

OLD MISSION SCHOOL

Parent/Student Handbook
2008-2009

Old Mission School
Parent/Student Handbook

Non-Discrimination Policy for Old Mission School

Old Mission School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Old Mission School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. While Old Mission School does not discriminate against students with special needs, a full range of services may not be available. Likewise, Old Mission School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. Old Mission School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

Old Mission School Parent/Student Handbook

The Old Mission School Parent/Student Handbook is published as a guide for parents and students to understand their responsibilities and obligations, as well as statements of policy and procedure that enhance the educational ministry of Old Mission School. Old Mission School standards and administrative operations are also included. Policy statements are necessarily general and *the administration reserves the right to make adjustments as circumstances arise*. We ask that you read this handbook carefully and keep it for reference.

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MISSION STATEMENT

Old Mission Catholic School, in partnership with our parent community, fosters academic excellence while embracing faith-based teachings in a safe, healthy, and ethical environment.

SCHOOL PHILOSOPHY

The philosophy of Old Mission Catholic School focuses on working cooperatively to develop three ideals: 1) spirituality; 2) integrity; 3) academic excellence. We work collectively to achieve an innovative and disciplined school environment. While emphasizing core curriculum, we encourage discovery, challenge, high academic standards, and service to others.

We strive to be for one another a model of Christ-centered integrity. Each child has a right and responsibility to reach his or her full potential as a child of God - spiritually, intellectually, physically, socially, and emotionally.

We embrace the following description of Catholic education:

"We aim to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity ... to help each of our students in such a way that the development of his personality will be matched by that new creation which each became by baptism. We strive to relate all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of mankind."

"Declaration on Christian Education," Documents of Vatican II

SCHOOLWIDE LEARNING EXPECTATIONS

Spiritual:

I will know, understand, value, and apply the spirit of Jesus in my life.

Academic:

I possess a multilayered academic background which includes core-subject knowledge, fine arts, and foreign language, physical and religious education that is solidly established and ready for application.

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Service and Global Awareness:

I am part of a worldwide community with responsibilities to the well being of all people, animals, resources, and the environment.

Critical Thinking and Practical Application:

I take responsibility for my own actions, think critically, and apply the problem-solving skills I am learning.

ACCREDITATION

Old Mission School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

GENERAL INFORMATION

Personnel

1) Pastor

The pastor of Old Mission Parish, directed by the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by being a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

2) Principal

This position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school is part of larger communities, both parish and civic. The principal collaborates with parish, area, and/or diocesan personnel in planning and implementing policies, programs and/or the use of the facilities and grounds.

3) Faculty and Staff

The faculty forms a faculty/student/parent community in the school with the purpose of developing an atmosphere where the religious faith of each student, along with his/her intellectual, moral, physical, and creative capacities may be developed and strengthened. The faculty makes a commitment that in every classroom is a teacher who cares that every student, every day, learns and grows and feels like a real human being. Staff members are responsible to the principal for the efficient operation of the school and for the performance of duties according to each job description.

4) School Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of secretarial, clerical, and other duties related to the principal's office. She provides the welcome to the school, and her hospitality, openness and warmth are vital contributors to the school community.

5) Registrar/Bookkeeper

The school registrar/bookkeeper is responsible to the principal for the efficient operation of the registrar and finance office and for the performance of assisting families with school information, applications, registrations, contracts, tuition and

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ASA accounts, and bookkeeping records. She provides another voice of welcome to the school, and her openness and her ability to work with each family makes her an important contributor to the school community.

ADMISSION POLICIES

Admission to Old Mission School is a multi-step process. New applicants for transitional kindergarten, kindergarten, and grades one through eight will be tested (or screened) and interviewed before their names are placed in an eligibility pool for admission to any particular grade level. Once accepted or re-enrolled, all families must complete and submit a signed Admission Contract before students can attend classes.

Acceptance of a student into Old Mission School means that the family of the student is also accepted into the school community. Students and their families are expected to contribute to the enrichment of the Catholic community at the school. Students will be admitted who, in the judgment of the administration, can successfully have his/her needs met at Old Mission School.

Parents and guardians are required to thoroughly inform themselves regarding each of the regulations set forth in the Old Mission School Family Handbook, particularly in the areas of religious education, school philosophy, discipline, parental/guardian/family member behavior, and financial obligation of the parents/guardians.

ADMISSION PROCEDURES

1. Old Mission School does not use waiting lists to evaluate applicants' enrollment status. We treat each school year independently and an eligibility pool is established for that school year only. Each spring, we begin anew accepting students and setting up an eligibility pool for the year that begins in the fall, without any carryover from the previous year. After the screening process is complete, and a child's name has been entered into an eligibility pool, consideration for admission to Old Mission School is generally given to:
 - a) Continuing students enrolled in Old Mission School.
 - b) Siblings of students who have re-enrolled.
 - c) New Catholic students from Old Mission Parish.
 - d) Catholic students from surrounding parishes.
 - e) Other new students.

2. Copies of the social security card, birth, baptismal, and First Eucharist certificates must be submitted at the time of application for all Catholic pupils. For all non-

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- Catholic pupils, copies of the birth certificate and social security card must be submitted at the time of application.
3. Academic records must be presented at the time of application in order for a child to be considered for admission to Old Mission School:
 - a) Parents must submit standardized test scores and report cards at the time of application for the current academic year and two (2) previous academic years. (This requirement applies to students in grades two through eight only.)
 - b) Parents must submit disciplinary records if requested by Old Mission School.
 4. Certification of required health records must be completed upon acceptance before a child may attend school:
 - a) Physician's health form verifying completion of a physical exam within the last 12 months.
 - b) Immunization record signed by child's physician. Immunization requirements are updated annually and are included with yearly registration information. Any child who has not been immunized must follow the diocesan procedure before acceptance (the registrar's office has the appropriate information and procedure).
 5. Class size will generally not exceed thirty-two (32) students in kindergarten, grade one, and grade two. Class size will be limited to thirty-five (35) students for grades three through eight.
 6. All enrollment fees are due at the time of registration. A returning student will not be eligible to be placed on a class list for the upcoming school year until all overdue fees are paid and all tuition payments are current. *Registration fees are non-refundable if you decide not to enroll your child in Old Mission School.*
 7. Old Mission School follows California state law in regards to the age we admit a child to kindergarten. Kindergarten students must be 5 years of age before September of the school year.
 8. All incoming kindergarten students will participate in the Gesell School Readiness Screen. This process will take place in the spring prior to attendance. A screening fee will be assessed for all participants. The fee is due and payable on the day each child participates in the Gesell School Readiness Screen.

The Gesell Screen is not an intelligence or achievement test; rather, it is an organized series of tasks that allow a child to reveal his/her developmental age. Parents are invited to be present during the screening process. At the conclusion of the screening, the early childhood staff will recommend to the principal those students who will best benefit from placement in the kindergarten program. If the

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screening process determines that a child's needs will not be best met by Old Mission School's kindergarten program, staff may recommend placement in the transitional kindergarten program. Preschool teacher and parent input will always be welcomed and considered, but *Old Mission School reserves the right to make the final placement decision.*

ATTENDANCE POLICIES

Purpose

Regular and prompt attendance is essential to successful schoolwork and fosters the values of responsibility and reliance. It is difficult for children to successfully keep up with class work if attendance is irregular or if students miss school for reasons other than illness. **At OMS, we believe that attendance in school is essential to your child's personal success, and teaches the life lesson that whether we are involved in school or career, we attend to our responsibilities consistently and persistently.**

Absentee Procedures

When your child is absent, please call or email the school office before 9:00 A.M. to report the absence (bjwoods@omsslo.com). If the office staff is not notified by 9:00 A.M., they must set aside time to contact you to verify the absence. When a child returns to school after an absence, (s)he must obtain a readmit slip from the office staff. **At that time, a written note from a parent or guardian must be presented. This written note is required by law.** The note should state the reason for the absence. The student must then present the readmit slip to his/her teacher at the beginning of the day. Failure to bring a note signed by a parent or guardian will result in an unexcused absence.

If you wish to pick up work for your student to complete at home during an absence, you will need to connect with the classroom teacher to make arrangements. Middle school students call a class study buddy to get a head start on make-up work, and then check with their teachers upon return to school.

All absentee work will be made up promptly after students return to school. A student has as many days to make up work as s/he was absent (up to five days). For example, if a student missed three days of school, he/she will have three school days to make up work for full credit. **No assignments will be given prior any absence since teachers may alter their assignments after they teach the class.** We ask that you never call teachers at home; instead, all messages from students and parents will be directed to teachers through voicemail or email.

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In grades three through eight, participation (this could also be called “credit for preparedness and interaction during class”) will comprise 10% of your child’s grade in every subject, and this is the only part of the grade that cannot be made up or excused after an absence. This grade is given to all students who are present in class, on time, prepared with materials, attentive to the presenter, guest, debate, class activity, film, or discussion. It gives some importance to the work of the day prepared by the teacher.

All students leaving the campus during school hours must be signed out in the office by parents or guardians. Students must obtain a readmit slip from the office and be signed back into the school by the parent if they are returning the same day, or be sent to school with a parent note the following morning.

Excused Absences

Excused absences are those taken with the permission of the school and the parent for personal illness, medical appointments, death of an immediate relative, or whenever the administration considers that exemption from attendance is in the best interest of the pupil.

Unexcused Absences

Unexcused absences are those taken with the permission of the parent, but are not considered by the California school code to be excused. Examples are: family trips, recreational events, staying home to complete assignments, sleeping in after activities the night before, etc. No assignments will be given prior to any absence, and teachers are not required to provide opportunities during class for make-up work or tests in this instance. It is the student’s responsibility to obtain work and to schedule make-up tests according to the teacher’s availability upon the student’s return. **Teachers are available for tutoring any students for 30 minutes after school during most full days without any appointment, and this is also a very useful time for make-up work. Often, arrangements may also be made to work with a teacher before school.**

Any student who misses ten or more days of school during any academic trimester may receive a grade of incomplete for each subject on his/her report card for that grading period. These incomplete grades must be made up within ten days of the student’s return. A student will not be promoted until all missing work is turned in and graded. Any student who misses 40 or more days of school during any academic year may be retained in his/her current grade for an additional year. Also, in the case of long-term absences, the school may choose to designate “credit” or “no credit” in lieu of grades.

Truancies are absences of any length from school or from a class with neither parental nor school approval/knowledge. Truancies will result in serious disciplinary action, and students cannot make up missed work for the time they were gone.

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Medical and Dental Appointments

Whenever possible, parents are asked to schedule medical, dental, or orthodontic appointments outside school hours to avoid disrupting the child's learning. It is becoming more and more necessary to schedule appointments during school hours, so we ask that parents pick up their children at the school office. All students leaving the campus during school hours must be signed out by parent or guardian at the school office. Students must obtain a readmit slip from the office upon their return and be signed back into school by a parent.

Tardiness – OMS Campus

Old Mission School strives to develop a sense of responsibility in our students and to maintain a classroom environment conducive to learning. A disruption to a teacher and a class results from each tardy. Student tardiness detracts from learning goals, and all parents are requested to support us in avoiding tardy disruptions. Students with more than three unexcused tardies in any trimester may be given an assignment during the lunch hour recess to help recapture lost class time or to work on changing a bad habit.

On the Old Mission campus, students are expected to be in their class line for the morning assembly by 8:15 A.M. Students who arrive at school after the morning bell must go to the office for a tardy slip. Students may present a note from the parent to the school office explaining such tardiness. Only unavoidable circumstances will be considered *excused* tardiness. A student may also be marked tardy for failing to report to class on time after recess or when changing classes. Parents of students with five unexcused tardies within a single trimester will receive notification from school and may be asked to meet with an administrator. **NOTE: Tardiness will affect a student's participation grades.**

Tardiness - Nativity Campus

On the Nativity campus students are expected to be present at school no later than 9:00 A.M. Preschool and transitional-kindergarten children as well as students in the extended-care program must be signed in by parents each morning. Persons authorized to remove a child from Nativity campus are to be listed on classroom and extended-care records. No one other than those listed may take a child off campus without *written* parental permission.

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Policy Regarding Parent Deliveries during the School Day on the OMS Campus

On the Old Mission School campus, we are working very hard to help students develop personal responsibility and accountability. We have adopted a policy of not accepting the delivery of papers, books, reports, projects, etc. that parents might bring to school because the students have forgotten them. We never want to teach students that someone will follow behind them in life to see that they have their personal materials. In the bigger picture of life, we all want our students to feel confident and self-reliant.

Please help by discussing this policy in a very positive way with your **children**, so that students fully understand how this policy will help them prepare for life in the 21st century.

Parents may still drop off lunches. Lunches will be placed outside the office on a lunch table. Please be sure your students know the place to find lunch deliveries, and please be sure their names are clearly written on the lunches.

CURRICULUM

Preschool through Kindergarten (Nativity Campus)

At this level, we prepare the whole child for his/her later years in school. Emphasis is placed on spiritual, physical, academic, social, and emotional development. An optional enrichment program, designed to care for children enrolled in preschool, transitional kindergarten or kindergarten, is held each school day from noon until 5:30 P.M. as part of the extended care program. An hourly fee (\$5.00) is charged for extended care. Only students who have attended the morning program may take part in extended-care activities.

Grades One through Eight (OMS Campus)

Old Mission School campus continues to support the policy of educating the whole person, and all programs are aimed at this development. Such education embraces value-centered Catholic education including religious education, family life and Christian service. It develops the building blocks of reading, literature, grammar, writing, mathematics, spelling/vocabulary, science, as well as offering classes in Spanish, music, art, enrichment topics, and physical education. We are a Catholic school committed to spiritual growth and academic excellence.

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Conference Schedule (Information for both campuses)

Teacher conferences are formally scheduled and occur soon after the issuance of the first trimester report card. On the Nativity campus, these are conferences for parents and teachers only. On the OMS campus, these conferences are student-led conferences with parents and teachers. One full day and two half days have been set aside for conferencing, and all families are required to attend. Student progress will be discussed, along with a helpful exchange of information for making education a truly successful experience. Whenever possible, the ITBS results will be distributed to parents and discussed with them. In the case of a family with shared custody, only one conference will be scheduled, and parents are asked to make the experience positive and profitable.

In the spring, conferences are required at the Nativity campus, but they are optional at the OMS campus and occur at the request of teacher, parent, or student.

Christian Service

Old Mission School encourages every student to be involved in Christian service projects. During the academic year, each class designs and participates in service projects. Seventh and eighth grade students propose their individual service projects, and outline them according to the expectations and rubrics given in Middle School. They present their completed projects in a formal way in the spring.

Computers

The computing environment of Old Mission School emphasizes information access, analysis, and dissemination by students and staff. We use a program of technological immersion where K – 8th grade students regularly use computers and telecommunications technology in the classroom setting. The technology program teaches students how to effectively integrate computer and telecommunication technologies into their daily lives. Students must be responsible for accessing only appropriate web sites and reporting any accidental “hits” of inappropriate sites. An OMS Internet Usage Policy will be signed by students and parents before students access the Internet. Some unacceptable behaviors include:

- Sending, displaying, or downloading offensive message or pictures;
- Using offensive language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student’s personal work;
- Using another person’s sign-on and/or password;
- Trespassing in someone else’s folder, work, or files;
- Using the network for commercial purposes;
- Revealing a personal phone number, name, or address of one’s self or another.

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- Using the internet, programs, or equipment inappropriately.

Students who do not comply with usage rules will forfeit their usage privileges, and will deal with disciplinary consequences that may include suspension or expulsion.

Cyberbullying

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Students or families who feel they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the school administration. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, suspension, or expulsion, or involvement of the local police.

Text messages. Students feel a sense of anonymity when it comes to text messages. The messages may be provocative and outrageous. Students are not offended, and they put few controls on their own participation in this communication. It is our recommendation that middle school students should not have the text messaging feature on their phones. Please consider this request.

Social websites. Every year at some point, Old Mission School asks parents to monitor any sites like myspace.com where students register information, take photos, talk about where they live and go to school. Personal information about themselves or their families can put students at risk.

Instant Messaging. This email feature allows students to break into the computer screens of friends or other students with messages very similar to text messages on phones. Students in the middle of doing homework can be interrupted over and over again by the instant messages popping up on the screen. We ask parents to consider seriously whether students need this feature at all.

Emailing and Internet. Emailing and Internet sites will be part of our lives on a daily basis. Old Mission School requests that parents directly supervise the use of the Internet in their home. Sometimes parents have no idea of the type of email or attachments being sent from their children or received from other students. In today's world, students often have free email

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accounts in addition to their home email account. We are asking for your direct supervision in this world of technology

Students are responsible for their communication. Parents can help. The school can help. Together, we hope we can keep kindness and decency a high priority in the lives of our children.

Family Life

Old Mission School offers a comprehensive family life program (3-8) with an emphasis on self-respect and Christian values in relationships. A written request and an interview with an administrator are required to exempt students from any part of the program, and excused students will be assigned to work on an alternate project in another classroom.

Fine Arts

Old Mission School values the importance of art, movement, drama, and music appreciation in a student's development. The fine arts curriculum provides a breadth of educational experience and exposure to arts.

Physical Education

Old Mission School maintains a comprehensive physical education program taught by qualified instructors. Emphasis is placed on the development of small and gross-motor skills, coordination exercises, cardiovascular endurance, good sportsmanship, and the theory and practice of a variety of sports and games.

Spanish

A conversational Spanish program is introduced on the Nativity campus and expanded during the elementary grades. The course covers oral language development as well as the history, customs and celebrations of Spanish-speaking countries. A two-year Spanish I program is presented in seventh and eighth grades. This program emphasizes speaking, reading, and writing in Spanish. Students may test for advanced placement in Spanish at their respective high schools.

Guidance

Guidance units (grades 6-8) at Old Mission School are usually geared toward student problem solving, decision-making skills, and the practice of Christian behavior. .

Educational Field Trips

Each class participates in field trips that supplement the curriculum. Field trips are

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privileges given to students; no student has an absolute right to go on a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Parents also have the right to refuse to allow their child to participate in a field trip. Alternative assignments may be required. Field trips are arranged at the discretion of the teacher with prior administrative approval, and supervised by the teacher and parent volunteers. Transportation on field trips is generally provided by classroom parents or by bus. Each student must have a permission slip signed by a parent or guardian to participate. *Phone calls granting permission are not acceptable.* Signed faxes of the permission slip are permitted. If students do not accompany the class on the field trip, they remain at school and complete an alternative assignment.

Unlike field trips, our outdoor school experiences are part of the 5th and 7th grade curricular experience and are included in each student's assessment. Students may be exempted for medical reasons, and alternative assignments will be given.

Parents who are drivers during a class activity must fulfill the following requirements. They must:

- 1) be at least 25 years of age.
- 2) provide photo-copied proof of a valid California driver's license.
- 3) complete the diocesan form for parent drivers.
- 4) provide proof of TB clearance.
- 5) provide fingerprint clearance.

Middle School Science Experiment Night

Students in grades 7 and 8 are required to participate in the Middle School Science Experiment Night as part of their science assessment. Students are involved in scientific research, experimentation, and report writing. Each student is prepared to give an oral presentation of his/her findings. Parents and families are encouraged to attend.

Textbooks

Teachers follow a curriculum approved by the Diocese of Monterey. Materials are selected at the discretion of the principal and faculty of Old Mission School.

All school textbooks must remain covered throughout the school year, and students are required to show proper care for these books. Students will be charged replacement costs for lost, stolen, or damaged textbooks. 7th and 8th grade students (and 6th grade students in Spanish) must replace any lost textbooks immediately.

Students with Exceptional Needs

Old Mission School endeavors to meet the needs of all its students. Academically talented students as well as students having difficulty in particular subject areas will receive additional assistance from classroom teachers and instructional assistants as

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warranted. Students with special needs may be referred for professional diagnostic evaluation, followed by the creation of a collaborative educational plan at OMS.

Liturgical Participation

Throughout the school year, students will be introduced to and will participate in various liturgical celebrations and activities (*i.e.*, Mass, reconciliation services, retreats, Scripture services, and prayer experiences). The students may also participate in small group celebrations. Most weekly 8 AM masses are optional, and students may report to their classes for an alternate assignment

Students of other faith traditions are expected to respectfully attend all required liturgical celebrations as part of their education at Old Mission School; however, further participation is optional.

Home Study

Homework is invaluable for student practice, reinforcement, and mental discipline. The ability to study is a skill that must be taught and nurtured. It is the student's responsibility to schedule and use productive daily homework time, correctly record daily assignments, gather necessary materials, and complete assignments.

Parents can assist their child with homework by:

- providing suitable study conditions.
- encouraging the student in a positive and supportive way.
- expressing an interest in the child's work.
- insisting that poorly done work be redone.
- cooperating with the school's homework policy.
- requiring a nightly study/quiet reading time, even if assigned work is "done."
- helping plan long term assignments by helping to schedule work in segments.
- refraining from doing any part of the homework or the project for the student.

The following is a guide for the amount of time *the average student* should spend on home study each day:

Grade 1-2	generally thirty minutes
Grade 3-5	generally one hour
Grade 6-8	generally not to exceed two hours

If a student is continually spending more time or less time on homework than the other students in the class, there may be a unique situation that the parents and teacher should assess. Students will be assigned homework a minimum of four nights per week. Weekend homework will be given for the purpose of making up work missed through

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absence or poor effort, for mastery of work covered during the week, or for certain long-range assignments. Generally, grades 1 – 4 will not have weekend homework or test preparation assignments

Grading Policy

Progress reports and report cards serve one purpose: They are a way for the teacher to provide the parents and students, in precise and well-defined terms, an evaluation of the student's development in academic subjects, and an indication of the child's conduct and effort.

Kindergarten, first, and second grades receive a report card in the middle and at the end of each year. A standard report card is issued for grades 3-8 at the conclusion of each trimester. Conferences will be scheduled in the fall and spring. On the OMS campus, fall conferences are formal conferences for all parents (OMS students are also be required to attend); spring conferences are held only at the request of the teacher or parent. On the Nativity campus, both fall and spring conferences are formal, but for parents only. The school newsletter will alert parents to conference schedules and appointments.

Participation credit will comprise 10% of your child's grade in every subject (grades 3 – 8), and it is the only credit that cannot be made up after an absence. Participation credit could also be called "credit for preparedness and interaction during the class period." It means we are assigning a value to being in class on time, prepared with materials, attentive and respectful to all speakers, guests, debates, class activities, films or discussions. It gives some importance to the work of the day, and the work prepared by the teacher. Broken down to a single trimester of about 60 days, a student could be absent for four days and still earn an A- for participation.

All other assignments and tests may be made up after an absence (except after truancy). Be sure your child meets with teacher(s) to agree on the make-up schedule on the day he/she returns. Generally, if a student is absent two days, he/she will have two days to make up work after returning to school, etc.

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Old Mission Campus Grading Scale

The following grading scale has been approved by the Diocese of Monterey for academic subjects:

Grades K-2

Students will be issued a standards-based report card that informs parents that the student is approaching, or has mastered, set standards.

Diocese of Monterey Grading Scale: Grades 3-8

A	97 – 100	B-	83 – 85	D+	68 - 69
A-	94 – 96	C+	79 – 82	D	65 - 67
B+	90 – 93	C	74 – 78	D-	63 - 64
B	86 – 89	C-	70 – 73	F	0 - 62

The following point scale will be used to calculate grade point average:

A	4.00	C+	2.33
A-	3.66	C	2.00
B+	3.33	C-	1.66
B	3.00	D	1.00
B-	2.66	F	0.33

The values of the respective grades on the report card are as follows:

- “A” This is an unusual grade. It is reserved for the very highest quality of work that must include excellence in careful preparation, accuracy, and content.
- “B” This is highly commendable, and indicates that the student is doing above-average, quality work. Industry, interest, and perseverance will earn such a grade.
- “C” This is a satisfactory grade. It is a commendable grade for those working to ability, and for those applying a high degree of effort and interest to their learning.
- “D” This grade indicates below-average achievement, a lack of effort, or lack of improvement. It is a warning that there must be improvement if the student is to pass the subject.
- “F” This is a failing grade. It indicates unsatisfactory scholarship, effort, and/or progress. It is never given to a student who is working to the best of his/her ability.

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“M” Some students, who are working to the best of their ability, and yet are unable to achieve at grade level, may receive this symbol with a grade in one or more subjects. It indicates that this student is being graded in a modified program on a different grading scale for this subject. However, this student will be ineligible for honor roll status, since honor role is based on the diocesan grading scale.

“Cr/No Cr” In very unusual circumstances (such as long-term illness), teachers may give Credit/No Credit to show that the student has passed or failed the class.

Academic Probation/Progress Reports Policy

The purpose of this policy is to identify students who are not meeting grade level academic standards. Once identified, we will use our available resources to assist these students to regain satisfactory academic standing. If a second grading period has elapsed and the student has not responded to these efforts, a change to a learning environment in another school may be required to help the student succeed.

If a student’s cumulative grade point average falls below 2.0 for any grading period, (s)he may be placed on academic probation for the following trimester. Grades from the following core subjects will be used to compute the grade point average: religion, math, spelling/vocabulary, English grammar, English composition, social studies, reading/literature, Spanish (grades 6-8 only), and science. Students will remain on probation until the next report card is issued. If a student’s grade point average falls below 2.0 at the end of the third trimester grading period, (s)he will be placed on academic probation for the first trimester of the following year.

Academic progress reports will be issued near the sixth week of each trimester for any student receiving a grade of C- or below in any subject, as well as for all students on academic probation.

Parents are given a code to access PowerSchool reports and will know when a student has failed a test or received a poor grade during the entire trimester. We ask all parents to be vigilant about checking PowerSchool regularly to stay informed.

Activity/Athletic Eligibility

Any student who wishes to participate in a sports program or participate on student council or any other extra-curricular activity must maintain a minimum 2.0 grade point average each trimester. Students who fail to meet this minimum standard will be placed on academic probation and will become ineligible for participation in all extra-curricular

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activities during the following trimester. Additionally, an F or “unsatisfactory” in any core subject or in conduct/deportment means automatic academic ineligibility.

Achievement Awards

Students at Old Mission School are involved in the pursuit of academic excellence and the development of their spiritual, intellectual, emotional, and physical potential. At the end of each year, the school will recognize those students who have demonstrated superior work.

Commendations are made through the Principal’s Honor Roll in grades 6-8, General Excellence in grades 6-7, Christian Spirit in grades 6-8. The following general criteria are used in the selection process:

- ***Academic Honors (6-8 grades)***

Academic Honors will be awarded at the conclusion of each trimester for grades 6 – 8.

Principal’s Honor Roll:

Students who achieve a grade point average of 3.75 or higher at the end of the trimester and are not on disciplinary probation will be eligible for the Principal’s Honor Roll. The following core subjects will be used to determine honor roll eligibility: religion, math, English grammar /spelling, English composition and reading/literature, social studies, science, and Spanish.

First Honors

Students who achieve a grade point average of 3.50 – 3.74 at the end of the trimester and are not on disciplinary probation will be eligible for the First Honors. The following core subjects will be used to determine honor roll eligibility: religion, math, English grammar and spelling, English composition and reading/literature, social studies, science, and Spanish.

Second Honors

Students who achieve a grade point average of 3.25 – 3.49 at the end of the trimester and are not on disciplinary probation will be eligible for the Second Honors. The following core subjects will be used to determine honor roll eligibility: religion, math, English grammar and spelling, English composition and reading/literature, social studies, science, and Spanish.

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In addition, two major awards are given to grades 6 and 7 at the conclusion of each year:

- ***General Excellence (6-7 grades)***

Students who demonstrate the following attributes will be considered for the General Excellence Award: outstanding effort and conduct, demonstrated leadership skill, positive school attitude, superior academic performance, high level of classroom/school spirit, high level of initiative, and good self-control.

- ***Christian Spirit (6-8 grades)***

Students who demonstrate the following attributes will be considered for the Christian Service Award: prayerfulness, kindness, respect for others, a willingness to participate in school celebrations and services, generosity, demonstrated knowledge and understanding of Christian principles, and involvement in community service.

Testing

The Iowa Test of Basic Skills (ITBS) Program has been mandated by the Diocese of Monterey and is administered to students in grades 2-8. This testing takes place in the fall. The ITBS is a nationally normed test, and it gives us significant information on a student's progress. Every attempt will be made to have results distributed to the parents at the fall conference. The testing program is used as a diagnostic tool for the teacher. All students who apply to the transitional-kindergarten and kindergarten programs will participate in the Gesell Screen.

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CODE OF STUDENT CONDUCT

Ethical student behavior in the Catholic school is considered an essential aspect of Christian development and moral guidance. The discipline program at Old Mission School strives to define the ideals of Christian discipleship, to provide school and classroom settings conducive to learning, to help students become self-disciplined, and to build a sense of Christian community. We are endeavoring to make Old Mission School a place where students and staff members treat one another with respect and dignity and take on the responsibility of their own actions. By registering at Old Mission School, students and parents indicate their intention to accept and observe the school's regulations.

Parents are encouraged to follow the grievance procedures outlined in this handbook if they have a concern regarding school discipline policies.

Nativity Campus Guidelines

Preschool, transitional-kindergarten, and kindergarten students are expected to follow an age-appropriate set of behavioral guidelines. Students at this level are expected to:

1. Follow the instruction of staff members.
2. Refrain from ridicule, profanity, and rudeness.
3. Refrain from aggressive or other hurtful behavior.
4. Play or work in a manner that will not interrupt the concentration of others.

OMS Campus Conduct (Department) Guidelines (Grades 1-8)

Students will begin each trimester with a satisfactory grade in conduct (department) and effort. The goal is to work toward good or outstanding effort and conduct. Students who fail to follow the school's code of behavior or who exhibit a general lack of effort will have this reflected in reports to parents and/or will meet with the administrator(s). Conduct referrals, missing work notices sent home for parent signatures, and unclaimed lost and found items indicate improvement is needed and will help make up the conduct/department mark. Dress code violations, playground notices from the yard supervisors, and disciplinary referrals will also result in conduct/department marks that indicate improvement is needed or behavior is unsatisfactory.

Appropriate conduct at Old Mission School means having a positive, respectful attitude toward self, staff, visitors, and fellow students. Some behaviors that are not appropriate and that may result in lower grades and/or disciplinary procedures are the following:

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1. Disrespect or harassment toward students or staff.
2. Behavior that detracts from or interferes with the school's learning environment.
3. Eating in inappropriate areas or at inappropriate times.
4. Chewing gum on school grounds at any time.
5. Games, toys, radios, or other electronic equipment brought from home to school.
(Students may have cell phones, turned off, in their backpacks (gr. 1-5) or lockers (6-8))
6. Littering or throwing food of any kind.
7. Fighting.
8. Inappropriate language and/or drawings.
9. Defacing property of school or others.
10. Disobedience to a staff member's directives.
11. Failure to complete or return notes sent home, or other assignments.
12. Repeated failure to bring needed materials to class.
13. Unexcused absences.
14. Uniform or dress code infractions.
15. Tardiness.
16. Riding skateboards or bicycles on school grounds.
17. Overly aggressive play.
18. Unkind or hurtful behavior towards others.
19. Cheating or plagiarizing on work, homework, or tests.
20. Having cell phones out or on. Student's grades 6 – 8, may have cell/digital phones only in their lockers but always turned off during the school day. If younger students have phones (we don't recommend this), they must keep phones in their backpacks, always turned off.
21. Other offenses incompatible with Old Mission School's goals for student conduct.

Conduct Referrals (Grades 1-3) and Parent Conferences (all grades)

If a child in grades one through three demonstrates inappropriate behavior, a phone call, a notice, or a conduct referral will go to the home of the child's parents. Students receiving notices are to take them home the same day to be signed. This procedure will give parents the opportunity to correct behavior the day it occurs. The signed notice is to be returned to the office the following school day. Some actions that will cause a student to receive conduct referrals are as follows:

1. Willful disrespect.
2. Using profanity on the school grounds.
3. Misusing the bathroom facilities.
4. Leaving school grounds without permission.
5. Classroom disruption.
6. Failure to complete or return homework.
7. Unkind or hurtful behavior towards others.

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8. Other forms of conduct inconsistent with Mission's standards of student behavior.

If a disciplinary problem is deemed to be serious in nature or if a student does not correct a problem brought to his/her attention, a request for a parent/administrator conference will be made.

Please Note: If any student hits, hurts, kicks, pushes or pinches anyone, that student may not be allowed to finish the day on campus and may also be given suspension the following day(s). Parent communication will be required. Additionally, violence, or threats of violence of any kind will not be permitted at Old Mission School, and may result in suspension or expulsion.

Falcon Awards (Grades 1-5)

"Falcon Awards" are our weekly encouragement awards at the elementary level, given in recognition of student progress or success that deserves special attention. A Falcon Award may be given for many reasons (character recognition, academic prowess) by the classroom teacher. These awards deserve a special place in your home and heart.

After School Tutoring (OMS campus)

OMS campus would like all parents to know that tutoring is available most days in every classroom, without appointments, for 30 minutes after dismissal. All students who stay after school must be signed into either extended care (ASA) or be with the teacher who is tutoring. In addition, students may be **requested** to come in after school for study hall with a teacher if a student's work habits are causing lowered grades. Parents will be notified.

Suspension

Students involved in major infractions of school rules may be suspended from school for a period of time determined by the principal and/or vice-principal. Suspension will usually be for a period of one or two days; however, for more serious offenses, a student may be suspended for longer periods. An administrator will contact a parent prior to the start of any suspension. Students will be allowed to make up all missed work in a manner prescribed by his/her classroom teacher. For incidents of hitting, pushing, biting, bending fingers, or other physical mistreatment, a student may immediately be sent home for the rest of the day or for the following day.

Expulsion Because of Student Behavior

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Expulsion from school occurs when all other discipline procedures have failed to bring about the desired changes in a student's behavior or when the behavior seriously threatens the health or safety of another person. The following offenses are examples of the type of offenses committed by a student while under the jurisdiction of the school. They are grounds for expulsion and may also be referred to appropriate authorities:

1. Actions gravely detrimental to the moral or spiritual welfare of the other students.
2. Continued willful disobedience.
3. Use, sale, or possession of alcohol or drugs.
4. Vandalism or theft of school or other's property.
5. Possession /use of weapons on school grounds or at a school function.
6. Assault or battery or any threat of force or violence directed toward any school personnel or student.
7. Smoking cigarettes or possessing paraphernalia related to fire; or setting something on fire.
8. Sexual harassment.
9. Sustained bullying of others.
10. Illegal activities in or out of school.

Sexual Harassment Policy Statement

The Catholic schools of the Diocese of Monterey have adopted a written policy against sexual harassment as it pertains to students.

Sexual harassment is defined in California Education Code Section 212.5 as ...unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the...educational setting, under any of the following conditions: ...(c) The conduct has the purpose or effect of having a negative impact upon the individual's...academic performance, or of creating an intimidating, hostile or offensive...educational environment.

Examples of behaviors which are considered sexually harassing include:

- pinching, grabbing or cornering another student
- sexual comments toward or taunting of another student
- pulling down pants and/or underwear of a student or snapping a bra
- use of derogatory words or phrases or body language directed to another student
- assaulting or molesting another student
- writing or drawing of a sexually explicit nature

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- calling names or using labels of a sexual nature

If the school receives and verifies a report of sexual harassment from a parent or a victim, the penalties for sexual harassment by students are numerous and severe. First, a student who has sexually harassed someone may be suspended from school or expelled. In addition, there are three different sets of monetary fines that can be assessed against the parents of a child who has sexually harassed another person. Police are often included in issues of sexual harassment.

Under the California Civil Code, a fine can be assessed against the parents of a minor who causes injury to another student. This fine cannot exceed \$10,000.00. In addition, under the California Education Code, a second fine can be assessed the minor's parents. Finally, if a reward is given for information leading to the identity and apprehension of a minor who has willfully caused injury to another, the California Government Code provides that the minor's parents are to be held liable for the amount of the reward, not to exceed \$10,000.00

It is possible that if your child sexually harasses another child, your child may be expelled and you may be personally liable for the total sum of \$30,000.

To educate students on proper and improper conduct, Old Mission School will provide awareness training in religion classes. In addition, we encourage you to discuss this serious subject with your child.

Please sign and return the copy of this policy statement (located in the fall newsletter) to the school office within one week of receiving your Family Handbook. If there are any questions or concerns, please contact the school office.

Grievance Procedures

The purpose of these procedures is to secure equitable solutions to the problems that may arise from time to time affecting the welfare of students and teachers. A parent-teacher conference should always be the first level of this procedure. If an agreeable solution cannot be reached at this level, a parent-administrative team conference or a round-table conference may be arranged. These procedures will be kept as confidential as possible. All parties will be appropriate in communication, and keep in mind the overall goal of strengthening the school community. In such incidents, we reserve the right to interpret school rules and guidelines fairly based on our best knowledge of truth and justice. The ultimate goal is the child's well-being and provision of an optimal learning environment.

Withdrawal Based On Parental Behavior

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the

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right to require the withdrawal of a student if the administration determines that the partnership is broken. Parental/guardian/family member actions that negatively impact the school may also be cause for the family being required to withdraw from the school. Such actions include, but are not limited to, the following: actions that cause negative publicity to the school, its personnel, parent disregard of rules and procedures, and/or school community and hostile behavior or actions toward the school, its personnel, and/or school community; or parent disregard of the rules of good sportsmanship.

In addition, Section 5750 of the Administrative Handbook of the Diocese of Monterey states:

1. “Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars (\$100), by imprisonment in the county jail for a period of not more than 10 days, or both” (Education Code, Section 44811).
2. “Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat that such threat could be carried out, is guilty of a public offense punishable as follows:
 - a) Upon a first conviction, such person is punishable by a fine not exceeding ten thousands dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
 - b) If such person has been previously convicted of a violation of this section such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, s/he is punishable by imprisonment in the state prison”.

“As used in this section, ‘directly communicated’ includes, but is not limited to, a communication to the recipient of the threat by telephone, text messaging, electronic mail, letter, or in person” (Penal Code Section 71).

Parents, students, and staff are representatives of Old Mission School at athletic events and in extracurricular activities. We expect exemplary behavior from every OMS stakeholder (parents, students, staff), including good sportsmanship and encouragement of every student regardless of their team or school. We teach by modeling this behavior

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consistently and persistently. Parents may attend athletic events only if they agree to model this behavior at all times.

Parent/Guardian Responsibilities

Since by far the greatest influence on a child's thinking and behavior is his/her parents/guardians, OMS cannot attain its discipline goal without active support from the parents/guardians. It is a parent's/guardian's responsibility to encourage in the child a positive attitude toward learning and guide the child in becoming a responsible, caring Christian. This would include the following:

- 1) Supporting the spiritual development of your child (attending church together, joining us for OMS liturgies, attending at prayer or assembly, etc.).
- 2) Upholding the rules and policies of the school.
- 3) Ensuring your child arrives to school on time.
- 4) Working to coordinate family trips with the school calendar so that students have their best chance of academic success.
- 5) Refraining from the temptation to over-indulge children with a regular delivery of restaurant lunches, with over-reaction to the regular unfolding of a school day's events, by being "on-call" for every whim or need of the child, or by taking children out of school to escort you on errands or day trips.
- 6) Refraining from talking negatively about other students, families, or school personnel to other parents. Gossiping is always destructive.
- 7) Sending your child to school dressed appropriately, including haircut, and with necessary materials, so that students do not "summon" you to school to rescue them by bringing those things they have forgotten.
- 8) Consulting the teacher or principal before forming an opinion or passing along information (confirmed or unconfirmed) regarding any person or person or situation at school.
- 9) Supporting the authority of school personnel by refusing to criticize them or argue with them in the presence of children.
- 10) Assisting your child in establishing a specified time and place to complete homework.
- 11) Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.
- 12) Being available for conferences on the conference schedule.
- 13) Not expecting separate conferences in custody situations.
- 14) Submitting to the principal a copy of custody case/court orders. A change in the status of these orders must be communicated yearly in writing. Failure to do this automatically assures that the past case/court orders will remain in effect.
- 15) Reading the Friday newsletter before the end of the weekend and sending the envelope back promptly on Monday morning. Some parents may decide to

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read their newsletter online. **NOTE: This request cannot be overstated. We need every parent in the communication loop and we need your envelopes returned on each Monday morning so we do not need to replace them.**

16) Modeling good sportsmanship in word and deed in the presence of students.

Student Responsibilities

It is the responsibility of the student to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior:

- 1) Modeling Christ's teachings about love for one's neighbor in all interactions, treating others with respect at all times.
- 2) Arriving to school on time.
- 3) Being ready to begin class: materials organized and directions followed.
- 4) Obeying school rules and being a role model to all younger students, always patient and ready to assist them.
- 5) Behaving in a respectful and friendly manner toward all school personnel, volunteers and any visitors to the school.
- 6) Respecting all property, including books, desks, bathrooms, school buildings and playgrounds.
- 7) Asking (teacher or administrator) for a conflict-management meeting when another student's behavior is causing difficulties for you. This is a safe way to resolve problems without anyone being in trouble.
- 8) Using acceptable language at all times.
- 9) Acting and speaking honestly.
- 10) Refraining from passing notes during class.
- 11) Refraining from calling home to be rescued by a parent when you have forgotten to bring something to school for a class or for lunch.
- 12) Refraining from talking negatively about another student or family.
- 13) Understanding that private information shared with the school will be kept private.
- 14) Calling home only for sickness, emergency, or problems with dress code. (Forgetting a prop or a homework assignment, or being disappointed is NOT an emergency).
- 15) Modeling good sportsmanship in word and deed.

STUDENT DRESS CODE

Nativity Campus

Acceptable dress at the Nativity campus reflects our concern for safety, grooming and Christian values. In general, clothing must be clean, in good repair, sized correctly, and weather appropriate. Modest shorts and sundresses are permissible; bare midriffs and scanty sun suits are not. Shirts or jackets with any kind of emblem, picture, writing or symbol that is incompatible with Christian values are not acceptable.

Shoes: Nativity students are *active*. Footwear should be sturdy and suitable for running and climbing. Beach sandals are neither safe nor appropriate. Dress shoes should be reserved for special occasions only.

Jewelry: Girls' earrings must be small and not hang below the ear lobe. This is a safety issue and will be strictly enforced.

Hairstyles: Hair should be of neat, uniform cut. Unconventional cuts, styling and coloring/bleaching are not permitted.

Sweat-shirts: Navy blue Mission-insignia sweatshirts may be worn as outerwear. Sweatshirts may be tied around the waist on the playground. Students are permitted to have their names embroidered on the hem of the sweatshirt in navy blue colored thread. A name tag sewn into each sweatshirt must be legibly written.

Specific interpretation of the dress guidelines will be left to the discretion of the administration. Your support and guidance in selecting your child's wardrobe are appreciated.

General Uniform Guidelines (OMS Campus)

Uniform clothing must be clean, in good repair, and worn during school hours unless permission is given by the administration for optional dress. Please check there are **no holes or tears** in school clothing, including the sweatshirt. We expect parents to support the school dress policy by making sure their children leave home properly dressed and groomed for school. Students are expected to be in uniform on all school days designated as uniform days. Any student who is out of uniform will be sent to the office to register the dress code violation, and after a warning, if there are further incidences, the parents may be called to bring the appropriate clothing to school or take the student for a haircut so that the student may continue with the day's program. If any item is absolutely inappropriate, the student will wait in the office for a change of clothing.

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Students are best prepared for learning when they are properly dressed and groomed. Old Mission School students are expected to follow rules of good grooming and modesty. Some items of the school uniform may only be purchased through Johnson's Clothing. These items are noted. Other items may be purchased through the school uniform sections of J.C. Penney stores, Land's End, Sears, Mervyns, other stores designated below, or the OMS Thrift Store.

Uniforms will be checked each day by the classroom teacher, and each item of clothing must be appropriately sized. *By registering their children at Old Mission School, parents indicate their intention to accept and observe the following standards of dress:*

Boys' Uniform (Grades 1-6)

- Pants: Navy blue uniform cords or twill pants from stores listed above.
- Shorts: Navy blue uniform walking shorts as purchased from Johnson's, Sears, Mervyns, Old Navy Uniform, Land's End, or the J.C. Penney catalog. **Please note that all shorts must be sized correctly and worn at the waist (almost to the knee or at the knee), but not more than four inches above the knee.**
- Shirts: Light blue or white polo shirts (with or without Mission logos), short or long sleeves. Logo shirts may be purchased through the school's order form in August, December, and May. Shirts must be tucked in at all times and all shirts must have collars. **Students may not wear long-sleeved shirts under their short-sleeved shirts, but must wear one or the other.**
- Belts: A navy blue, brown, or black belt must be worn at all times with the uniform pants or shorts if there are belt loops.
- Socks: White, gray, navy blue or black socks (easily seen above any shoe) must be worn at all times. No other color, writing, or embellishment on the sock. However, a logo mark (such as the Nike swoosh) is acceptable.
- Shoes: Closed, casual shoes or athletic shoes to complement the uniform in the predominate solid colors listed below. The color of the shoes and shoelaces must be white, black, brown, gray, or blue only; no boots or sandals. No plaids, checks, polka dots, patterns, design, etc., on shoes. No skates in shoes.
- Sweaters: Pullover or cardigan style; solid navy only.
- Jackets: Mission jackets with logo in navy blue or blue and gold. No other outerwear allowed on campus.
- Sweat-shirts: Navy blue Mission-insignia sweatshirts may be worn as outerwear. *A shirt collar must be visible at all times.* Sweatshirts must be sized correctly so that hands are visible when wearing, and the hem may not extend below hipline. Sweatshirts may be tied around the waist during breaks. **No holes, rips or tears in sweatshirts.** A name tag sewn into or printed on each sweatshirt must be legibly written so students may look for

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and locate their own clothing.

Jewelry: Watches/medical alert bracelets are permitted. Costume jewelry may not be worn. No bracelets, arm bands, or rings. Earrings are not permissible.

Hats: Navy blue Mission-insignia hats may be worn subject to the following guidelines: Hats may be worn for *outside* activities only. The hat bill must be worn forward at all times. Hats must be removed when students enter any building, and during morning assembly (prayer and flag salute). A name tag sewn into each hat must be legibly written.

Hair-styles: Hair should be kept neat and combed, uniformly cut, and well trimmed *above* the collar, ears, and eyebrows. Hair must be neat and kept trimmed. Unconventional or irregular hairstyles, coloring, bleaching, streaking, etc., are not permitted. The administration reserves the right to determine whether or not student haircuts/styles are appropriate for the Old Mission School environment. We ask parents to be the main monitors of appropriate hairstyles.

Misc.: Permanent or temporary tattoos are not permitted at any time. Body piercing is inappropriate.

Vests Old Mission School navy blue vests, with insignia, may also be worn.

Specific interpretation of these dress guidelines will be left to the discretion of the administration.

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Girls' Uniform (Grades 1-6)

- Blouse: Short sleeved white blouse from Johnson's only.
- White or light blue polo shirts (with or without logos), short or long-sleeved from Sears, Mervyns, Target, Lands End or J.C. Penney's. Logo shirts may be purchased through the school's order form in August, December, and May. Students may not wear long-sleeved shirts under short-sleeved shirts or blouses.
- Blouses and shirts are to be tucked in at all times.
- Jumper: Plaid jumper grades (1-5) from Johnson's only.
- Skirt: Plaid, optional for grades 5-6 only (Johnson's only). The length of girls' skirts and jumpers should **not** be more than four inches above the middle of the knee.
- Skorts: Navy skorts from Johnson's, Mervyn's School Uniform section, or Target Uniforms, or frenchtoast.com only. These are the tab or button skorts. No other skorts may be worn. The length of the skorts should **not** be more than four inches above the middle of the knee.
- Pants: Navy blue uniform cords or twill pants from Johnsons, Old Navy school uniform section, Land's End, or J.C. Penney catalog.
- Belts: A solid-colored navy blue, brown or black belt must be worn with pants/shorts that have belt loops.
- Shorts: Navy blue walking shorts as purchased from Johnson's, Sears, Lands End, Mervyns, Old Navy school uniform section, or the J.C. Penney's catalog. **Please note that all shorts must be sized correctly and worn at the waist (above or at the knee), but not more than four inches about the knee.**
- Sweaters: Pullover or cardigan style; solid navy only.
- Jackets: OMS logo jackets in navy blue. No other outerwear is allowed on campus.
- Sweat-shirts: Navy blue Mission-insignia sweatshirts may be worn as outerwear. *A shirt collar must be visible at all times.* Sweatshirts must be sized correctly so that hands are visible when wearing, and the hem may not extend below the hip. Sweatshirts may be tied around the waist during breaks. **No rips or tears in sweatshirts.** A name written or sown into each item must be legibly written so student may locate their own clothing.
- Socks: Ankle socks (visible above any shoe) or knee socks in **solid** navy, gray, black, or white; no other color, writing, or embellishment on the socks. However, a logo mark (such as the Nike swoosh) is acceptable. Solid navy or white tights may be worn. *Nylons are not permitted.* Socks or tights must be worn at all times.
- Shoes: Closed, casual shoes or athletic shoes to compliment the uniform; no boots, sandals, or clogs. The predominant solid color of shoes and shoelaces should be white, black, brown, gray, or blue only. No plaid, checked, patterned, designed, or polka dotted shoes. No skates in shoes.

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- No sparkles or bling on shoes!
- Hair-styles: Should be a neat cut. Unconventional cuts, styling, coloring, highlighting, bleaching, or streaking are not permitted.
- Make-Up: Girls have the option to wear clear nail polish and clear lip gloss. Any other types of make-up *are not permitted*. French manicures are a special privilege for seventh and eighth grade girls **ONLY**.
- Jewelry: Girls' earrings must be posts, not hoops that do not hang below the ear lobe and must be appropriate for the school uniform. Only one piercing on each ear. Watches and medical alert bracelets are permitted. Costume jewelry may not be worn. No bracelets, arm bands, or rings.
- Hats: Navy blue Mission-insignia hats may be worn subject to the following guidelines:
Hats may be worn for *outside* activities only.
The hat bill must be worn forward at all times.
Hats must be removed when students enter any building, and during morning assembly (prayer and flag salute).
A name tag sewn into each hat must be legibly written.
- Headbands: Blue, black, brown, gray or white headbands, clips, ribbons, etc. Johnson's sells hair bands and scrunches that match the plaid uniforms, and these are also acceptable. No bling, please!
- Vests: Old Mission School navy blue vests, with insignia, may also be worn.
- Misc.: Permanent or temporary tattoos are not permitted at any time. Body piercing is inappropriate (other than a single pierce per ear on the lobe--girls only).

Specific interpretation of these dress guidelines will be left to the discretion of the administration. If you have any dress code questions, ask the administrators before your child wears the item.

NOTE: Lost and Found:

Students may check the lost and found box for any lost items or clothing during the week. Taking care of personal property by retrieving lost and found articles is one part of campus deportment since it is about responsibility.

Optional Dress Guidelines (OMS Campus)

The opportunity to wear non-uniform clothing (optional dress) to school is given to students as part of the total educational program at Old Mission School. Cleanliness, neatness, modesty, and appropriateness are expected of their clothing choices. Students are asked to HONOR THE INTENT of the dress code by striving to dress appropriately

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for the many functions in which they are involved: church services, classroom work, physical education, classes.

If you or your child has a question regarding whether or not an item of clothing is appropriate for school, please verify first with your child's teacher or the assistant principal before allowing it to be worn to school. The following guidelines apply to optional dress days:

Avoid the too's: too tight, too big or baggy, too short, too long, too low.

All shirts, tops, and dresses are to have sleeves. Collars are optional.

Jumpers may be worn.

Straight-hemmed shirts or tops may be worn out or tucked. All other shirts must be tucked in.

NO T-shirts, jeans or sweats except on designated days.

Slacks, pants, capris, and dressy walking shorts must be worn at the waist.

If belt loops are visible, belts are to be worn.

Closed-toe and closed-back, low-heeled shoes only. NOTE: sandals are permitted for seventh and eighth grades ONLY.

Dresses/skirts of appropriate length, with sleeves.

Flat shoes.

Socks easily seen above the shoe or tights are to be worn at all times.

Unacceptable Clothing (OMS Campus)

Jeans (except on specially designated days).

T-shirts (except on specially designated days).

Straight skirts/dresses shorter than knee length; full skirts/dresses shorter than four inches above the middle of the knee.

Clothing with emblems, pictures, writing, or symbols incompatible with the school's philosophy.

Overalls, jogging suits or exercise clothing.

Boots or ug-type shoes.

Clothing that exposes midriff when arms are raised.

Seventh and Eighth Grade Dress Code

The dress code for students in seven and eighth grade is outlined in the Middle School Student Handbook. Copies of the handbook are distributed to all middle school students at the beginning of the school year.

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STUDENT ACTIVITIES

Athletics

Old Mission School sponsors after-school athletic programs for its middle school students. These programs are designed to teach skills, encourage good sportsmanship, and build self-confidence. The following sports will be offered:

<u>Sport</u>	<u>Grade levels</u>
Volleyball (school sponsored)	7-8
Boys' and Girls' Basketball (school sponsored)	7-8

The youth basketball, football, and soccer program (grades K-6) is organized through the San Luis Obispo Recreation Department and/or AYSO. The recreation department has established the following guidelines for all participant schools:

- Each team member must play in both halves of every game for a fair amount of playing time.
- Fourth-grade students may play on fifth- and sixth-grade teams as long as they do not displace a fifth- or sixth-grade student.
- Fifth-grade students may play on a sixth-grade team as long as they do not displace a sixth-grade student.
- All teams must use a person-to-person defense during Youth games.

The Youth Basketball program was designed to teach basketball skills, to build team spirit, and to stress the importance of good sportsmanship.

The seventh and eighth grade athletic program is qualitatively different from the Youth program. Students accepted to play on any school team pay a sports fee. At this level, we try to prepare athletes for participation in high school sports. We try to blend our “everyone plays” philosophy with the reality that the games are more competitive. Consequently, seventh and eighth-grade students may receive varying amounts of playing time during games. The playing time will be determined by the coaching staff. Athletes are asked to consistently attend practice and put forth their best effort, enjoy the experience and learn more about the sport.

The athletic program at Old Mission School helps young people develop their physical skills and self-esteem. Emphasis is placed on teamwork, good sportsmanship, effort, safety, encouraging others, and having fun. Parents are expected to supervise and transport their student to and from the games and practice, and to be exemplary models of good language and good sportsmanship, giving encouragement to all the young people on the court. Booing, making noise during free throws, or making public comments is not

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worthy of our parent community. We ask all our parents to remind one another whenever possible to be role models and support the OMS philosophy. Our good play will speak for itself to the county as a whole.

NOTE: Students must attend the entire day of classes to be eligible to practice/play in any extra-curricular athletics or activities later in the day. Exceptions may only be made by the administration. When appointments have been approved, doctor or dental notes are required and must have both dates and times on them.

Class Parties (OMS Campus)

Four school-wide class celebrations will take place during the school year on the OMS campus. These celebrations are scheduled and planned by the classroom teachers with administration approval and assistance from parents. Information regarding special schedules and events is sent home via the weekly newsletter.

Personal party invitations *may not* be distributed at school-sponsored functions unless all class students (or all the boys, or all the girls) are invited to participate. Birthday treats are totally optional but must include the whole class and will be shared at one of the breaks. No other deliveries at school.

NOTE: Absolutely no communication to school parents may be distributed at school unless approved by the administration in advance.

Associated Student Body Council

Student government is organized and developed so that it not only provides service to the school, and community, but the program also develops responsibility in the students. Students in grades five through eight may be student council representatives. 7th and 8th grade students may run for student government positions such as president, vice-president, treasurer, and secretary. Students who wish to run for ASB president or vice-president must have maintained a 3.0 grade point average (with no F's, no "unsatisfactory") the previous academic year. Students who wish to run for any other ASB position must have earned at least a 2.0 grade point average and may not have received F's or unsatisfactory in any subject or in department during the previous academic year, or during the year of holding office.

Middle School Social Activities

We believe that social activities can be very positive experiences for young people. They provide supervised opportunities for social interaction and development. Approximately five events will be held during the school year for students in grades seven and eight and, when appropriate, grade six. The following guidelines govern all events:

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1. Appropriate dress will be specified before each activity. It should always be modest, neat, and clean, with no holes or tears.
2. Teachers (and sometimes, parents) will chaperone the activities.
3. No one will be admitted late to the event unless s/he has obtained permission from an administrator. Whenever specified, students will not be permitted to leave the activity until their parents come to pick them up *at the door*.

HEALTH AND SAFETY

Health Information

Emergency Cards

Please be sure that your Emergency Card phone numbers and alternative care givers' names and phone numbers are kept current. Each year two cards are filled out per child. One set is kept in the school office; the other is kept in the appropriate classroom. **Please take extra time and care to list any adult who has permission to pick up your child. Make necessary changes throughout the year.**

All parents are required to complete emergency cards prior within the first two weeks of each school year. Please include any medical condition pertinent to the school, such as allergies (be sure to include allergies to insect stings or foods), diabetes, or cardiac conditions.

Health Screenings - Visual, hearing, scoliosis, and dental screenings are performed annually.

Injuries - All school injuries must be reported to the school office within twenty-four hours. First aid will be administered for minor injuries. If there is a serious injury and parents cannot be contacted immediately, the physician listed on your emergency card, or 911, will be contacted.

Insurance - All students in parochial schools must take out student accident insurance with the insurance carrier chosen by the Diocese of Monterey. The insurance premium is paid from your registration fee. When a student has sustained an accident that is covered under the terms of the policy, parents may request a claim form from the school office to reimburse co-pays or other expenses not covered by the family's primary health provider. (In addition, parents are given the opportunity to purchase additional, optional insurance at the beginning of the school year for a nominal fee).

Medications - School personnel will not administer **prescription or over-the-counter medication** to students without a medication administration form from the parents and

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signed by a physician. However, a parent **may** come down to school to dispense meds to his/her child during breaks. Students may not keep medications (except inhalers with permission of their physician and parent) with them. All medication must be left in the original packaging with the student's name and directions clearly marked with the office staff or, (on the Nativity Campus), with the classroom teacher. **Exception:** Students may have cough drops held in the office, with a note from parents.

Medical Release For Contagious Illnesses - Students who contract a reportable communicable illness (chicken pox, measles, etc.) must obtain a medical release certifying their fitness to return to school. This release must be presented to the school secretary *before* a child will be readmitted to his/her classroom. This policy has been designed to protect health of Mission's students and staff — it will be followed without exception.

Doctor's Directives – After an injury or certain health problems, the school may require a doctor's directive regarding physical activity before a student may participate.

Immunizations - A student's immunization record must be up to date and submitted to the school prior to attendance. Specific immunization requirements are provided for parents of new registrants as well as for parents of continuing students who must comply with additional immunization requirements as they arise (e.g. kindergarten and 7th grade vaccinations). These requirements must be met before a child is permitted to attend school.

Health Forms - A report of health examination form must be completed with a TB clearance by a physician within twelve months prior to school entry. In addition, state law requires a physical exam within eighteen months prior to entering first grade.

Health Guidelines for Attendance (Both Campuses)

The State of California licenses our school for well-care only. Your child may not attend school if any one or more of the following conditions are present:

1. A fever during the previous 24-hour period.
2. The child began taking an antibiotic less than 24 hours previously.
3. A thick, heavy, yellow or green nasal or eye discharge of any kind.
4. Severe, persistent cough that has not been evaluated by a physician.
5. Unexplained rash or skin eruptions.
6. Red throat and/or swollen neck glands.
7. An untreated earache, causing extreme pain and/or irritability.
8. Unusual fussiness, crankiness, fatigue, drowsiness, etc.
9. The child is not well enough to participate in all school activities (unless we are waiting for a doctor's directive).

Bicycle Safety – OMS Campus

Traffic laws that apply to automobiles also apply to bicycle riders. The students must comply with these rules. Please be sure your child understands the rules of safety. Bike helmets are to be worn to and from school. All bikes must be locked while on campus and must remain in the bicycle racks until students are dismissed to go home. Because of serious safety issues, bicycles may not be ridden on the school grounds or sidewalks and must be walked off campus.

Fire/Earthquake/Disaster Preparedness

Safety drills are held on a regular basis. Yearly reviews and revisions of the emergency plans ensure drills, procedures and policies are current and fulfill safety standards of the Diocese of Monterey. Parents may ask to review the school's emergency plan in its entirety.

Skateboards and Roller Blades

Skateboards and roller blades are not used on campus at any time. If they are going to be used after school, they must be stored in a classroom or upside down on top of the lockers.

Traffic Guidelines

Our traffic safety program is very important for the well-being of our school families. It involves all students, parents and any person involved in getting children to or from our schools. Please be sure you and your children understand the guidelines and follow them diligently.

At the Old Mission School campus, students may be dropped off and picked up on Broad or Peach Streets. Vehicles are restricted from parking any longer than is posted. To ensure the safety of the children, vehicles should never be double parked when children are entering or exiting the vehicle. Children must use crosswalks at all times and obey the directions of supervisory personnel. Extended Care students may be picked up on Mill Street only when a marked parking space is available next to OMS. Otherwise, please never pick up on Mill Street, since we never want to block MCP's entrances or fire lanes.

OMS campus staggered dismissal - Students will be taken to the designated pick-up areas by staff for loading into parent vehicles. All students in even-numbered grades will be

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picked up in front of the school on Broad Street. All students in odd-numbered grades will be picked up on Peach Street. This will be a **loading zone only**. Please do NOT exit your vehicle in these zones during the drop off/pick up times. Students who have older siblings may wait in Extended Care (free of charge) until the older child's departure time, or during a parent/teacher meeting after school. Except for first and second grade, **never** arrive before your scheduled pick up time. It is better to be 5 minutes late than even 1 minute early, since you will impede the pick up of students who are already out.

At afternoon pick-up, remember not to park or leave your car. Imagine we are like Disneyland's autopia...hands and arms inside the car, seatbelts securely fastened, motors running, with only a momentary stop at the curb to pick up passengers. With a good sense of humor and our usual good sense, we can be successful.

The primary concern of the school is the safety of the children; students are expected to sit or stand quietly while waiting for rides. When the school sidewalk patrol ends at 3:10 P.M. each school day (1:15 P.M. minimum day), students still waiting for rides will be checked by a staff member into the extended-care program.

On the Nativity campus, parking is available in the lot adjacent to Daly Street. Parents are to escort their children onto campus through the front gate only. Please observe the five miles-per-hour speed limit in the parking lot.

GENERAL INFORMATION

Access to Student Files

Old Mission School will not permit access to or release of school records to unauthorized persons without the written permission of the parents. This authorization must be in writing, signed, and dated by the parent/guardian giving consent. It must include a specification of records to be released, the reasons for release, and the names of the parties to whom the records will be released. Discipline notes are not included in a student's cum file.

Admission Contract

The Admission Contract includes information about the tuition rate, school policies, parent service hours, and scrip requirements. Admission contracts are available from the school registrar on the OMS campus. Contracts must be signed and returned before children can be officially (re)enrolled for each school year.

Animals on Campus

Animals may be brought to school at the school's request if they are part of the educational ministry in the classroom, or if they are part of a special activity. An adult must accompany them at all times.

Appointments with the Administration Team

Parents are always welcome on both campuses to come by to say hello before and after school or to sign up to volunteer in the classroom. To treat a parent's individual concerns with the respect they should be given, the principal and/or assistant principal would like to set aside a 20 or 30 minute appointment time. We would ask that these appointments be arranged with the school secretary at least a day in advance. Please let the secretary know the topic of the meeting. If a parent has a classroom, grade, or homework concern, we ask that he/she leaves *the appropriate teacher* a voicemail. Teachers always have the first right to learn about and handle a class issue. The administrators will always check that you have tried to resolve the issue with the teacher first.

Chaperone Guidelines

In accordance with Diocesan policy, the following guidelines will apply for all individuals chaperoning school functions:

- Chaperones must be at least twenty-one years of age and be willing to assume the responsibility of supervising students.
- Chaperones must maintain vigilant control of students under their supervision.
- Chaperones *may not consume tobacco, alcohol, or illegal drugs* prior to or during a school function or school sponsored event.
- Chaperones are required to read the Chaperone Guidelines and sign a Chaperone Agreement Form each school year.
- Chaperones acting as drivers must fulfill the requirements listed under Educational Field Trips.
- Chaperones are asked to wear apparel both functional and reflective of the school environment.
- Chaperones are asked to refrain from chewing gum.

NOTE: Except in an emergency, chaperones (especially drivers) are required to make no other stops than those arranged by the teacher.

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Classroom Volunteers (OMS Campus)

The children, staff, and parents appreciate each parent's generous sharing of time and talent at Old Mission School. As a volunteer in any capacity, a parent becomes a valued member of the Old Mission team. To facilitate your role as a team member, the administration asks your compliance with the following guidelines:

- Always sign in and out in the office every time you arrive on and leave campus **and wear a volunteer badge** at all times.
- Please take advantage of opportunities to introduce yourself to staff members and other volunteers.
- Please dress in a manner congruent with your activity as a member of the professional school team.
- Please join us in refraining from chewing gum while on campus.

Custody of Students

In order to cooperate with student and family needs, the school should be informed of any custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and/or arrangements. A copy of legal custody documents must be submitted to the school office. **NOTE: All custodial parents will be invited to attend the same formal parent/teacher conference.**

Extended-Care Programs

Extended-Care programs are available at the Nativity and Old Mission campuses. Morning care will be available from 7:45-9:00 A.M. at the Nativity campus. Complementary supervised play will be available at Old Mission School from 7:45-8:15 A.M. *Please do not drop students off before 7:45 A.M. since the side doors will not be opened until that time.*

After-school extended care is available from noon-5:30 P.M. at the Nativity campus for students in preschool, transitional kindergarten and kindergarten.

After-school extended care is available from dismissal to 5:00 P.M. on the OMS campus for students in grades 1-8.

These programs provide structured play, rest periods, and supervised homework time. Students enrolled in the extended-care program are also served a snack. Students on the Nativity campus who have not been met by parents, guardians, or designated adults by 12:15 P.M. will be signed into the extended-care program and charged accordingly. Students on the OMS campus who have not been picked up within 10 minutes after the last dismissal will be signed into the extended-care program. All children at the **Nativity**

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campus must be picked up no later than **5:30 P.M.** All children at the **OMS campus** must be picked up no later than **5:00 P.M.**

Failure to arrive before these deadlines will result in significant financial penalties (currently \$1 per minute). Please call the ASA if you are having an emergency, but please never come more than 10 minutes late. We can handle a very occasional emergency. Your promptness will be greatly appreciated and is a courtesy to those individuals who supervise the program, have come to the end of their day, and have other commitments.

Food Service

The OMS campus school lunch program, operated through Mission College Prep, provides well-balanced, nutritious lunches for students in grades 1-8. Menus are sent home monthly. The lunch prices can no longer include milk. Milk may be purchased separately at a nominal cost at recess, lunch, or after school. Those students who choose not to participate in the lunch program must bring a sack lunch. Parents are asked not to include food or drink in glass containers. All lunch containers should be clearly marked with the child's name. If a child does not have a lunch, the school will contact the parents or charge parents for a school lunch order, since healthy nutrition is a serious matter.

The school requests that parents refrain from delivering "fast food" lunches to their children or taking their children out to lunch except as a **rare occurrence**. It is good practice for students to learn to pack their own lunches. Students (or parents) are not permitted to order any food to be delivered to the school.

Nativity students remaining on campus after noon as a part of the extended-care program must bring a sack lunch and beverage. An afternoon snack is provided as a part of the extended-care program. Morning snacks are provided by parents on a rotating basis as detailed in Nativity orientation materials.

Friday Envelope/School Newsletter

Old Mission School strives to maintain a high level of parent-school communication. To facilitate this process, a weekly newsletter is sent home to all school families in a Friday envelope, and it online on the school's website. Included with the newsletter are special announcements, calendar, and notices. It may also include information on a community activity or information on a Parks and Recreation program. It is essential that parents read this material promptly (over the weekend) to keep informed of school events. Parents are asked to return the empty envelopes to school with their children on the following Monday. A fee of \$5 may be charged to replace envelopes during the year. ***Please, never send cash in the Friday Envelope.*** However, you may send checks in the Friday envelope.

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Liturgical Activities

On Holy Days (when school is in session), students on the OMS campus will participate in Mass and/or other activities commemorating the day.

Weekly masses at 8:00 AM in Old Mission Parish are a special time for families to be together in a spiritual community. Please have students arrive by 8:00 if they are attending mass. These are optional masses but OMS encourages students (grades 3-8) to attend. If a student does not attend, he or she should arrive at school at the usual time for SQUIRT (sustained, quiet, uninterrupted, individual reflection time). Students are tardy if they arrive after 8:15.

Special school-wide masses are celebrated on the OMS campus throughout the school year, with advance notice in the school newsletter. Parents are invited and are encouraged to attend any and all of the liturgical and other celebrations of Old Mission School.

Nativity students sometimes take part in “Gathering Days” in the Nativity of Our Lady Church. On these occasions, classes meet in the church to discuss and celebrate Holy Days under the guidance of the parish priest or a classroom teacher.

Lockers

Students in grades 6-8 use lockers assigned to them. The locker is school property and on loan for the year, and the student is responsible for its treatment, condition and contents. Students are requested to safeguard their locker combinations and **never** share them with anyone. If a student enters any other student’s locker, he/she may forfeit the privilege of using a locker.

Lost and Found

Items of clothing or other items found on campus are brought to the lost and found. Names should be marked on lunch boxes/snack, books, backpacks, and clothing so that students may find and claim their own belongings. On a weekly basis, items with names are returned to the classroom teachers for grades 1 – 4. The student council will handle unclaimed items in grades 5 – 8, return items with names, and keep a record that will affect the department code (department reflects student responsibility). All items without names will go to the Old Mission School Thrift Store. Old Mission School will not be liable for lost or stolen student items.

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Old Mission School Scrip Program

Scrip is a year-long program that provides parents and benefactors the resources and assistance necessary to help Old Mission School by purchasing scrip certificates for use at local markets and department stores. When you use scrip at these stores, they rebate a percentage of your purchase to the school. This revenue helps reduce tuition costs and provides additional funds for academic programs, classroom supplies, and other school needs. The best thing about the Scrip Program is that it costs you nothing! You simply use scrip certificates in lieu of cash at the market, store, or service station. You receive a dollar-for-dollar value when you buy or use scrip; there are no hidden costs involved with the program. The School Advisory and the Parents Club Advisory Councils view the Scrip Program as a great financial benefit for school families.

We have moved into a “profit-based” scrip program. We are asking each family to purchase enough scrip that \$250 is generated for Old Mission School. Remember, our goal is to help make up the difference between our tuition and the actual cost of educating one child. Some of the difference is made up our Thrift Store. Some of that cost comes with our Walkathon efforts. Some comes with our Home Tour profits, and an additional donation from our Parent Club. The School Advisory Council, the Parent Club, and the school administrators work throughout the year to balance this bottom line. Each parent who helps at or donates to the Thrift Store, who works on a WAT or Home Tour committee, who works with the pizza day helps to make this all come together to keep our tuition costs more affordable.

All school families are required to purchase enough scrip to generate \$250 for the school by May 1 of the current school year. Amounts paid to the school to purchase scrip or to discharge the scrip purchase obligation are not tax deductible as charitable contributions. More information on Scrip is available by calling the school office (543-6019). Scrip information is sent to all Old Mission School families as part of the contract. Families may choose buy out their scrip obligations. Call the school office for information.

Parent Information Meetings

An annual parent Back-To-School Night is held at the beginning of the school year on both campuses. Parents have the opportunity to visit their child’s classroom to hear a presentation from the classroom teacher regarding curriculum, textbooks, program, etc. Parents are asked to attend this informative evening presentation (and to meet the Parent Club officers at the social that is part of the evening’s activities).

Information regarding dates, times, and places of these events appears in the school newsletter.

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Parent Service Hours

Your parent service commitment is an integral part of our school. We rely on your talents, service, and generosity to benefit students and the school community as a whole. The minimum service hour commitment is twenty-five hours per year per family when you have any student on the OMS campus (20 hours if your children attend only the Nativity campus). **Service hours are reported throughout the year using a service hour form available in the office.** The service commitment must be satisfied by May 1 of each year (for administrative purposes). However, special arrangements are sometimes made with the thrift store manager about thrift store. After May 1, all service hours arranged through the thrift store will be applied to the following school year.

Parent Service Hours (OMS Campus)

Families with children enrolled in grades one through eight must contribute twenty-five hours of service; at least fifteen hours of this total must be contributed to the Old Mission School Thrift Store during the months listed below. Service at the Thrift Store (Monday-Saturday) is the primary area of need, and it is a happy place and a solid community resource. There are a wide variety of assignments available at the Thrift Store. The remaining ten hours of parent service may be donated during other school volunteer activities (and five of these ten hours may be donated to your parish as long as they verify your service).

A \$20.00 per hour (\$500.00 maximum) will be assessed to families who do not complete their service hours. It is important for you to know that we would much rather have a parent participating in service hours than have parents buy out their service hours. Parent participation builds the school community. However, we do understand that on rare occasions a family must buy out their remaining service hours.

Parent Service Hours (Nativity Campus)

Families with children enrolled only in the preschool, transitional kindergarten, or kindergarten program must contribute twenty hours of service; ten hours of this total must be contributed to the Old Mission School Thrift Store. If a family has a child enrolled in the preschool, transitional kindergarten, or kindergarten program *and* a child enrolled in grades one through eight, that family must complete twenty-five hours of service.

Parents Club

The Parents Club is organized to build community among the parents of Old Mission School, and to assist in fundraising efforts for the school. The Parent Club will endeavor to become a welcoming community where the love of Jesus Christ is evident. Its complete purpose is school support, community building, parent education, friend-raising, and fundraising. All parents, guardians, faculty, and staff interested in the welfare of Old Mission School are automatically members of the Parents Club. General monthly meetings are announced in the school newsletter. Come join us!

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Privacy Notice

Addresses and phone numbers of students and parents will only be released to authorized persons for the purpose of conducting school business. Information will not be released for any other reasons. Honoring privacy laws, addresses or phone numbers of parents, faculty and staff members cannot be released *by the school*. Parents and community members are asked to contact staff members during school hours, or leave a voicemail or an email to them at any time of the day or night. *Please do not call faculty/staff members at home about school business.*

School Addresses

Old Mission School
761 Broad Street
San Luis Obispo, CA 93401
(805) 543-6019
(805) 543-6246 fax

Old Mission Preschool/Transitional-
Kindergarten/Kindergarten
221 Daly Avenue
San Luis Obispo, CA 93405
(805) 549-8819

Old Mission School Thrift Shop
532 Higuera Street
San Luis Obispo, CA 93401
(805) 544-0720

OMS Development Office
774 Palm Street
San Luis Obispo, CA 93401
(805) 543-0509

Email address: first letter and last name of staff member@omsslo.com (for example: ejones@omsslo.com). The school's web site address: www.oldmissionschool.com
Faculty extensions (for voicemail) are listed on the staff page of this handbook.

School Office Hours

The OMS school office is open for business from 7:45 A.M. until 3:45 P.M. each day that school is in session and is located at 761 Broad Street.

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School Schedules

Nativity Campus:	Preschool/Kindergarten
7:45-8:30 A.M.	Extended Care Program
8:30-9:00 A.M.	Complementary supervised play
9:00 A.M.	School opens
Noon	Dismissal
Noon-5:30 P.M.	Extended Care Program

Children at school before 8:30 A.M. and after 12:15 P.M. will be signed in to the extended-care program, and we will bill parents for this service.

OMS Campus: Elementary/Middle School

7:45 A.M.	Playground Opens; complementary supervised play
8:15 A.M.	Bell for morning assembly
8:17 A.M.	Morning assembly
10:00-10:15	Recess, grades 6-8
10:15-10:30	Recess, grades 4 – 5
10:30-10:45	Recess, grades 1-3
11:52-12:33	Lunch, grades 1 – 5
12:35-1:20	Lunch, grades 6 - 8
2:30	Dismissal, grades 1 – 2
2:40	Dismissal, grades 3 – 4
2:50	Dismissal, grades 5 – 6
3:00	Dismissal, grades 7 – 8
2:30-3:00	Complimentary supervision of siblings
3:00-5:00 P.M.	Extended Care Program

Children still at school 10 minutes after final dismissal on the OMS campus will be signed in to the extended-care program, but please be aware that parents will be billed for the service (\$5 hour).

OMS Campus Weekly Morning Mass Schedule

8:00 A.M ... Mass at Old Mission Church

or

8:15 A.M . . . SQUIRT (sustained quiet uninterrupted individual reflection time) for students not attending Mass.

First period begins when students and staff return from Mass. (No morning assembly on Tuesdays).

OMS Campus **Minimum Day Schedule**

8:15 Bell for morning assembly

No lunch break

Staggered Dismissal between 12:30 - 1:00 P.M.

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School Advisory Council

The School Advisory Council (SAC) is an advisory body/school board assisting with the operation of the educational facilities at Old Mission School. Meetings are held each month of the school year and all parents are invited to attend the open portion of any meetings; please call the school secretary at least two days in advance of a scheduled meeting if you wish to attend or be on the agenda.

NOTE: SAC does not deal with school rules or personnel issues.

The Old Mission School Advisory Council consists of the pastor of Old Mission Parish, the principal and assistant principals of Old Mission School, eight to nine voting members appointed from the school community for a three-year term, and an optional faculty representative. The elected officers of the council are the chairperson and second chairperson. The minutes of each meeting are taken by the school secretary. Members are listed in the back of this handbook.

School Yearbook/ Pictures

The Mission School Yearbook is published in the spring by the publication class and copies are available to all students (Preschool-8). Orders should be placed mid-year when information appears in the school newsletter. Please understand we can never guarantee there will be extra copies of the yearbook in the spring after the orders have been placed. School pictures are taken of all school students in the early fall and are used in the school yearbook. Parents order school and class pictures at the time school pictures are taken. Further information may be found in the school newsletter.

Student Visitors

Guests are permitted to visit Old Mission School only with the permission of the administration. Requests must be made at least one day in advance. The guest should be in the same grade as the host student and should be dressed appropriately for school. A note is required from the guest's or host's parents with emergency medical information and emergency contact numbers, and the guest must remain in classes all day with his/her host. Students from other local schools in session may only come for a short visit accompanied by their parents.

School Visits

Parents are always welcome to stop by the school or drop in for a short (10 min.) observation. These observations are not "conference" times. Make an appointment with the teacher through the school office for a conference.

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Parents interested in enrolling a student are also welcome. Several guidelines must be followed to ensure orderly school operation:

- Parents with no children enrolled at OMS must contact the school registrar to arrange an observation.
- Observations should never be longer than about 20 minutes..

Please assist us with our efforts to provide a safe environment for your children by following this directive conscientiously.

To enable teachers to begin a smooth school day, parents of preschool, transitional kindergarten and kindergarten students are asked to leave the Nativity campus by 9:00 A.M. unless special arrangements are made with a teacher. Parents at the OMS campus are asked to leave at the end of the morning assembly unless they have arranged to be a classroom volunteer.

During school hours, *all visitors to the OMS campus will be required to register, receive and wear a visitor pass at the main office, have a completed live scan and TB test..* The gates and side doors will be closed once school is in session, and *visitors will be required to enter and exit the campus through the school office.* **Please never request that a student open the side doors for you when school is in session.**

Supplies

Each teacher on the OMS campus will provide students with a list of necessary materials and unique fees for his/her classroom needs. OMS students are responsible for purchasing their own supplies. Parents are encouraged to label supply items with the student's name. On the Nativity campus, teachers purchase the supplies in bulk and charge parents a supply fee.

Telephones/Messages

Phones are available on the OMS campus in the school office and in individual classrooms. Students may use these phones for emergency calls during the school day, and for all calls after dismissal; they are not to be permitted to use these phones during class time except in an emergency. The school office personnel will be happy to assist students calling home using the office phone.

Those students who need to make emergency phone calls may also be given permission by the teacher to use the classroom phone. Students are reminded not call parents to report an illness or injury. These calls are made only in the office. Also, students are reminded not to call parents to bring them class materials they have forgotten.

To reduce the need for office phone use, please make after-school arrangements with your

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child before s/he leaves for school. *It is the school policy not to interrupt classes during the school day. Please do not call the school office with a personal message for your child unless it is a very occasional emergency or change of plans.*

Students may have cell phones at school in their backpacks (grades 1 – 4), or lockers (grades 6 – 8). However, these phones must be turned off and not used at school unless there is an emergency situation. These phones will be sent to the office if students bring them out during regular school days or if they are not turned off. Phones will be returned after contact with parents.

Thrift Store

The Thrift Store is staffed by a manager and paid staff, as well as volunteers; it provides valuable financial support for the school and a needed service for the community. Please adhere to the Thrift Store class schedule for doing your hours, or **arrange during your assigned month** on a mutually-agreeable alternate time with the Thrift Store manager. Remember to take care of it during your assigned month because thrift store hours are billed throughout the year, at the conclusion of each assigned period. When you are making your volunteer arrangements, please contact the Thrift Store manager at 544-0720.

NOTE: Summer hours in June and July are reserved for parents completing their thrift store hours ahead of the new school year that begins the following August.

Also, please be aware that, for the safety and convenience of our thrift store operation, the premises are under electronic video surveillance, and notices are posted in the thrift store to this effect.

All Families/Thrift Store Assignments

Families will be required to complete their Thrift Store hours during an assigned two month period (see below). The schedule was created to ensure a steady supply of help for the store throughout the school year. Payment for incomplete Thrift Store hours will be due at the end of each assigned period. For example, if your oldest child will be enrolled in grade six, you would receive a bill on November 30 for all Thrift Store hours not completed by that date. **Note:** The Thrift Store manager would be happy to make alternate suggestions to parents regarding your assigned service months or to officially arrange thrift store service hours at an alternate month. Also, please be aware that active members of the School Advisory Council and Parent Club Officers are required to serve five hours at the Thrift Store to fulfill their service hour requirement and have first-hand knowledge of this very important arm of the school's fundraising.

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Parent Service Hours/Thrift Store Assignments

If your oldest child is enrolled in:	Your assigned service months are:
Grade 7 or 8	August-September
Grade 5 or 6	October-November
Grade 3 or 4	December-January
Kindergarten, TK, Pre 1, Pre 2	February-March
Grade 1 or 2	April-May

Parent service hour requirements must be completed by May 1. Acceptable service projects for satisfying the remaining parent hours include:

- Member of the School Advisory Council
- Member of the Parents Club Advisory Council
- Teacher-requested aides
 - Classroom helpers
 - Field trips
 - Other

- School-requested aides
 - Office helpers
 - School fund raising
 - Playground supervision
 - Extended-care assistance
 - Chaperones for middle school social activities
 - Labor around building and grounds
 - Scrip sales
 - Friday Envelope Assistants
 - Marketing committee
 - Athletic assistants, when requested
 - Team transportation (at least three team members)
 - Athletic event supervision
 - Room mothers/fathers
 - Service on Parent Club activity committees
 - Donated materials with dollar equivalent of \$20.00/hour
 - Special projects with the approval of the principal

Attendance at athletic events, school, and Parents Club functions do not fulfill the service hour requirement. Time used preparing or providing food for class parties or school activities does not apply to parent hours. Other projects in lieu of service hours must have the prior approval of the principal.

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Tuition and Fees

Tuition is payable in advance, but may also be paid in 10 monthly installments beginning August 10 of each school year. The SMART Tuition Management Company processes all tuition accounts and determines handling fees to all families who choose to pay tuition in 10 monthly installments. Families who pay annually or semi-annually will not be subject to the SMART fee. Some families may be required to utilize automatic monthly debit, depending on their payment history.

School fees include charges for extended care, Thrift Store or parent service hours, and Scrip. Invoices for fees are billed and due monthly. **Delinquent accounts are subject to late fees.**

Payment Policies:

School fees include charges for tuition, extended care services and fees for Thrift store, parent service hours and Scrip. Invoices are mailed out no later than the 10th of the month and are due within 30 days. Payments on accounts are to be made no later than 30 days from the mailing date. The office keeps a monthly aging report with the date of invoice mailing.

Over 30 Days Past Due:

Any family account with a balance over \$10 and over 30 days will be assessed a \$30 late fee.

Over 60 Days Past Due:

If an account becomes over 60 days past due, another \$30 late fee will be assessed. If a payment is not received within 5 days after the statement mailing, office personnel will make contact by phone to arrange for payment to be brought into the school office.

Removal from School or Grades:

If it becomes necessary, office personnel will contact a parent in advance if the student(s) may not attend school until the account is brought up to date. At the end of each trimester, grades cannot be completed and report cards cannot be finalized for any student until the family account has been cleared.

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End of the Year:

In the month of May, fees are billed for incomplete parent service hours, incomplete thrift store hours and scrip. It is imperative that these invoices be paid or cleared as soon as possible. Students will not be cleared participate in end-of-year events if a family account is still delinquent. In addition, 8th graders must have promotion fees paid and be cleared with the bookkeeper before they can participate in promotion ceremonies.

Bounced Checks:

Although it happens rarely, a bounced check for payment will be assessed a \$30 late fee. If there is more than a single occurrence from the same family, we may also require money orders or cash only for payment.

Tuition Assistance

Tuition assistance is available to families who enroll their children in Old Mission School. Parents must apply for this assistance and meet the announced deadlines. Assistance is granted to Mission parish families with students in grades K-8 first (we are a parish school and Mission parish subsidizes our program), before consideration is given to other parishes or to preschool requests. Please contact the school office staff if you would like a Student Aid Form or more information about the program. Funds are allocated based on demonstrated need and are disbursed directly to tuition accounts at the beginning of each school year. We ask families to notify the school if their financial situation improves during the school year so that tuition assistance may be adjusted to create additional dollars for other families who need assistance.

Families who belong to parishes other than Mission Parish are encouraged to seek financial assistance from their home parishes in addition to submitting a request for assistance to the school. In addition, limited funds are available from the Knights of Columbus. Contact your parish Knights of Columbus for information.

Tuition assistance is awarded for one academic year. For continued assistance, a new application must be filed each school year (for specific dates, see the newsletter each spring). A review of the previous year's payment and parent involvement record will be taken into account prior to granting a new request.

Walk-A-Thon

The Old Mission School Walk-A-Thon is an event co-sponsored by the Parents Club, students, and staff. The purpose of the Walk-A-Thon is twofold; it is both a “friend raiser” and a fundraiser. Students from both campuses participate; staff members and parents may participate in the annual event. The monies raised are used to supplement student activities, programs, and will help purchase the performing arts area of the new OMS playground. The Walk-A-Thon is held in the fall of each school year. Pertinent information is sent home via the school newsletter to announce the “Walk-A-Thon Kickoff.” It is our aim to inspire each student to acquire about \$100 in pledges from family and friends. After a class earns its class pledge, additional monies will go into the class’ treasury.

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FAMILY HANDBOOK AGREEMENT PAGE
2008-2009

Supplement B

We have read the Old Mission School Family Handbook and discussed it as a family.

We agree to abide by the rules, regulations, and policies set forth in this handbook.

PLEASE PRINT STUDENT NAME(S)

SIGNATURES:

Parent's/guardian's signature

Student's signature

Second Student's signature

Third Student's signature

Fourth Student's signature

Date

PLEASE RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY THE SECOND FRIDAY OF SEPTEMBER. THANK YOU. PLEASE SEE THE ADDITIONAL FORM ON THE BACK.