

## **B**

### **ADMISSION AND ATTENDANCE**

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##### **GUIDELINES FOR ADMISSION**

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35-40).
- The recommended age for kindergarten students is five (5) years of age on or before September 1<sup>st</sup>.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

##### **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

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

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

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

## INCLUSION PROCEDURES

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

## ATTENDANCE/ABSENCES/EARLY RELEASE

School begins promptly at 7:55 am with attendance, followed by opening exercises. Students arriving after 7:55 am will be marked tardy. These students must come to the front office for a late slip before being admitted to class. (Kindergarten students may go directly to their classroom without obtaining a late pass. We urge you to make every effort to see that your children arrive at school on time. **For every six tardies that a student receives, a parent will receive a statement for \$25.00 at the end of the trimester.** Students arriving after recess are marked absent half a day.

Prompt and regular attendance is important for your children. Therefore, we ask that whenever possible, appointments, vacations, and other activities, which require your child to miss school, are scheduled for times when school is not in session.

If your child is not feeling well on a school day, he/she should not come to school. If your child will be absent from school, please call the school office before 9:00 am to report the absence. Your home or place of employment will be called if your child is absent and the school has not been notified.

When your child returns to school, a **written note** explaining the absence must be sent to the office. The written excuse must be signed by a parent and presented to the classroom teacher, after which it will be filed in the school office.

Students are responsible for all work missed during their absence, and should check with their teacher upon returning to school to see what must be made up. Teachers are not required to provide class work, or homework for future dates, such as for absences due to family vacations.

If a student is absent for 15 or more days during a quarter, official grades may be withheld until all work has been made up.

If you are taking your child out of school for an appointment, please write a note to the teacher letting her know the time of the appointment. A student leaving school for an appointment will be met at the school office by the parent who signs a release before taking the student. **Parents may not go directly to classrooms to get children.**

## COMMUNICATION

Because clear and constant communication between faculty and parents is vital to the successful educational experience of every student, the following methods will be used to keep parents informed:

### **TUESDAY ENVELOPE**

The Tuesday Envelope is sent home every Tuesday with the eldest child in the family, and must be returned the following day. In our efforts to be a green school the Parent Bulletin is sent via email. It contains weekly announcements and is the primary means of communication with parents. Any information, flyers, or notices must be approved by noon on Friday in order to be included in that week's Tuesday Envelope.

### **BACK TO SCHOOL NIGHT**

Parents are expected to attend this annual event at the beginning of the school year where teachers outline their classroom expectations and policies for the year.

### **PTO MEETINGS**

A general PTO meeting is scheduled every month providing an opportunity for parents, teachers, and administrators to meet and discuss issues pertinent to the school community.

### **PARENT/TEACHER COMMUNICATIONS PROCEDURES**

The most effective way teachers and parents can work together is to have frequent, open communication on an individual basis.

To contact a teacher you may send a note or contact the front office to set up an appointment time. Teachers will make every effort to respond to your communications within 24 hours. **Teachers should never be called at home.** All teacher conferences are held by appointment only. No teacher is expected to meet with parents **before class**, at recess, when supervising a class, or preparing for class. The teacher needs time to collect his/her thoughts and give parents their undivided attention. It is a professional courtesy on both the part of the parent and the teacher to be informed about the reason for the appointment beforehand.

Occasionally, teachers will call parents to notify them of academic and/or behavioral problems.

Teachers may send home notices regarding the student's academics, such as the Progress Report and Report Card, as well as behavioral problems, including Disciplinary Referrals.

The principal is available for consultation by appointment, but only after a matter has been discussed with the classroom teacher.

## BEFORE AND AFTER SCHOOL PROCEDURES

### BEFORE SCHOOL PROCEDURES

Students must sign in to morning day care in rooms 3A, 5A and 7A if they arrive before 7:15 am. No student is allowed to be anywhere on campus, except for morning day care, before 7:15. Daycare begins at 6:30 am. Students are not allowed to leave the school campus after being dropped off at school. They are also not allowed to go to the high school campus before or after school hours unless they are involved in an activity designated by the school.

For the safety of everyone, no one is to be running or playing on the playground or the breezeway after being dropped off for school. Play equipment is not allowed either before school begins or after school ends unless a coach or school personnel is supervising them.

Parents may drive onto the school grounds to drop off their children between the hours of 6:30 am and 8:00 am. Parents must **enter through the Community Street gate** and exit through the Hazeltine gate **ONLY**. **Please park in designated parking areas, not the carpool lane.** Parents are expected to treat other parents with courtesy and consideration. Parents involved in altercations with other parents either verbally, physically, or in using gestures to harass other parents

will not be allowed to enter the school parking lot to pick up their children. The speed limit on school grounds is **5 MILES PER HOUR**.

### **AFTER SCHOOL PROCEDURES**

Students are dismissed at 3:00pm. and 3:10 according to students last name. Parents picking up their children may drive onto the school grounds at the direction of the traffic director on Community St.. All drivers must enter through the Community Street gate and exit through the Hazeltine gate. We ask that everyone follow not just proper safety precautions, but also common sense as well as courtesy while driving on the school grounds.

Students are not to walk across the school grounds alone. An adult must accompany them unless they are crossing at the two designated crossing areas, which are supervised by an adult.

All students must be picked up no later than 3:15 pm unless remaining after school for the extended day care program or for scheduled extra-curricular activities. Students on campus and not in an approved supervised activity will be automatically signed into daycare and charged at the appropriate rate. If an emergency arises in which parents know they will not be able to pick up their children, they are asked to call the main office so that arrangements may be made for their children.

Students are not allowed to leave campus and return the same day unless signed out in the office by a parent. For obvious safety reasons, students may never leave campus unsupervised.

If a child is walking home, parents must send a letter to the Principal notifying her that his/her child is walking home.

### **PARENT/TEACHER CONFERENCES**

Usually in November of each school year, a 15 minute appointment will be scheduled between the homeroom teacher and parents to review the student's progress. This scheduled time is called the 'Parent/Teacher Conference. The school schedules two half days for this to take place.

### **PROGRESS REPORTS**

We ask that all parents check weekly with Gradelink for student progress. If you receive a progress report from your child's teacher, please be aware that your child's grades need to be improved.

### **REPORT CARDS**

The academic year is divided into trimesters. At the end of each trimester a report card is issued to every student in grades K-8. Report cards should be reviewed, signed by a parent, and returned to the homeroom teacher.

### **TELEPHONE**

Phone calls to the office should be made for school business and emergencies only. Except in an emergency, students and teacher will not be called to the phone.

**Office staff is available between 7:00 a.m. to 4:00 p.m.**  
Telephone: (818) 892-3802 ext. 101 and ext. 102

## **Parental Visits & Behavior Expectations**

### **School Visitors**

All persons entering the school grounds must go to the school office to obtain proper authorization and wear a school tag. Parents may not go to a classroom for any reason without permission. As teachers are often occupied with class preparation or class supervision before and after school, it is required that an appointment be made with the teacher if a conference is necessary.

### **Actions/Attitudes of Parents/Guardians**

**The following is the policy of the Archdiocese of Los Angeles, Department of Catholic Schools:**

Every parent, guardian, or other person who upbraids, insults, or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code 44811).

If a teacher is 'insulted or abused' by any person in the presence of other school personnel on school premises, on public ways adjacent to the school, or at another place where the teacher is assigned, that person is also guilty of a misdemeanor (Education Code 44812)

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; it is recognized, however that a situation could arise in which the uncooperative or disruptive attitude or abusive behavior of parents might so diminish the effectiveness of the education process that continuation of the student in the school is impossible.

**The Principal is the final recourse in all disciplinary situations, and may waive any disciplinary rule for just cause at this/her discretion.**

## **St. Genevieve School Extended Day Care Program**

St. Genevieve School offers an Extended Day Care Program for those students whose parents desire a safe and caring place for their children to go before or after school. The program begins at 6:30 am and finishes at 6:00 pm. It is also available for

minimum days. Parents may enroll their children monthly for the entire month or for minimum days only.

Daycare operates out of the classrooms and also uses the playground after students have completed their homework assignments.

Parents are expected to pick up their children no later than 6:00 pm. Any student remaining after 6:00 pm will be charged \$12.00 for first 15 minutes and \$1.00 for each additional minute. Frequent lateness in picking up a student will be grounds for terminating the student's participating in the program. Likewise, failure of a student to comply with the rules and requirements of the program is grounds for terminating the student's participation.

Students must be signed out by a parent or other adult specified on the student's emergency card.

The accident insurance held by the school for each student covers the students in Extended Day as well.

The fees for Extended Day Care are:

\$145.00 per month for one child

\$175.00 per month for more two children

\$195.00 per month for three or more children

\$7.00 per child for minimum days

## **WORK PERMITS**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the

Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student's file.

## **PRIVACY AND ACCESS TO RECORDS**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

### **Pupil Records**

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

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

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

## **Directory Information**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

## **Verbal/Written Confidences**

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **TRANSFER OF RECORDS**

### **Student Transfers and Graduation**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents.

### **Damaged or Loaned Property**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

### **STUDENT INSURANCE**

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

## **Health Information**

### **Insurance**

The Student Insurance Program is provided for all students attending St. Genevieve Elementary School. This program assists only with the medical expenses incurred due to accidental bodily injury while attending school, traveling to or from school, or participating in a school sponsored and supervised activity. In the event of an accident, a claim form may be obtained from the office.

### **Medical Cards**

Every child in school must have a medical card on file containing the following:

- Record of vaccinations and immunizations
- Unusual health problems with list of medications taking during the school day
- Family's doctor's names and telephone number

### **Immunizations**

Immunizations must be kept up to date. Students are subject to the Health Regulations of the State of California and can be excluded from attendance at school if health records are not current.

### **Medication**

To protect all children and to conform to the State Education code, no student may bring any medication (prescription or non-prescription) to school. **Only medication prescribed by a health care provider may be taken during school hours.**

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication during School Hours" form must be requested from the school health office. A Physician/health care provider will write directions on the form. It must be signed and dated.

Medications must be delivered by the parents or guardian to the health office coordinator in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian.

Students carrying inhalers must have a Physician/health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity.

*Only under these conditions may any medicine be given at school.*

### **Illness/Accident**

St. Genevieve School has a Health Room staffed daily by a staff member. The Health Coordinator will hold health screenings for our students annually for scoliosis, vision, and hearing.

The health and safety laws of California require a complete record of immunizations for each child attending school in this state. The following policies are consistent with the State of California Health and Safety Code:

- The school must be notified at once when a communicable disease is suspected or diagnosed.
- Children recovering from common communicable diseases may be readmitted to school only by a note of release from their physician.
- The only acceptable TB skin test for children entering school for the first time is the Mantoux PPD. Written evidence of freedom from tuberculosis must include the date of the test, the result of the test, and the signature of the physician.

- Parents will be informed if lice are detected. Students with head lice will be excluded from school until the condition is corrected, which usually takes two days when directions of treatment are followed carefully.

The Archdiocese of Los Angeles requires an emergency card for each student attending school. This must be completed and updated annually. Any emergency contacts should be within a radius of ten miles from the school.

Students taking daily medications or students with conditions such as asthma, diabetes, severe allergies, bleeding disorders, or heart disease require special attention in an emergency.

Should a student be injured or become ill in school, the parents shall be notified by the office immediately. If the parent cannot be reached and the illness or injury is serious enough to require medical attention, the principal shall consult the student's emergency card authorization form and arrange for treatment, as per parent's consent. If you are planning to be out of town, be sure to send written instructions to the Health Room as to who should be called in an emergency.

## Lunch Program

St. Genevieve has a lunch program served by S & B. A menu for the month, as well as an order form, is sent home in the Tuesday envelope.

## Mixed Parties

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

The policy does not apply to ordinary family gatherings, nor to school/parish sponsored events should such events be deemed appropriate by the pastor and principal. St. Genevieve School does not encourage nor take responsibility for any party, which parents may see fit to hold in their home, involving students from St. Genevieve School.

## Classroom Parties

Classroom parties may be permitted at these times:

- **Special holiday parties** are discussed and planned with the principal
- **Birthday celebrations**

Parents who wish to contribute cupcakes, cookies, pizza, or other finger foods for the student's birthday are asked to **make arrangements with the teacher**. If permission is granted, these may be served at lunchtime. Please provide napkins. Do not send sheet cakes, candy, ice cream, or soda.

- Sending invitations of any kind for any occasion to the school for distribution is not permitted, unless invitations are extended to the whole class.

## Playground Rules

Students should maintain safe and respectful behavior at all times on the playground. If a student displays unwillingness or inability to maintain such behavior, a parent conference will be requested to see how this situation can best be resolved.

Students are expected to follow the directives of the yard supervisors at all times. When the bell rings signaling the end of recess, all games should stop and students should walk to their respective classrooms.

If a student is injured or feels ill while on the playground, he/she should report to the yard supervisor and then go the Health Room.

Students are not to play in or around the bathrooms during recess times. At no time should students be on the playground without adult supervision.