involved in the spiritual life of their children and must model the faith for their children. La Purísima Catholic School is committed to assisting parents in this critical responsibility. We consider this partnership an honor, but definitely need your support and full participation.



## **Baptism**

Anyone wishing to be baptized must contact the Parish Office of Religious Education at (714) 633-5358 for specific information and requirements and/or the principal.

## **Preparation for the Reception of Reconciliation and Eucharist**

- Families must attend Sunday Eucharist weekly.
- Students must be at least seven years of age.
- Parents are expected to attend the scheduled parent in-services.
- Parents are to work with students at home on materials presented in class.
- Student's Baptismal certificate must be on file in the school office.

## **Reconciliation**

Parents are encouraged to provide frequent opportunities for their children to receive the Sacrament of Reconciliation in the parish. Every effort will be made at school to provide at least one opportunity for the reception of this sacrament as a school prayer service within the school year; however, it is the parents' responsibility to celebrate this occasion with their children in addition to what the school provides.

First Reconciliation instruction and preparation will be conducted through our religion department and coordinated through the Parish Religious Education Office.

## **Eucharist**

First Communion instruction and preparation will be conducted through the school's religion department in coordination with the Parish Religious Education Office. The same requirements apply to the reception of the Eucharist as to First Reconciliation.

## **Retreats**

Students in Kindergarten through eighth grade will participate in retreats as scheduled by the Religion teacher.

## **Confirmation**

La Purísima Catholic School does not formally prepare its students for the reception of the sacrament of Confirmation as this sacrament is conferred upon students of high school age. Please contact the Parish Director of Religious Education for further information.

# **CODE OF CONDUCT**

## **Philosophy**

We believe that the student should be praised for good behavior, and positive affirmation should be emphasized at all times. Each child should be helped to realize his/her own self-worth and importance in our Catholic School Family.

Students are taught to distinguish between appropriate and inappropriate behavior. The consequences for inappropriate behavior are clearly defined. La Purísima Catholic School faculty members follow through with the consequences that have been set forth. Setting specific guidelines for acceptable classroom behavior is the teacher's responsibility. Each teacher formulates a procedure by which the students will abide. At the beginning of the year a written notice will be distributed to the students, so that they are aware of what is expected. Continued disregard of the rules by any student will result in the child being sent to the principal for further action.

## **Behavioral Expectations**

A Christian attitude, exemplified in the student's behavior, is expected at La Purísima Catholic School by showing respect for adults, for fellow students, and property—one's own as well as that of others. Good discipline fosters a productive learning environment for all.

The following are expectations which apply to students at every level:

*(Further grade-level expectations will be stated in the classroom by the respective teacher)*

- Politeness and courtesy are expected at all times.
- Students will not be allowed out of class without permission from their teacher. Students are not permitted to go to their lockers between classes without permission from their teachers.
- Students are not allowed in a classroom, hallway or school hall without a teacher or an adult.
- Defacing of school property is strictly forbidden. A referral and restitution or replacement is expected for this very serious infraction.
- Students are required to follow uniform regulations and dress code policies at all times.
- Lockers and desks should always be clean and neat. These will be checked periodically by the homeroom teacher.
- There should be no running inside the classrooms, bathrooms, hallways, etc. Hallways and the Learning Lab are quiet zones.
- During recess and lunch, all food must be eaten at the lunch tables.
- Skateboards, bicycles, roller skates, roller blades, wheelies, and heelies are not allowed in the school hallways or on the playground during school hours.
- No decals or pasted items are allowed inside or outside the lockers, books, binders, computers or desks.
- Nuts with shells and gum chewing are not permitted on the school grounds at any time.
- Students will not be allowed to use the telephone in the school office without written permission from their teacher. Students are discouraged to bring cell phones to school or any school sponsored events. If a student must bring a cell phone to school for after school use, parents must submit a letter of request to the principal for consideration.
- All students will be expected to participate fully and appropriately during religious celebrations.
- Electronic games and equipment, radios, MP3 players, iPods, iPads, toys of any kind, etc. are not allowed at school or school sponsored events unless assigned by a teacher.
- Students are responsible for assigned chores in the classroom and for neatness in the lunch area and the playground.
- The hot lunch lines are not play areas—proper behavior is expected of all students.
- Students may not go over the fence or the wall for any reason.
- Students may not open communication addressed to their parents.

## **Playground Rules**

### **Lunch Area—K–8<sup>th</sup>**

- **Bringing outside vendor lunches is strongly discouraged as a hot lunch program is available.**
- **NO BALLS OR PLAYGROUND EQUIPMENT ALLOWED IN LUNCH TABLE AREA.**
- Balls must be left in the rack or against the wall until students are dismissed from the lunch tables.

- The first 20 minutes of lunch are for eating, each student should eat **ONLY** the food they brought in their lunch or bought lunch. Inside voices should be used while having conversations at the lunch tables.
- Students must ask permission from an adult supervisor before leaving the lunch area.
- Students will be dismissed as a class when your area is clean, and have picked up 3 pieces of trash from under and around the assigned table, and all are quietly listening for directions.
- Students in grades 5 through 8, must wait to change into your uniform until they are dismissed on game days.
- Students must stay seated at the lunch tables until dismissed by the adult supervisor.

Students **may** play on equipment or the field only when an adult is there to supervise.

- **Ball wall during morning recess:** White side of wall is for grades 1<sup>st</sup>–4<sup>th</sup>, Blue side of wall is for 5<sup>th</sup>–8<sup>th</sup>.
- **Morning recess:** Student must use their time wisely. A warning bell will ring to alert students to take care of drinks and bathroom needs. **Drinks and restroom breaks are not allowed after the second bell.**
- **Lunch recess:** The three minute warning bell will signal the students to get drinks and use the bathroom.
- **The playground equipment is for children in kindergarten to 5<sup>th</sup> grade.** 6<sup>th</sup> – 8<sup>th</sup> grade are permitted to assist their buddies in the playground equipment area, however they are not allowed on the equipment.

### Playground Equipment Rules

- Use playground equipment for the use it is intended.
- Slide down the slide one at a time, no climbing up the slide.
- Swing forward toward the school not side ways.
- Do not twist swings.
- Stop the swing to get off. **NO JUMPING OFF** the swings.
- No games involving a ball may be played in the equipment area.
- No kicking the ball across the playground. Please pick up and hold the ball when the bell rings.
- **NO CHILDREN OTHER THAN 8<sup>TH</sup> GRADE STUDENTS ARE ALLOWED IN THE 8<sup>TH</sup> GRADE AREA AT RECESS OR LUNCH.**
- When bell rings, **freeze** your body, voices and all play equipment and remain frozen until you are signaled to line up. Please do not bounce or throw balls while walking to your lines.
- **Line up:** form 2 straight lines and wait for the teachers quietly.

### Academic/Behavioral Procedure

Students experiencing academic/behavioral difficulty due to lack of preparation of assignments, class participation, attention in the classroom, or self-motivation will be subject to their teacher’s pre-outlined consequences and may be asked to meet with the principal to formulate a behavioral contract.

New students are on academic and behavioral probation during the first year of their attendance. Their progress will be evaluated periodically and at the end of each trimester.

### Discipline Procedure Grades 3–8

Students will not be permitted to disrupt the classroom atmosphere with inappropriate behavior. Individual classroom teachers have established rules for specific classes and have informed students of the consequences. Just as teachers respect and accommodate for different learning styles, we expect our students to adjust and accommodate to an individual teacher’s discipline style.

- All students begin with a 100% grade in conduct at the beginning of each week. However, in the event of unacceptable behavior a warning is issued, and points will be deducted from the weekly conduct grade.
- In the event of repeated infractions, the parents are notified.
- In grades two through eight, a loss of 25% or more in conduct in one day or a loss of 40% throughout the week will constitute a detention. (refer to chart below)
- The ways in which students earn warnings and the letters which will be used to represent each infraction are as follows:

	<b>Grades 3</b>	<b>Grades 4-8</b>
<b>Behavior</b>	-20 points	-25 points
<b>Uniform</b>	-10 points	-10 points
<b>Parent Signature</b> (Missing parent signatures on detentions, requested tests, progress reports, assignments, etc.)	-10 points	10 points
<b>Computer</b> Not charged	NA	-10 points
<b>Supplies</b>	-10 points	-10 points
<b>Homework</b> (Homework helps students internalize ideas and concepts; consequently, missing an assignment warrants an immediate response.)	-20 points	-25 points
<b>Detention Time</b>	15-30 minutes	30 minutes

- Detention time in third grade is at the discretion of the teacher.
- Detention is held on Wednesday and begins at 3:15 when school is in session. There is no detention on early dismissal days.
- If a detention is not served on the assigned day, an additional identical detention will be issued and a form will be sent home notifying parent/guardian that the detention was not served and additional one issued.
- If the detention notice is not signed by a parent/guardian, another detention will be issued and a form will be sent home noting that the detention was not served and/or not signed, and an additional detention is issued.
- Parents will contact teacher if conflict of schedule arises and teacher will approve rescheduling detention, if needed for a medical appointment. Proof of appointment should be given to the homeroom teacher on the following day.

*Each teacher in grades 6–8 will use a different color pen, so as to eliminate confusion when a student cannot recall from whom he/she received the infraction. We hope that by using a specific code and pen color, students will be better able to take responsibility for their actions. This system will also assist teachers in determining whether a discipline pattern is evident.*

- After 5 detentions in a trimester, a parent conference with the teacher will be arranged to discuss behavior contract/plan. After 10 detentions in a trimester, the principal will meet with the parents and student, if appropriate. If a student earns 15 detentions in a trimester, they will be contacted by the principal to set up an appointment to discuss disciplinary measures.

#### **Referrals/ In and Out of School Suspension**

A referral and/or in and out of school suspension is a disciplinary action administered by the principal for violation of school regulations. A referral will earn a 30-minute detention. Each referral will result in lowering the conduct grade a full letter grade at the end of each trimester. Referrals will lower the conduct grade by one letter and will keep a student from the Honor Roll for the trimester in which the referral was earned.

Suspension is the exclusion from regular classroom activities for a definite period of time. Students are given an additional amount of schoolwork that must be completed. Students are responsible for completing class work that was missed. Parents are informed of the suspension and are required to make an appointment with the principal prior to the reinstatement of the student at school. Earning a suspension will keep a student from the Honor Roll and will lower conduct grade by one letter for the trimester in which it was earned.

Two (2) referrals in a school year will result in a school and family conference and may result in a one-day suspension. Three (3) referrals in a school year will result in a school and family conference and may result in a two-day suspension. Four (4) referrals in a school year will result in a school and family conference and may result in an expulsion, in accordance with the Diocesan policy in the Administrative Handbook.

The following items are considered inappropriate behavior and may be cause for a referral and/or in or out of school suspension:

- Disrespect toward others
- Unacceptable conduct or language at school or a school-sponsored event
- Fighting or provoking a fight
- Cheating, copying another student's work, allowing a student to copy one's work, plagiarism, deliberate lying, falsifying of information, or any other form of dishonesty
- Theft or damage to the property of the school, another student, a visitor, or school personnel
- Being in a classroom, hallway or school hall without a teacher or an adult
- Leaving campus during the day without permission from a teacher or administration
- Sexual harassment
- Serious inappropriate behavior
- Defamation of character

### **Expulsion**

Expulsion is the permanent termination of student status at La Purísima Catholic School without the possibility of readmission. An expulsion results if serious disciplinary action is necessary. The student will be given suspension period so the facts of the situation can be considered. Parents and students will be called back to discuss the situation and consequences of the inappropriate behavior. The following are examples of behaviors that may result in expulsion:

- Use of habitual profanity or vulgarity
- Possession or transmission of pornographic material
- Use, sale or possession of tobacco, alcohol, or narcotics on school grounds or at a school sponsored event
- Theft or damage to the property of the school, another student, a visitor, or school personnel
- Assault or battery, threat of force or violence, and/or defamation of character, either physical, verbal, or in writing (including texting, emailing, blogging, Facebook, Instagram, or any other form of electronic communication) directed toward any school personnel or student
- Possession of weapons of any kind

#### *Procedures for Expulsion:*

- Conference will be held with all concerned individuals and final decision for expulsion will be determined by the principal and pastor. It is important that parents and students realize the offenses mentioned above are reasons for suspension or expulsion as stated in the State of California Education Code and in the Administrative Handbook for the Diocese of Orange.
- The Superintendent of Catholic Schools will be notified.

### **Recommended Transfer of Student**

Students clearly unable to benefit from the school due to extreme below grade level performance, serious emotional instability, or the conspicuously uncooperative or destructive attitude of parents will be required to transfer when:

- The school has explored means to meet the needs of the child.
- There has been sufficient discussion with the parents concerning the child's condition or the parents' lack of cooperation.

The final decision regarding transfer is made by the principal.

## SCHOOL UNIFORMS

### Philosophy of the Dress Code

The student's appearance has an impact on his or her attitude and behavior. Respect for the school community, for the students themselves, and for what the school is giving to the students is manifested by an attitude of "dressing up" rather than "dressing down" for school. The dress code is also designed to help students develop a sense of modesty and decorum. It should educate them in what is appropriate dress for the proper time and place.

### Dress Code

The primary purpose of the dress code is to ensure that each student at La Purísima Catholic School be neat, clean, well-groomed. This code will be strictly enforced. Each uniform infraction will result in a 10% (5% for grades 2 & 3) decrease in the weekly conduct grade. It is the parents' responsibility to see that their children are neat, clean and well-groomed and dressed in accordance with this code.

### UNIFORM INFORMATION

**All uniforms must be purchased from Dennis Uniform Company, 22825 Savi Ranch Parkway, Yorba Linda, CA 92887: phone 800-854-6951, fax 714-637-8241, order online at [dennisuniform.com](http://dennisuniform.com).**

Transitional Kindergarten through eighth-grade students must wear their uniforms every day. No substitutions will be allowed. Preschool children do not wear uniforms but must dress with regard to comfort and personal safety.

*Transitional Kindergarten uniforms are outlined in the Dennis Uniform catalog and are meant to be age-appropriate for the children, but TK parents may purchase the same uniform that is issued in Kindergarten if they so desire.*

PLEASE NOTE: Only the navy blue uniform sweater, the navy blue school sweatshirt with the school logo, or a school issued sweatshirt may be worn in the classroom and to church, any jacket may be worn **over** the school sweatshirt or sweater to and from school and at recess and lunch in cold, inclement weather.

### Mass Uniform for Boys in Grades K-8

The formal uniform must be worn when attending Mass or on special days as designated by the administration. A dress code violation will be issued to any student who does not wear the formal uniform on a Mass day.

- Pants: Navy blue twill  
Pants must be fitted and worn at the natural waistline. Pants must fit properly at the crotch, and may not be rolled-up, unhemmed, frayed, or slit at the bottom. Oversized slacks are not permitted. Slacks must be of appropriate length (may not drag on the ground or bunch at the ankles, or be too short).
- Belts: Black, brown or navy leather belt must be worn with all pants that have belt loops. (Kindergarten students are allowed to go beltless until January.) Belts must be of appropriate length and the entire belt must be secured in the belt loops. Belt buckles must be plain (no initials, symbols, engravings, etc.). Belt loops must not be removed from pants.
- Shirts: White short-sleeved oxford style shirt  
All shirts must be size-appropriate and worn tucked in at the waist so the belt or waistband is visible.
- Sweaters: Navy blue cardigan or v-neck pullover sweater

Sweatshirt:	Navy blue with school logo. Hooded navy blue zip sweatshirt with school logo. Oversized sweatshirts are not permitted.
Undershirts:	Only solid white, short sleeved. T-shirts with logos are NOT permitted under the uniform shirt. PE shirts may NOT be worn under the uniform shirt.
Turtlenecks:	White turtlenecks may only be worn under the uniform shirt in cold weather.
Jacket:	Navy microfiber with school logo.
Socks:	Solid white crew or ankle socks with no logo must be worn. No show/low show socks are not permissible.
Shoes:	Tennis shoes; predominantly in black, brown, navy, dark blue, grey, white or a combination of any of these colors. Turquoise and aqua are not considered blue. Multiple colored shoes can only be in the colors listed. No high tops, open back or open toe styles. No wheelies, heelies, lights or sounds. Velcro shoes are allowed but must be fastened securely. <i>Laces must be white or match the dominant color of the shoe, and must be worn in pairs, tied and visible on the top of the shoe.</i>
Grooming:	Boys are to have neat and trimmed haircuts; hair should not touch the collar of their uniform shirt, or extend below the top of the ears or beyond the eyebrows. <u>No duck tails, steps, wedge cuts, shaved, tinted, dyed, or fad styles of any kind.</u> No shaved eyebrows or tattoos.
Accessories:	Earrings are never permitted. Boys are permitted to wear a watch, a religious necklace, and/or a medical I.D. bracelet.

### Mass Uniform for Girls in Grades K-4

The formal uniform must be worn when attending Mass or on special days as designated by the administration. A dress code violation will be issued to any student who does not wear the formal uniform on a Mass day.

Blouses:	White short sleeve with peter-pan collar White short sleeve with navy piping
Jumper/Shifts:	Marymount plaid, center box pleat Marymount plaid w/2 pocket front Bottom of jumpers/shifts must be no more than 2" above the knee
Slacks:	Navy blue twill or Navy flat-front Pants must be fitted and worn at the <u>natural waistline</u> . Pants must fit properly at the crotch, and may not be rolled-up, unhemmed, frayed, or slit at the bottom. Oversized slacks are not permitted. Slacks must be of appropriate length (may not drag on the ground or bunch at the ankles, or be too short).
Belt:	Black, brown or navy leather belt must be worn when the pants have belt loops. (Kindergarten students are allowed to go beltless until January). Belts must be of appropriate length and the entire belt must be secured in the belt loops. Belt buckles must be plain (no initials, symbols, engravings, etc.). Belt loops must not be removed from pants.
Sweaters:	Navy blue cardigan or v-neck pullover sweater Sweatshirt: Navy blue with school logo. Hooded navy blue zip sweatshirt with school logo. Oversized sweatshirts are not permitted.

Jacket:	Navy microfiber with school logo.
Undershirt:	Only solid white, short sleeved. T-shirts with logos are NOT permitted under the uniform shirt. PE shirts may NOT be worn under the uniform shirt.
Turtleneck:	White turtlenecks may only be worn under the uniform shirt in cold weather.
Shoes:	Tennis shoes and navy or black Mary Jane shoes; predominantly in black, brown, navy, dark blue, grey, white or a combination of any of these colors. Turquoise and aqua are not considered blue. Multiple colored shoes can only be in the colors listed. No high tops, open back or open toe styles. No wheelies, heelies, lights or sounds. Velcro shoes are allowed but must be fastened securely. Laces must be white or match the dominant color of the shoe, and must be worn in pairs, tied and visible on the top of the shoe.
Socks:	Solid white crew or ankle socks with no logo must be worn. No show/low show socks are not permissible. In extreme cold weather only <i>plain white tights may be worn</i> . Thermal underwear, stretch pants, or over the knee socks are not permitted.
Grooming:	Each girl's hair must be neat and well-groomed and fingernails must be well-trimmed. Dress code violations will be given to girls wearing make-up or nail polish. No tinted, bleached, dyed, fad hairstyles, etc. are allowed. Headbands and bows should not distract from the uniform. Hair may not cover the face or eyes. School administration will use its discretion in these matters.
Accessories:	Costume jewelry is not part of the uniform and CANNOT BE WORN. Students are permitted to wear a watch, a religious necklace, and/or a medical I.D. bracelet. Earrings must be confined to the lowest hole in the ear lobe. No dangling earrings. Small stud or post earrings are acceptable.

### Mass Uniform for Girls in Grades 5-8

The formal uniform must be worn when attending Mass or on special days as designated by the Administration. A dress code violation will be issued to any student who does not wear the formal uniform on a Mass day.

Blouses:	White short sleeve camp shirt. Blouses must be tucked in at all times.
Skirt:	Navy tropical Marymount plaid Bottom of skirts must not be more than 2" inches above the knee.
Slacks:	Navy blue twill or Navy flat-front Pants must be fitted and worn at the <u>natural waistline</u> . Pants must fit properly at the crotch, and may not be rolled-up, unhemmed, frayed, or slit at the bottom. Oversized slacks are not permitted. Slacks must be of appropriate length (may not drag on the ground or bunch at the ankles).
Belt:	Black, brown or navy leather belt must be worn when the pants have belt loops. Belts must be of appropriate length and the entire belt must be secured in the belt loops. Belt buckles must be plain (no initials, symbols, engravings, etc.). Belt loops must not be removed from pants.
Sweaters:	Navy blue cardigan or v-neck pullover sweater



Sweatshirt:	Navy blue with school logo. Hooded navy blue zip sweatshirt with school logo. Oversized sweatshirts are not permitted.
Socks:	Solid white crew or ankle socks with no logo must be worn. No show/low show socks are not permissible. In extreme cold weather <b>only plain white tights may be worn</b> . Thermal underwear, stretch pants, or over the knee socks are not permitted.
Jacket:	Navy microfiber with school logo.
Undershirt:	Only solid white, short sleeved. T-shirts with logos are NOT permitted under the uniform shirt. PE shirts may NOT be worn under the uniform shirt.
Turtleneck:	White turtlenecks may only be worn under the uniform shirt in cold weather.

## Uniform Grades K-8

May be worn every day to school **except** for days when the student will be attending Mass or on special days as designated by the administration.

### For girls:

Skort:	Navy twill Marymount plaid w/tabs Skorts are worn with the ash grey or white polo shirt only. Skorts may not be worn on Mass and/or Formal Uniform days. Bottom of skort must not be more than 2 inches above the knee. Headbands and bows should be uniform colors and should not distract from the uniform.
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### For boys and girls:

White short sleeve jersey knit shirt with school logo  
Ash grey short sleeve jersey knit shirt with school logo  
Turtlenecks may be worn under uniform shirts in cold weather.  
Navy twill walk shorts  
Solid white crew or ankle socks with no logo must be worn. No show/low show socks are not permissible.  
Girls K-8 – **Plain white tights** may be worn on cold days.  
Tennis shoes and navy or black Mary Jane shoes (for girls); predominantly in black, brown, navy, dark blue, grey, white or a combination of any of these colors. Turquoise and aqua are not considered blue. Multiple colored shoes can only be in the colors listed. No high tops, open back or open toe styles. No wheelies, heelies, lights or sounds. No slip-ons. Velcro shoes are allowed but must be fastened securely. Laces must be white or match the dominant color of the shoe, and must be worn in pairs, tied and visible on the top of the shoe.  
Navy blue, brown or black leather belt must be worn. (Kindergarten students are allowed to go beltless until January)  
Shorts must be worn at the natural waistline. Oversized shorts are not permitted. Bottom of shorts may not extend below the knee or rise more than 2" above the knee.

## Physical Education Uniform

The Physical Education uniform consists of a La Purísima t-shirt with the school logo, LP spirit or athletic team shirt with navy-blue twill, nylon mesh or fleece P.E. shorts with the school logo, solid white socks, and tennis shoes. Socks must be white socks – no logo. Navy blue sweat pants may be worn during cold weather. Fourth through eighth grade students are required to change to their school uniforms after PE class.

**PLEASE NOTE:** Only a uniform sweater, the navy school sweatshirt, a school issued sweatshirt, or the navy school jacket may be worn **in the classroom and to church**. Any jacket may be worn **over** the school sweatshirt or sweater to and from school or during recess.

## **Name Tags**

**All articles of clothing must be labeled** by using a label, a permanent marker, or embroidery. Clothes left in the lost in found for over a month will be sold at the used uniform sale.

## **Free Dress Policy**

On certain occasions, students will be permitted to wear non-uniform attire. Students must wear modest clothing. Extreme fad styles are not permitted. We ask for parent cooperation in adhering to these regulations so this privilege may continue. Any student whom the administration feels is dressed inappropriately will be required to call home for a change of clothing.

## **Not Acceptable**

- No short-shorts, cut-offs, frayed pants, jeggings, or holed jeans.
- Halter tops, tank tops, and crop tops.
- T-shirts with unacceptable or offensive wording or logos.
- No Oversized clothing of any kind.

## **Acceptable**

- Shorts (long walking shorts no higher than 3 inches above the knee) and jeans are permitted as long as the student is dressed in an *acceptable, modest style*.
- Socks must be worn.
- Shoes – uniform shoes only (no boots, sandals, high tops)
- Light make up is permitted for EIGHTH GRADE GIRLS ONLY.
- All other uniform regulations related to hair, jewelry, or make-up are still in effect for free dress.

The school administration reserves the right to make any necessary decisions, changes or additions to the uniform policy. Students who dress inappropriately are subject to uniform infractions, detentions, or calling parents for a change of clothes.

# **HEALTH AND SAFETY**

## **Safety on La Purisima Catholic School Campus**

The safety of our students is paramount to the administration and faculty. Various policies and procedures are in place to guarantee the safety and well-being of our children. For example, emergency drills for fire, earthquake and lockdown are held regularly. Earthquake supplies are stored in the event that we would have to provide for children for three days. LockBlocs™ are installed in each of the classroom doors to assist in the rapid securing the classrooms in the event of an emergency. Additionally, security cameras are positioned throughout the school and each classroom is equipped with a phone that can call the school office and 911. Our school building and playground are secured by gates. These gates are typically closed between the hours of 7 a.m. and 6 p.m. As we are a dynamic and welcoming parish school, there are occasions when the playground gates are open to accommodate parking for large funerals, deliveries, access to the Rectory, maintenance or parish events.

The playground is open at the end of the school day to allow our families to enjoy a little time playing, socializing, and relaxing. It seems to be a very popular destination. Children and their families coming to Religious Education and Youth Ministry in the late afternoon and evening hours enjoy the same opportunity afforded by this parish playground after school has finished. We will continue to monitor this access to the playground to assure that best behaviors and safety measures are practiced by one and all.

When the children staying for extended care leave the playground in the evening, the sidewalk passage to the playground area is opened to welcome parish children and their families. When the extended care children leave the

playground, the back playground gate is closed for the evening. The front gate of the school remains open when children (school or faith formation) are present. This is the entry visitors use on their way to check into the School Office or with Faith Formation personnel. We will continue to be vigilant to provide the safest environment possible for all the children placed under our care.

### **When Your Child is Ill**

If your child is ill or shows signs of illness, please do not bring him or her to school. In order to protect your child and others, we recommend that you keep your child home from school under the following conditions:

- Temperature of 100.0 or higher
- Nausea, vomiting, or severe abdominal pain
- Marked drowsiness or dizziness
- Acute cold, sore throats, persistent cough, constant runny nose
- Colored (green or yellow) nasal mucus
- Red, inflamed, or discharging eyes
- Any diagnosed skin rashes
- Earache
- Diarrhea
- Swollen glands around the jaws, ears, and/or neck
- Any draining skin lesions unless protected and diagnosed as noninfectious
- Any other symptoms suggestive of acute illness

Your child **MUST** be without a fever for twenty-four hours without medication before returning to school. Even if your child does not show any of these symptoms but feels “under the weather,” it might be wise to keep him or her home. Perhaps an extra day of rest will help fight off something more serious.

### **Communicable Diseases**

If your child comes down with any of these illnesses, please contact the school as soon as possible. We will notify the other parents so that they can begin observing their children for signs of illness.

#### **Measles**

Incubation period:	9-11 days from exposure to onset of fever 13-15 days until appearance of rash
Communicable period:	From 4 days before the rash until 7 days; very contagious
Exclusion from school:	During communicable period until recovery

#### **German Measles**

Incubation period:	1-21 days; though average is 16-18 days
Communicable period:	From the beginning of symptoms for at least 4-7 days; very contagious
Exclusion from school:	During communicable period

#### **Chicken Pox**

Incubation period:	14-21 days; though average is 14-16 days
Communicable period:	Most contagious before symptoms appear to 6 days after the first crop of blisters erupt; very contagious
Exclusion from school:	Until original crusts have disappeared from exposed parts of the body, approximately 1 week

#### **Mumps**

Incubation period:	12-26 days; though average is 18 days
Communicable period:	Not definite; probably 2 days before swelling begins until all swelling is gone
Exclusion from school:	Until recovery is complete, minimum 10 days

#### **Whooping cough**

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Incubation period: 7-21 days; though average is 10-21 days  
Communicable period: During the early stage, especially before paroxysus begins. Isolate 7 days after exposure until 21 days after typical gasping cough appears  
Exclusion from school: Until recovery. At least 3 weeks after onset of typical cough; earlier with blood test from physician

### **Scarlet fever/strep throat**

Incubation period: 2-7 days; though average is 5 days  
Communicable period: Until child is under physician's care and receiving medication  
Exclusion from school: Until 24 hours without fever

### **Conjunctivitis/pink eye**

Exclusion from school: Once student is sent home, student **may not** return for at least one full day of medication treatment by a physician. A note of clearance from your physician is strongly recommended.

\*\*\*\* **The school reserves the right to request a physician's release before accepting a child back into the school following any communicable disease.**

### **Lice Infestation**

A periodic check for lice will be made of students. Any child with lice will be sent home. Students will be admitted back to school after inspection (in the school office) shows no further lice or nits in the hair or scalp. With proper treatment, a student need not be absent for more than one day. Students sent home for lice must be rechecked by office personnel before returning to class. To properly ensure the absence of lice, all bedding and home fabrics should be treated with the prescribed chemicals and treatments.

### **Medicine**

When it is necessary for a child to take medicine during school hours, the following directives should be followed as required by our state: "Notwithstanding the provisions of Section 11753, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the designated personnel if the school receives (1) a written statement from such physician detailing the method, amount, and schedules by which such medication is to be taken and (2) desire that the school assist the pupil in the matter set forth in the physician's statement." School personnel must supervise the administration of medicine.

Medicine will only be dispensed by the office personnel. All medicines should be brought to the office immediately. Students may not carry aspirin or cough medicine of any kind prescribed or otherwise. All medication must be in the office. All prescription medication must have a medication form completed by a physician. All non-prescription medicine must have a medication form completed by the parent/guardian. A blank form is in the back of this handbook.

### **Health Forms**

Please be sure that all health forms are returned to the office by the first day of school. This will ensure accurate records of each child's health during the school year.

### **Emergency Cards**

The office should be notified immediately of any change in a student's address or phone number, and of any change in the emergency numbers on file. This will ensure prompt action and notification in the event your child becomes ill or is injured while at school. **A child cannot be admitted to school without an up-to-date emergency card.**

If a child becomes ill or is injured while at school, the parent or names listed on the emergency card will be contacted. If an emergency arises and no one can be reached off the emergency card the school will contact medical personnel. Emergency address and telephone forms must be filled out by the parent at the beginning of the year, and any changes that occur should be called into the school office by phone or sent in a note. It is imperative that two

people, living within 30 minutes of the school and available to come be listed on the emergency form. Older siblings over the age of 18 must also be listed in order to pick up during the school day. **Children are released only to those listed on the emergency form.** Please be aware this also relates to an earthquake emergency. No child may go home with another family unless there is a note from the parent.

### **Insurance: Student**

The Student Accident Insurance Program is available for all students while attending school or school-sponsored activities or while being transported to and from school or any school-sponsored activity. Parent's insurance is the primary coverage and Meyers-Stevens (Diocesan Insurance) pays the balance.

### **Coverage**

This insurance covers only those accidental bodily injuries, which are sustained by an insured: (a) while attending school on the school premises during a regular school day but only during the period beginning one hour before school commences and ending one hour after school is dismissed, provided that if the injury is sustained either before school commences or after school is dismissed that the insured was continuously present on the school premises prior to the commencement of school or following dismissal from school. (b) while traveling directly between home and school for the purpose of attending or returning from regularly scheduled classes, or school activities scheduled immediately following such classes. (c) while participating in an exclusively school sponsored activity under the supervision of proper school authority wherever such activity is taking place, or while the insured is a spectator at an activity exclusively sponsored by the school in which the insured is a registered student. (d) while preparing or practicing for or participating in exclusively sponsored school athletics under the supervision of a proper school authority or during actual interscholastic (between schools) competition.

### **Readmission after Illness or Tardy Arrival**

If your child is going to be absent or tardy, please call the office before 8:30 a.m. indicating that your student will not be in school. Any student absent from school may not participate in afterschool sports or activities (including special events or dances).

A student who has been absent due to the signs/symptoms listed above must bring a note to the office explaining the absence on the day of his/her return. The note must be signed by the parent and indicate the current date and the dates the student was absent from school. The office attendant will give the student a readmit slip for the student to give to his/her teacher. A written note, signed by the parent, is required by State Law for re-admittance after absence due to an illness. If an absence is due to a medical/dental appointment, a signed card from the doctor's/dentist's office is sufficient.

Students arriving after the scheduled time for their class will report directly to the school office to be issued a tardy slip which will indicate the time and reason for the tardiness.

A student who has been absent from school due to a reportable communicable disease must have a permit for re-admittance issued by the Public Health Department, physician, or nurse before he or she is admitted to school. The principal may re-admit a pupil who has been absent because of non-reportable communicable diseases such as chicken pox, German measles, and influenza.

Students who have an excused absence will be expected to make up the missed homework and assignments within 2 days. Please consult with your child's teachers and consult ebackpack and/or Sycamore for missed work.

### **Excessive Absence**

**Absence in excess of 10 days per trimester, or a total of 30 days per school year, is considered excessive and could be considered cause for retention. *There is a possibility that no report card grades can be issued for excessive absences in a trimester. Students may be given an incomplete due to lack of completed work.***

*Absences for family vacations are strongly discouraged as they deprive the student of important classroom instruction and may significantly affect his/her grades. A Notice of Absence from School form should be filled out*

by the parent, completed by the teacher(s), and turned in to the principal before the dates of absence. This form is available in the office. These absences will not be excused and the student is responsible to make up any missed work or tests in a timely manner upon return.

### **Documentation of Parent Custody**

Be aware that La Purísima Catholic School must comply with various sections of the civil code relating to the dissolution of marriage. If there are specific limitations related to the release of your child to a natural parent, we must have documentation on file specifying which parent has official custody and the conditions of custody. Please understand that if we do not have this documentation on file, we have to release your child to the other natural parent upon his or her request.

### **Traffic Procedures**

*It is extremely important that all drivers abide by the following rules in order to avoid traffic problems on the school grounds:*

- Park only in the designated spaces.
- Children **MUST** exit cars from the LEFT/driver's side when being "dropped off" for school in the morning.
- Students **MAY NOT** be dropped off on Spring Street. Parents may park their cars and walk their children to the playground.
- Please be courteous and thoughtful at all times. **DO NOT PASS** the car in front of you; **WAIT** until traffic proceeds when leaving the parking lot. **DO NOT BLOCK TRAFFIC.**
- **All students will be picked up from their home rooms at dismissal time.**
- NEVER leave children, the keys, or the motor running, in an unattended car.
- Please do not exceed 5 MPH while driving on school grounds.
- Do not park in the fire lane for any reason.

### **Earthquake Preparedness**

La Purísima Catholic School has developed an earthquake preparedness plan, and your cooperation and assistance are crucial to its successful implementation. Outlined below are procedures you must follow, and information you should be aware of, in order to assist us in ensuring the safety of your children if an earthquake should occur while your child or children are at school.

- In the event of a major disaster, the school will **NOT** be dismissed and students will remain under the supervision of school authorities.
- Students will be released only to parents or to those previously authorized by parents on the Emergency Release Form. No child will be allowed to leave with another person, even a relative or babysitter, unless that person's name is listed on the Emergency Release Form. Please carefully consider whom you will authorize to pick up your children. **NO EXCEPTIONS** to our policy will be made. (Include all possibilities, but be practical; a relative may be your first choice, but unless the relative lives close to the school, he/she may not be the best choice.)
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your children as long as necessary. We are trained in first-aid, and have necessary food, water, blankets, and emergency supplies on-hand. We sincerely hope that we never have to put our program into effect, but if we do, we are ready.

- In the event of an emergency, we ask for your help in the following areas:
  - Please do not call the school. We must have the lines open for emergency calls.
  - Following an earthquake or other emergency, do not immediately drive to school—streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles. Instead, listen to the radio to determine when the streets are passable, then proceed to school, park in the church parking lot, and walk to the Emergency Information Center at the gates.
  - One of the most important things you can do is to develop a home earthquake plan. Your children should be included in your plans and preparations. They will be much more secure when an emergency occurs at school if they know that you are prepared at home and have discussed with them your plans for picking them up.

### **Emergency Procedures**

The school conducts practice fire drills, lock-down drills and earthquake drills regularly throughout the year. In the event of an actual emergency during school hours, the students will be kept under the school's supervision until released to their parent or other parent-designated adult on the emergency card. During an actual lock-down, no one will be admitted to the school until the situation is deemed safe by the local authorities. In such a situation, please be patient and calm for the safety of our children.

### **Emergency Dismissals**

Emergency dismissals may be made at any time by the principal or her representative when a serious occasion may warrant it. We will keep the school website updated regarding school closures and re-openings.

### **Policy Against Harassment**

Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or religion.

La Purísima Catholic School confirms the dignity of each person. It is our policy to provide an educational environment in which everyone is treated with respect. It is the responsibility of the students, administrators, teachers, parents, staff, aides, and/or volunteers to conduct themselves in a manner which contributes to a positive school environment. Therefore, any form of harassment, whether sexual, verbal, written, physical, visual, or environmental is strictly forbidden. Any person who violates this policy will be subject to disciplinary action, up to and including suspension, termination, or expulsion.

### **Student Support Services**

La Purísima Catholic School offers limited counseling services to our students in order to facilitate supplementary opportunities for growth. The counseling process is student/parent oriented in order to attain the optimum result of consistency in mature student behavior both at school and in the home.

Students may be referred by the teacher, parent, or school for assessment, help toward growth, and progress in academic and/or social behavior. Parents will be required to give their permission in writing for counseling process. If more extensive treatment is required, parents will be referred to outside agencies for assistance.

For more information regarding this program, please call the school office during regular school hours and ask to speak to the principal.

## **AFTER-SCHOOL ACTIVITIES**

**Any student absent during the regular school day may not participate in any after-school activities or events that day.**

## **Student Government**

Membership on the Student Council for students in grades 6-8 gives students the opportunity to develop leadership skills, practice the principles of democracy, and develop an attitude of service to their school and their community. Students who wish to serve in student government must know and comply with the regulations for such service.

## **After-School Sports Program (PAL)**

La Purísima Catholic School offers an after school sports program, as a member of the Diocesan Parochial Athletic League. This program is under the direct supervision of the administration and athletic director. The procedures are directed by the PAL guidelines and bylaws.

A fee will be assessed to cover basic costs of participation. Parents are expected to participate in driving to games and providing snacks for the team when asked. Parents must have the proper clearances in place to drive other students to an event (fingerprinting and safe environment training, proof of insurance and a copy of a valid driver's license on file in the school office).

Generally:

"A" teams will be limited to 7<sup>th</sup> and 8<sup>th</sup> grade students. (PAL regulations do allow 6<sup>th</sup> graders to move up if there are not enough players to field an A team.)

"B" teams will be made up of 5<sup>th</sup> and 6<sup>th</sup> grade students.

To qualify to play sports, student must maintain a "C" grade point average in all subjects with no failing grades in any subject. A "C" average in conduct must be maintained. The June report card will determine eligibility for fall sports, the first trimester report card for winter sports, and the second trimester report card for spring sports.

## **General Regulations**

- Students who have missed the regular school day may not participate in sports (or extra-curricular) activities after school hours.
- Students must not be unattended after practice or a game. Coaches will call parents if students are not picked up on time.
- Students who behave in a manner which distracts from practice may be suspended from play at the discretion of the coach.
- Students who behave in a manner contrary to the school's Christian philosophy of sportsmanship may be suspended and/or removed from the team at the discretion of the administration.
- Parent participation in the sports' program is mandatory.
- The coaches will attend Diocesan organizational meetings for each sport.
- Parents will be given a schedule and maps, as well as car pools assigned for each sport.
- All adults driving to any school related activity must have proof of insurance and a copy of a current driver's license on file in the office and be safety cleared according to the Diocesan regulations.

*La Purísima Catholic School reserves the right to amend this handbook at any time. Any matter incident not heretofore mentioned or addressed in this school handbook will be adjudicated solely by the school principal. The decision of the principal in any particular matter will be final. Failures to abide/comply with the principal's decision may be grounds for further administrative corrective actions.*





## SIGNATURE PAGE

I have read, understand and agree to comply with the philosophy of the school and the policies and regulations of the Parent/School handbook. I understand that these policies and regulations are based on the guidelines of the Diocesan Administrative Handbook for Catholic Schools, which is available at the school site. I promise, as a member of La Purísima Catholic School, to carry out all the statements in this handbook to the very best of my ability. If I do not keep this promise, I am willing to take the consequences of my actions.

The undersigned parent(s) or guardian(s) are aware that La Purísima Catholic School will be transferring information by electronic transfer to Sycamore Education. Parents have the right to inspect their own student's information maintained by Sycamore Education and La Purísima Catholic School. Contact the school office to initiate this procedure. Sycamore Education and La Purísima Catholic School will adhere to all federal and state privacy regulations. These include the Federal Family Educational Rights and Privacy Act (FERPA), the California Education Code, California Civil Code and California Code of Regulations.

I will share this handbook with my parent and keep them informed about how I am living up to this promise.

\_\_\_\_\_  
(Student's Name) (Grade)

\_\_\_\_\_  
(Student's Name) (Grade)

\_\_\_\_\_  
(Student's Name) (Grade)

\_\_\_\_\_  
(Student's Name) (Grade)

\_\_\_\_\_  
(Student's Name) (Grade)

\_\_\_\_\_  
(Date)

I support my child(ren) in realizing that if they do not keep their commitment they must take the consequences of their actions and I realize that my son/daughter's continued placement at La Purísima Catholic School may be in serious jeopardy.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

Please return this completed acknowledgment form to the school office on or before September 13, 2024. Thank you for your loyal support and generous cooperation.