



# ST. MARY *of the* ANGELS

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## Family Handbook

Building a Foundation for a Lifetime-Focusing on Strong  
Academics, Spiritual Growth, and Social and Physical  
Development

991 S. Dora

Ukiah, CA 95482

707.462.3888 fax 707.462.6014

[www.stmarysukiah.org](http://www.stmarysukiah.org)

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# St. Mary of the Angels Catholic School

## ADMISSION POLICY

### **Non-Discrimination Statement**

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

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

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

### **Acceptance Policy**

STUDENTS ARE ACCEPTED IN THE FOLLOWING ORDER:

1. Children of staff and siblings of families currently enrolled
2. Catholic families
3. Non-Catholic families

Families wishing to enroll their children need to fill out an application form and submit it along with the application fee and appropriate certificates to the school office.

Prior to acceptance all families will be interviewed by the Administration and students may be assessed academically.

Students are accepted according to the above priority list.

## **Mission Statement**

Building a Foundation for a Lifetime—  
Focusing on Strong Academics, Spiritual Growth  
and Social and Physical Development

## **Philosophy**

Students at St. Mary of the Angels Catholic School learn that God loves each of us and that our loving response to God leads to a fulfilling life. While parents are the primary educators, and teachers have key roles as facilitators of learning, all members of the school community are called to work together to build a community of faith based on respect for self and others. Students, faculty and families are also called to recognize and honor the uniqueness, diversity and dignity of each individual. Students develop life-long critical thinking skills, provide service to our school, the community and the world, practice academic excellence and mature in their emotional, social and physical growth.

## **Student Learning Expectations**

**A St. Mary of the Angels Student is a child of faith who:**

- **Respects all of God's creation**
- **Lives the Catholic faith and traditions**
- **Serves others**

**A St. Mary of the Angels Student is a lifelong learner who:**

- **Succeeds academically**
- **Communicates effectively**
- **Integrates technology efficiently**

**A St. Mary of the Angels Student is responsible citizen who:**

- **Demonstrates leadership skills**
- **Appreciates and respects diversity**
- **Exercises self respect and self discipline**

# St. Mary of the Angels Family Handbook

## Administration

### Bishop

The Bishop, the chief pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all those elements which contribute to the development of the total Christian community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

### Superintendent of Schools

As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. He/she establishes a Department of Catholic Schools and oversees this department in the administration and supervision of education in the schools of the Diocese.

### Diocesan School Board

A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and the School Department. The responsibilities of the Diocesan School Board include: discussion of any major change in the operation of organization of a school; recommendation of policies affecting the standards of Education and promotion of effective public relations on behalf of Catholic education.

### Pastor

The Bishop is the chief pastor of the Diocese, so is the pastor the head of the parish and is also responsible for all of the educational programs within the parish. Just as the Bishop delegates school related responsibilities to the Superintendent, so does the pastor delegate the administration of the school to the principal.

### Principal

The principal is the administrative officer of the school. She has, as a delegate of the pastor, immediate responsibility of implementing the philosophy of the school. The climate of a Christian faith community must be established through the development of common goals, prayer, professional and social activities. This is to be carried out through the planning and implementation of the school's operations.

### School Advisory Council

The School Advisory Council shares the responsibility for providing quality education with the pastor and the principal. The Council's authority is advisory to the principal. Members are appointed from the parish, the school and the community.

## **TUITION POLICY**

### **A. Statement of Purpose**

In order to meet the financial requirements to operate the school in an efficient, timely and business-like manner, the following tuition policy will be in effect:

### **B. Tuition Collection/Plans and Information**

1. Tuition is paid through a variety of options: 12 monthly payments, quarterly, semi-yearly or annually.
2. Tuition is due and payable on the first of each month. Payments received after the 15<sup>th</sup> of the month will be considered late. A \$25.00 fee will be assessed for all returned checks.

### **C. Delinquency**

1. A family will be considered in a DELINQUENT STATUS if tuition is 1 month overdue and appropriate payment provisions have not been agreed on between the school and the family.
2. It is the responsibility of the family to contact the school before a delinquent status occurs. Delinquent status will result in the family being contacted by the school administration to discuss the situation. An acceptable payment plan will be sought.
3. **A persistent delinquent status will result in the following:**
  - a. The School Finance Committee will notify families that are persistently delinquent with tuition payments. At that time, a decision will be made whether or not your child(ren) will be dropped from the enrollment at the beginning to the next school grading period.
  - b. Report cards may be held until such time as the school has received payments in full for all delinquent payments and charges.
  - c. For the new school year, all fees must be paid in full before the 1<sup>st</sup> day of school.
  - d. If there is a past due balance owed for fees or tuition, and a payment plan has not been established, your child(ren) may not be invited back to school the next year.

## **St. Mary of the Angels Parent Groups**

### **Mardi Gras**

Mardi Gras generates, after expenses, approximately \$80,000 toward our school operating budget. We ask that each parent fully support this community endeavor to help our school. Two parent families are required to give 15 hours for the benefit of Mardi Gras. Single parent families are required to give 10 hours. Five of the Mardi Gras hours must be given at the Sunday Carnival.

### **Advisory Council**

The purpose of St. Mary's School Advisory Council is to give advice to the principal and pastor on the policies of the school and to coordinate all existing groups in the school. This is not a grievance board.

Agenda items may be submitted to the Council by any parent with a student at St. Mary's School. Agenda items must be submitted in writing to the president or the principal at least 10 days in advance of a meeting. Meetings are held six to eight times a year.

### **St. Mary's School Foundation of Ukiah, Inc.**

The Foundation was established in 1984 by a group of retired Mardi Gras Board members in acknowledgment that the costs of operating the school would constantly increase, and that trying to meet these costs through fundraising would become burdensome to school families. The school's Foundation was established with the intention of creating an investment whose returns would ameliorate this need for constant and increased fundraising efforts. The principal of the foundation's endowment is invested and a portion of the interest generated by the principal is available for gifting to the school.

## SCHOOL HOURS

Please make certain that your student(s) arrive at school on time.

7:45 a.m.	Yard supervision begins
8:15 a.m.	The morning bell rings and students gather outside for Morning Assembly.
10:00 a.m. -10:15 a.m.	Recess
12:05 p.m. -12:45 p.m.	Lunch Recess
3:00 p.m.	General Dismissal
Minimum Days	8:15 am-12:30 p.m

## After School Policy

Students must either leave school grounds by 3:15 p.m., or they must sign into Homework Club, Study Hall, Computer Lab, Tutoring Center or the Extended Care/Kid's Club program for which there will be a charge. This policy is strictly enforced on behalf of your child's safety. Any student still waiting to be picked up by a parent after 3:15 p.m. will automatically be escorted back on campus by the teacher assigned to gate duty and signed into extended care.

## Attendance, Tardiness and Absence

Experience has proven that children find it difficult to make up work which they have missed because of an absence or tardiness from school, regardless of their age or intellectual ability. No amount of subsequent personal study can adequately replace the teacher's explanation and the class discussion or drill. There is also an on-campus socialization before school starts that helps a child more effectively transition to the beginning of the school day. Please do all you can to help your student come to school every day and on time. When a student is absent, parents must telephone the school office before 8:45 a.m. **This is vital for the safety of each child.** All absences must be accounted for in writing by a parent or guardian. If a pupil is absent 18 days or more during the report period (12 weeks), he/she may not receive a report card. **Once on the school grounds, no student may leave the premises during school hours without the permission of the principal.**

Please note: Excessive absences and tardies even though excused may be grounds for decreased credits or result in non-promotion if there is clear evidence that the absences or tardies were frivolous or unnecessary.

## **Vacations During the Regular School Year**

The administration strongly recommends not taking children out of school for vacations other than those scheduled on the school calendar. Please give the office two week's notice for any scheduled absence. Teachers will not give out work to students prior to departure. There will be a "While You Were Out" folder on the student's desk, and teachers will work with the students upon their return. Students have two days for every day absent to turn in make-up work, up to two weeks.

## **Early Dismissal, Medical, Dental Appointments, etc.**

St. Mary's School strongly recommends that an effort be made to schedule dental and medical appointments after school hours or during vacation time. If such an appointment must occur during school, the parent must come to the school office and sign out the student. Please do not telephone the office to dismiss your child from class. Upon return from an early dismissal, an adult must sign the student in. **The teacher will not release students from the classroom until he/she receives notice from the office.**

If a student becomes ill and/or injured during the school day, he/she is to go to the school office. Proper action will be taken to care for the student. No student will be allowed to leave the school premises during school hours without being in the company of an adult. A person designated by the parent may pick up students if written permission is in the office.

Parents who are notified to come to pick up an injured or ill child are asked to do so in a timely manner, as waiting in the school office is difficult for the child.

## **Parties**

- A. Parties, treats or refreshments for any class or school group must first be approved by the teacher in conjunction with the Administration office. For health reasons we ask that snacks and party foods be low in processed sugars. Due to allergies, we ask that no peanut products be brought to class/school events.
- B. Invitations to birthday parties **are not** to be distributed at school unless the whole class is invited, or for example, all of the girls or all of the boys. **Invitations must be distributed by the teacher.**

## **EXTENDED DAY CARE PROGRAM/KID'S CLUB**

St. Mary of the Angels Catholic School offers early morning and after school care for our students in grades K-8<sup>th</sup> through a program called Kid's Club. This program is designed to provide a safe, nurturing environment. Students are signed in through a responsible process. Parents are asked to sign them out personally, or provide a written directive for anyone else picking up a child.

<b>FEES:</b> Registration fee:	\$20.00 per child
Hourly Rate:	4.00 per hour
After 5:30 p.m.	5.00 per minute

## **VISITORS AND VOLUNTEERS**

### **Volunteers: Loyalty and Confidentiality**

Volunteers for St. Mary's are representatives of our parish and school. Support of our school staff and policies are expected and appreciated. If a volunteer has concerns about or does not understand a school policy, he/she should contact the school principal, who will be happy to address those issues.

Discussion of children's needs and access to personal information (test scores, grades, behavior, special needs, etc.) are to be kept at a professional level and include only the principal and teacher(s) in its scope. Information about a child at St. Mary's must never be discussed with other parents, under any condition.

**Confidentiality is of the utmost importance. A breach of confidentiality will result in loss of volunteer status.**

### **Policy regarding volunteers**

- All volunteers must display an appropriate badge (available in the school office) while on campus.
- Due to Diocesan Policy regarding liability, siblings not currently enrolled in the school are unable to accompany parents who are volunteering on the play yard, classrooms, kitchen and/or field trips.
- All parents who wish to volunteer must have completed the fingerprinting process and Safe Environment Training through the Diocese of Santa Rosa.

### **Policy regarding visitors**

- Parents are not allowed on school grounds (delivering late lunches, books, etc.) without first signing in at the school office.
- It is not the responsibility of office personnel to notify students that there are items left in the office for them: lunches, homework, etc. Students may check in the office at recess or lunch only. This policy alleviates interrupting classes.
- All visitors must display an appropriate badge (available in school office) while on campus.
- All volunteers must be fingerprinted and have completed the Safe Environment Training through the Diocese of Santa Rosa

## **FIELD TRIPS**

Field trips are part of the curriculum. Teachers, with the approval of the principal, will organize field trips, which are a privilege offered by the school. A student may be denied participation if he/she fails to meet academic or behavioral requirements. During the time a student is on behavioral probation, the student's parent must accompany him/her on any field trips that take place during the probation period.

The school provides a standard permission slip. If a parent/guardian does not want their child to participate, they may choose that option. If a parent/guardian does not sign and return the permission slip for a specified field trip, their child will not accompany their class. **PERMISSION CANNOT BE TAKEN OVER THE TELEPHONE. Faxes from parents are acceptable.**

Parents willing to drive on field trips are very much appreciated. Each driver must fill out a DRIVER VERIFICATION form at the beginning of the year, which is kept on file in the school office. All parents who wish to attend a field trip must have completed the fingerprinting and Safe Environment Training through the Diocese of Santa Rosa. Field trips are a school function and part of the curriculum, therefore **SIBLINGS ARE NOT ALLOWED.** Not all parents interested in driving/chaperoning for field trips can always be accommodated. A teacher may use the lottery system when too many parents request to be chaperones.

## **Student Council**

Student Council members are considered role models at St. Mary's School.

**Requirements Grades 7<sup>th</sup> and 8<sup>th</sup>: at least 3.0 GPA or B average and a “2” or better in conduct on the prior report card. A grade of a D or F in any subject will result in forfeiture of position for the remainder of that quarter.**

A primary objective of Catholic education is the development of Christian leadership and service. The student government program gives students the opportunity to use and develop skills they are learning about self-government. At the same time, they learn responsibility and begin to care about their school and the children attending it.

The Student Council is composed of elected representatives of the student body and is under the supervision of a faculty member. Activities are subject to the approval of the principal and teachers. All activities are designed to foster pride and school spirit, develop spiritual growth, promote community service, and encourage high academic standards.

Failure to maintain the required 3.0 GPA or B average, and a “2” in effort will result in forfeiture of position for the remainder of that quarter. Realization of the required GPA and conduct grade at the beginning of the next quarter will result in reinstatement to council position. Suspension will result in forfeiture of position on the Student Council for the remainder of the school year.

## **Sports Program**

Each school in the diocese sponsors a Sports program as one dimension of its total ministry to youth. Emphasis rests not on the number of games won or lost, but on the participant’s attitude in victory or defeat. Principles of fair play and sportsmanship govern every game.

Ultimate responsibility for the success of the Sports Program lies with volunteer adult participants. Adults involved remember that the program exists for the Christian growth of young people. The conduct of adults always models Christian values and virtues.

A student’s failure to maintain appropriate conduct may result in probation for extra-curricular activities, including the Sports Program.

### **Sports**

<b>VOLLEYBALL</b>	<b>BOYS AND GIRLS (GRADE 5-8)</b>	<b>FALL</b>
<b>BASKETBALL</b>	<b>BOYS AND GIRLS (GRADE 5-8)</b>	<b>WINTER</b>
<b>TRACK</b>	<b>BOYS AND GIRLS (K-8)</b>	<b>SPRING</b>

Each student and his/her parents are given an after school sports contract and are required to sign the contract prior to participating in each sport offered. A fee (in the range of \$70-\$90) per sport must be paid prior to participation.

## **Personal Property of Students**

### **Toys, Electronic Devices, Etc.**

Students are not permitted to bring any toys on campus that are unrelated to school work, except with the permission of faculty. Only school equipment is allowed on the playground. Students are allowed to use classroom and office phones with the permission of a faculty member. iPods may be used for Literature/Reading, PE or Running Club with teacher permission. Any items used on campus without permission will be confiscated. Confiscated devices will be returned at the end of the day.

### **Cell Phone Policy**

Students are not permitted to use cell phones during school hours, 8:15 am - 3 pm. During those hours, the phone must be turned off and remain in the student's backpack or in their locker. The school is not responsible for any lost or stolen phones. If a student is found using a cell phone during school hours, or has the cell phone on their person, the cell phone will be confiscated and turned into the office.

1<sup>st</sup> offense- cell phone returned at the end of the day.

2<sup>nd</sup> offense-parent's called; cell phone returned after 2 days

Inappropriate use of cell phones/electronic devices and repeated offenses may result in a suspension. Exceptions: with teacher approval, students may use electronic devices for reading assignments; with staff approval, students may use electronic devices after school in Kid's Club.

### **School Property**

All St. Mary of the Angels School equipment, the personal property of each faculty and staff member, and the personal property of each student, is to be regarded with a responsible attitude of care and protection. Students and their parents are responsible for any school materials or equipment that becomes damaged or lost through their neglect. Proper care of the textbooks must be taken. Students will be required to pay for lost books or for any that they defaced with writing or careless use. Teachers may ask students to cover their books.

### **Vandalism**

The parents will pay for vandalism or other damage to the school property inflicted by students, including cost of materials and labor.

### **Bicycles/Skateboards**

We encourage all students riding bicycles or skateboards to wear safety gear. **Students riding bicycles and skateboards must not ride them in the schoolyard.** Students must walk bicycles and skateboards to and from the gates, entrance and exits. All bikes must be equipped with locks. Each rider is expected to secure his/her own bike. **The school is not responsible for stolen bicycles or skateboards.**

## **STUDENT/STAFF HEALTH AND EMERGENCY INFORMATION**

### **Student Emergency Information**

All forms must be filled out as a part of the registration process. Emergency information is kept in the school office and copies in the student's classroom. No student can be accepted into St. Mary of the Angels Catholic School unless all required emergency forms are on file in the office. Moreover, it is essential that parents inform the school of any changes of address or of telephone number. These changes must be duly noted on the emergency forms. It is the parent's responsibility to keep emergency information correct.

### **Immunizations and Health Requirements**

All students must have on file a record of all required immunizations according to California State law upon admission to school. Kindergarten students must have a current Physician's Report.

### **Fingerprinting**

Law dictates that all St. Mary's School employees and volunteers be fingerprinted. All employees and volunteers must also complete the Safe Environment Training in order to work with students.

### **Medications**

#### **Allergies must be reported in writing.**

According to state law, St. Mary's School's faculty and staff are forbidden to administer aspirin or other medication without written direction from the physician and permission of the parent. In order to administer medication (both over-the-counter and doctor prescribed) to a student, parents must contact the office. Any medication left after the prescribed period will be discarded unless claimed by the parent or guardian.

**Note: All Medication** is to be taken to the school office and shall be dispensed from there. Students may not carry any medication on their person (this includes Tylenol and cough drops).

## **First Aid Program**

When an injured or ill child comes into the school office, the following steps are taken:

1. The child is asked to describe the symptoms.
2. Volunteers, teachers, school secretaries or the principal care for scrapes, cuts or scratches.
3. All head injuries are closely observed and a parent is notified.
4. Parents are notified immediately if a child is seriously injured or running a fever. Any child with a fever over 100 degrees will be sent home.
5. Please note that due to state law, no topical medications can be used in the office to treat wounds of any kind, with the exception of Neosporin, unless a signed parental waiver is on file in the office.

## **Communicable Diseases**

Contagious and communicable diseases must be reported to the school office as soon as possible. Strep throat, pink eye, chicken pox, measles, flu, mononucleosis, lice, and any disease that can be contracted by other students must be reported.

## **Nutrition**

Parents are encouraged to provide their children with a breakfast, snack and lunch that are healthy and nutritious. Please do not send food or drinks to school that are high in sugar content. Students are allowed to eat snacks from home during recess. No glass containers or carbonated sodas are allowed on campus at any time.

## UNIFORM POLICY

The purpose of St. Mary's Uniform Policy is three fold: to maintain modesty in appearance, to allow students to maintain their academic focus, and to support student success through neat appearance.

- All students are required to be in uniform at all times except when permission is given by the principal for a special occasion.
- All uniforms must be appropriately sized.
- Shorts are allowed on Mass days, ***but not when involved in the liturgy.***
- If a student is not in full uniform, they may be sent to the office until a parent brings the correct item of clothing.
- **Parent cooperation is expected.**  
**Uniforms will be supplied by Lands End Uniforms, preferred school #9000-8921-0.**

### **The uniform will consist of the following:**

- K-4 Boys:** Light blue polo shirt, long or short sleeve, **logo optional**  
Navy blue, classic fit pants or shorts, navy blue cargo shorts  
Belts optional--must be navy, black or brown with standard buckle or D-ring  
Lace-up, slip on or Velcro athletic shoe that is predominantly black, white, navy, gray, or brown. Any trim must be black, white, navy, gray or brown only. Soles must be black, white, gray, brown or rubber. Laces must match the shoes.  
Black, navy, gray or white anklet, sport or crew socks; small logos or trim that are black, white, navy or gray are allowed. No stripes up the back. All students must wear socks with their shoes.  
When wet, rain boots are allowed for K, 1st and 2nd. No boots, cowboy boots, or boots with heels.  
School Sweatshirt w/logo from office  
Lands' End fleece vest or zip-front jacket, navy with logo  
Lands' End navy blue sweater with logo  
Classic navy sweatshirt with logo, pullover, hooded or zip front
- 5-8 Boys:** White or navy polo shirt, long or short sleeve, **logo optional**  
Navy blue, classic fit pants or shorts, navy blue cargo shorts  
Belts optional--must be navy, black or brown with standard buckle or D-ring  
Lace-up, slip on or Velcro athletic shoe that is predominantly black, white, navy, gray, or brown. Any trim must be black, white, navy, gray or brown only. Soles must be black, white, gray, brown or rubber. Laces must match the shoes.  
Black, navy, gray or white anklet, sport or crew socks; small logos or trim that are black, white, navy or gray are allowed. No stripes up the back. All students must wear socks with their shoes.  
When wet, rain boots are allowed for K, 1st and 2nd. No boots, cowboy boots, or boots with heels.  
School Sweatshirt w/logo from office  
Lands' End fleece vest or zip-front jacket, navy with logo  
Lands' End navy blue sweater with logo

Classic navy sweatshirt with logo, pullover, hooded or zip front

- K-4 Girls: White Peter Pan blouse **or polo**, short or long sleeve, **logo optional**  
Maize turtleneck or polo worn under jumper only  
Lands' End plaid jumper (hunter/classic navy plaid)  
Navy blue, classic fit pants, crop chinos, shorts or cargo shorts  
Belts optional--must be navy, black or brown with standard buckle or D-ring  
Lace-up, slip on or Velcro athletic shoe that is predominantly black, white, navy, gray, or brown. Any trim must be black, white, navy, gray or brown only. Soles must be black, white, gray, brown or rubber. Laces must match the shoes.  
Black, navy, gray or white anklet, sport or crew socks; small logos or trim that are black, white, navy or gray are allowed. No stripes up the back. All students must wear socks with their shoes.  
When wet, rain boots are allowed for K, 1st and 2nd. No boots, cowboy boots, or boots with heels.  
School Sweatshirt w/logo from office  
Lands' End fleece vest or zip-front jacket, navy with logo  
Lands' End navy blue sweater with logo  
Classic navy sweatshirt with logo, pullover, hooded or zip front
- School Sweatshirt w/logo from office  
Lands' End fleece vest or zip-front jacket, navy with logo  
Lands' End navy blue or maize sweater with logo  
Classic navy sweatshirt with logo, pullover, hooded or zip front
- 5-8 Girls: Maize or navy polo shirt, short or long sleeve, **logo optional**  
Lands' End plaid skirt (hunter/classic navy plaid)  
Navy blue classic fit pants, crop chinos, shorts or cargo shorts  
Belts optional--must be navy, black or brown with standard buckle or D-ring  
Lace-up, slip on or Velcro athletic shoe that is predominantly black, white, navy, gray, or brown. Any trim must be black, white, navy, gray or brown only. Soles must be black, white, gray, brown or rubber. Laces must match the shoes.  
Black, navy, gray or white anklet, sport or crew socks; small logos or trim that are black, white, navy or gray are allowed. No stripes up the back. All students must wear socks with their shoes.  
When wet, rain boots are allowed for K-8d. No fashion, boots, cowboy boots, or boots with heels.  
School Sweatshirt w/logo from office  
Lands' End fleece vest or zip-front jacket, navy with logo  
Lands' End navy blue sweater with logo  
Classic navy sweatshirt with logo, pullover, hooded or zip front  
School Sweatshirt w/logo from office  
Lands' End fleece vest or zip-front jacket, navy with logo  
Lands' End navy blue or maize sweater with logo  
Classic navy sweatshirt with logo, pullover, hooded or zip front

**The following rules apply towards the uniform:**

- Shirts must be **tucked in for Mass, Awards Assembly and Writers Workshop**. K-4 girls Peter Pan collared blouses may be worn out.
- All uniform shirts **may** have the optional school logo embroidered onto the shirt when purchased from Lands' End.
- Belts are preferred, but optional, and must be navy, black or **brown leather or webbing with standard buckle or D-ring**.
- No crazy laces.
- Skirts, jumpers and shorts may not be more than four inches above middle of the knee.

## **Outerwear**

Lands' End fleece jackets and vests with the St. Mary's School logo, and Lands' End sweaters and school sweatshirts with the St. Mary's School Logo are the only items to be worn in the classrooms and on the playground. **During cold weather, overcoats may be worn over school uniforms during morning assembly.** Non-uniform sweatshirts are not worn on the playground or in the classroom.

## **Shoes and Socks**

The uniform shoe is a lace-up or Velcro athletic shoe that is predominantly black, white, brown, gray or navy with a minimum of color that is black, white, brown, gray or navy. No patterns. Sturdy slip-on shoes (Merrill or Vans) are allowed. Girls in K-4 may wear a sturdy Mary Jane style shoe. All soles must be black, brown, gray, rubber or white only. No sandals, Crocs, jellies, backless, flip flops, platforms or high heels of any type are permitted. This keeps students safe on the playground.

Laces must match the shoe; no crazy laces. Socks must be black, navy, gray or white low cut, ankle, crew, or knee-high, as appropriate. Small logos or trim in black, white, navy or gray are allowed; no patterns. No stripes up the back. White, black or navy tights are an option for girls. Solid navy, white or black leggings are allowed with no lace or trim. Students must wear socks with their shoes.

On non-uniform days, athletic shoes and socks in colors and styles other than the uniform shoe and sock are acceptable.

## Hair Code

Hairstyles must be simple, neat and well groomed. Neither boys nor girls should have hairstyles that are extreme. Boy's hair must be above the eyebrows, ears and collar, and in a style that does not detract from the tasks of teaching and learning. This includes no extreme or unnatural hair colors for boys or girls. No facial hair is allowed.

## Accessories

Jewelry should be subtle. No long, dangling or hoop earrings or necklaces are permitted due to safety reasons. No caps or hats of any kind are allowed in the school building or during morning assembly. **Hats are allowed before and after school, during recess and lunch, on the playground only.** Gloves and mittens are not to be worn in the school building. Only clear nail polish is allowed. Seventh and eighth grade girls are permitted light use of make-up and light-colored nail polish that is applied at home, not at school. The homeroom teacher and the principal will determine the appropriateness of the interpretation of this policy.

## Non-Uniform Dress Code

Clothing must be clean and without holes. Parents will be called if students arrive at school improperly attired.

1. Jeans are acceptable if they are clean and in good condition. Shorts or skirts must not be more than three inches above the knee. **No short shorts with tights underneath. No low-cut tops are allowed.** Oversized clothing is not to be worn. All pants, uniform or free dress, must fit properly. No "bagging" or "sagging" pants.
2. Shirts that are worn outside the pants must hang below, not even, with the waistband of pants. For girls, sleeveless blouses and tops that are 3" wide at the shoulder are OK. Blouses and tops must be either tucked in or hang far enough below the waistband so that under no circumstances bare stomachs/midriiffs are exposed. Bare midriff tops, tank tops and spaghetti straps are not allowed. Dress should be modest at all times.
3. Blouses or tops must be made from opaque material (no see-through.)
4. Clothing may not bear messages inconsistent with the goals and philosophy of St. Mary's School. (Such as alcohol, drug, tobacco, gang related matters.)
5. On non-uniform days, athletic shoes in colors and styles other than the uniform shoe are acceptable. Students must wear socks with their shoes. No sandals, Crocs, jellies, backless, flip flops, platforms or high heels of any type are permitted.

**Any student not attired according to the dress code will not be allowed to return to class until he or she is in compliance. Violation of the dress code**

**may result in detention and loss of privileges. The homeroom teacher and the principal will determine the appropriateness of the interpretation of this policy.**

### **Used Uniforms**

Uniforms are available through the St. Mary's "Uniform Exchange". You may pick up clothing for your children at no cost. You may also drop off clothing that your children may have outgrown.

### **Lost and Found**

The school maintains a "Lost and Found" on campus. Lost clothing or items are difficult to locate if they are not labeled. Please label all your child(ren)'s belongings. Unclaimed Lost and Found items are donated monthly to our Uniform Exchange and to other charitable causes.

## **Curriculum**

The school curriculum is an integrated course of academic studies that consists of all the experiences of the student under the direction of school personnel. It is structured so that it provides the opportunity to develop proper attitudes, habits and values as well as the basic subject skills. Basic curriculum includes Religion, Math, Social Studies, Language Arts, Writing, Literature, Science, PE, Music, Spanish, Art, Computers, Gardening and Library.

Textbooks are the property of the school. There will be a charge for excessively damaged or lost books.

## **Religion**

It is the established policy of the Department of Catholic Schools of the Diocese of Santa Rosa and the Mission San Jose Dominican Sisters that religious instruction shall be an integral and continuing element of the educational experience of the students in all grades.

## **Basic Subjects**

Frequency and duration of all other subjects comply with regulations found in the Administration Handbook and the Department of Catholic Schools, Santa Rosa.

## **HOMEWORK POLICY**

**Parents are the primary educators of their children and partners with the teachers in the process of education. Parents can ensure successful study habits by supporting the school's homework policy.**

### **Why do we Assign Homework?**

Reinforces skills and information learned in class.  
Prepares students for upcoming class topics.  
Teaches students to work independently.  
Helps students develop self-discipline and responsibility.  
Assists in evaluating student progress.

### **Expectations**

All assignments will be completed.  
Students will do homework at their highest effort.  
Students will turn in work neatly done and on time.  
Students will make up homework assignments due to absence.

### **Consequences for Missing or Incomplete Homework**

Parents will be asked to sign completed homework every night.  
Students may miss recess to complete homework.

Students may complete homework after school during Homework Club, Study Hall or Tutoring Center.

Students may not participate in sports teams until homework is done.

**HOMEWORK MISSED FOR A GOOD REASON MAY BE VERIFIED IN A SIGNED NOTE FROM PARENTS.**

Each child will be assigned homework at the discretion of the teacher. This may be an oral or written assignment. Homework may also be assigned for the weekend. Regular home assignments are ordinarily not given over holidays; however, students who were absent, careless or who have long-term assignments will need the holidays to accomplish their work in a scholarly manner.

In case of an emergency, a parent may write a note indicating it was impossible to complete the assignment(s) due. However, repeated excuses will require a consultation with the homeroom teacher to determine the reason for continued incomplete home study and a solution worked out.

**HOMEWORK SHOULD BE CAREFULLY AND NEATLY WRITTEN ON GOOD PAPER. WRINKLED, RIPPED PAPERS OR PAPERS WITH ILLEGIBLE WRITING ARE UNACCEPTABLE.**

**Access to Students Records**

Parents have the right of access to their child/children's school records. A parent request for access to student records must be signed in the office prior to access of records. Parents may review student's records within 24 hours of giving notice. When a file is forwarded to a new school, subject matter is limited to academic transcripts and testing, health records and emergency information.

**Grading System**

**Kindergarten uses letter grades:**

E = excellent; S = satisfactory; T = needs time to develop

**Grades 1 and 2 use number grades:**

1 = above average; 2 = satisfactory; 3 = needs improvement 4 = below average

**Grading Scale Grades 3-8th**

<b>A</b>	<b>100-97%</b>	<b>B</b>	<b>90-88%</b>	<b>C</b>	<b>81-75%</b>	<b>D</b>	<b>69-65%</b>
<b>A-</b>	<b>96-94%</b>	<b>B-</b>	<b>87-85%</b>	<b>C-</b>	<b>74-70%</b>	<b>F</b>	<b>64% &amp; below</b>
<b>B+</b>	<b>93-91%</b>	<b>C+</b>	<b>84-82%</b>				

**Junior High School Grading Periods:** Grades 6-8 issue quarter grades every nine to ten weeks, semester grades after two quarters, and a final grade at the end of the school year. The semester grade is an average of two quarters' grades. The final grade is an average of all four quarters' grades. Students are expected to return report cards with a parent signature after each grading period except the final.

**Junior High School Progress Reports:** Grades 6-8 issue progress reports at the midpoint of each quarter. Students are expected to return the progress reports with a parent signature. With progress reports and report cards, parents are receiving an assessment of their student's work every four to five weeks.

**Elementary School Grading Periods:** Grades K-5 issue trimester grades every twelve to thirteen weeks, and a final grade at the end of the year. In grades 3, 4 and 5, the final grade is an average of all three trimesters' grades. Students are expected to return report cards with a parent signature after each grading period except the final. K, 1<sup>st</sup> and 2<sup>nd</sup> do not require a parent signature.

**Elementary School Progress Reports:** Grades 1-5 issue progress reports at the midpoint of each trimester. Students are expected to return the progress reports with a parent signature. Kindergarten does not issue progress reports.

### **Graduation Requirements**

Any student that graduates from St. Mary's School must successfully complete the prescribed curriculum in Religion, Language Arts/Literature, Math, Science and History through Grade 8. Eighth grade students must also complete their service hours and their Proteus Project. No student may graduate with a final failing grade in a major academic area or in conduct. Other requirements to complete these subjects are presented to students at the beginning of each school year. Parents are notified during parent meetings and at parent conferences.

### **Graduation Awards**

Awards are given to deserving students at graduation for sports, perfect and punctual attendance, citizenship, CJSF, improvement, service and general academic and specific subject excellence. Awards are determined by the combined evaluation of the junior high instructors and Principal.

### **Testing Program – Grade 2<sup>nd</sup> -8<sup>th</sup>**

Diocesan and school testing are routine. Each is administered and interpreted for assuring effective, individual student growth. The Santa Rosa Diocese had adopted the ITBS (Iowa Tests of Basic Skills). This assessment tool is highly regarded and used by many other Catholic schools throughout California and the U.S. ITBS testing is scheduled annually around the last week of September and the first week of October. Please check your current annual school calendar for these dates. Student absences and scheduled appointments should be avoided during the testing period.

### **Academic Probation, Grades 6-8**

Academic Probation lasts for one quarter after grades are reported and begins the day the grades are presented to the student. A student who has a grade of D or below on his/her report card in any of the following subjects: religion, language arts, mathematics, science and social studies, will be placed on Academic Probation. In addition, a student who received marks lower than a C- (70%) on

the Progress Reports may be placed on Academic Probation. Any student who receives a 3 or a 4 in effort or in conduct may also be placed on Academic Probation. At each grading period, it is the responsibility of the classroom teacher to notify the principal of students who meet these criteria. Upon notification the principal will set up a meeting with the parents, students and the teacher to discuss the Academic Probation Contract and strategize how to strengthen the partnership between home and school to ensure the student's success.

During the time students are on Academic Probation they may not participate in any extracurricular activities. These may include, but are not limited to sports, Student Council, any type of dances, field trips, Science Camp and the Washington D.C trip. (The school will not be held responsible for any fees that may need to be paid to the travel agency should the student cancel his/her participation because of low grades.) The grades from the fourth quarter will affect the following year's first quarter. In the case of an eighth grader, s/he risks the school's inability to grant him or her a graduation diploma and/or to participate in the graduation ceremony and the year end activities for graduates

## **School-Family Communication**

A parent with a concern regarding his/her child's grades, behavior or performance should initially request an appointment with the classroom teacher through a phone call, email or note. Should the situation remain unresolved after this meeting, the parent may then contact the office to schedule an appointment to include principal, classroom teacher and parent.

If a teacher deems it necessary to contact a student's parents, a record of such conversation may be placed in the student's file stating when and why contact was made. In the event that a written note goes home, that note will be signed by the parent(s) and returned to school the following day. If the note is not returned the following day, the teacher will take immediate action to contact the parents. To reach our goals, it is mandatory to maintain communication between home and school. Conferences will be scheduled at the discretion of the teacher or the parent(s). Formal Parent-Teacher Conferences are held in November. Please check the current annual school calendar for these November dates. It is expected that both parents attend.

## **Discipline Policy**

The Behavior Policy of the school is based on the principles of integrity, Christianity, accountability, respect and effort. The three main rules are: ***Respect yourself, others and things; Contribute to the learning environment; Follow school and classroom procedures.*** Demonstration of these principles will result in positive recognition.

Discipline at St. Mary of the Angels Catholic School is an aspect of moral guidance and not a form of punishment. Discipline is meant to change behavior so that students' actions reflect a Catholic ethic consistent with the school's philosophy.

All information regarding students and disciplinary measures is considered confidential.

Responsibilities of the student:

- to comply with the rules of the school
- to pursue the prescribed course of study
- to respect and respond to the authority of the teacher and other school personnel
- to arrive to school on time
- to be courteous to fellow students, faculty members and staff
- to respect the rights and property of others
- to wear and maintain the St. Mary's uniform according to policy

### **Ranking of Disciplinary Measures**

- Classroom disciplinary policy
- L1 Bench Ticket – 5 to 15 minutes on the bench at recess or lunch
- L2 Bench Ticket-- 15 minutes on the bench at recess or lunch ; three L2 Bench Tickets equal a detention
- L3 Detention—45 minutes after school; requires a phone call home. Three detentions in a grading period equal a suspension
- L4 Suspension -- Disciplinary Referral (Pink Slip) and conference with parents. Three suspensions in a grading period equal an expulsion.
- L5 Expulsion -- automatic hearing with the pastor, principal, teacher, parents and others with relevant information.

### **Classroom Disciplinary Policy**

Each teacher has a set of policies and rules that prevail in the classroom with rewards and consequences. After a determined number of violations, bench tickets and detentions will be given. Check with the classroom teacher for specifics.

### **L1 Bench Tickets**

Bench Tickets are given by the classroom teacher or any other faculty or staff member as a consequence for misconduct not in accord with school and classroom policies and procedures. L1 Bench Tickets are given for:

- gum chewing
- dress code violations
- late for class
- unprepared for class
- lack of supplies
- no homework
- breaking hallway pass rules
- excess noise in the hallway

Classroom teacher will determine how many Bench Tickets equal a detention.

### **L2 Bench Tickets**

L2 Bench Tickets are given for the following reasons:

- disruptive behavior in the classroom
- being disruptive in the halls
- being in the hallways, classrooms, or playground areas unsupervised
- inappropriate electronic use
- riding bicycles or skateboards on campus
- wasting instruction time
- any disrespect of student or teacher

Three L2 Bench Tickets in a quarter or trimester equal a detention. Please note: these lists are not exhaustive. There may be other extenuating circumstances that could result in Bench Tickets.

### **L3 Detention**

A Detention is given for one of the following reasons:

- Inappropriate or offensive language
- Deliberate disruption of any class or activity.
- Inappropriate physical contact
- Remarks or actions directed towards a teacher or staff members that are disrespectful

A student will also receive a detention for bullying, with the possibility of suspension, which includes:

- Pushing and shoving
- Spreading rumors about people
- Keeping certain people out of a “group”
- Teasing people in a mean way
- Getting people to “gang up” on others

Bullying also can happen online or electronically. Cyber bullying is when children or teens bully each other using the Internet, mobile phones or other cyber technology. This can include:

- Sending mean texts, e-mails or instant messages;
- Posting pictures or messages about others in blogs or websites;

- Using someone else's user name to send mean texts, e-mails or instant messages.

Three detentions equal a suspension.

#### **L4 Suspension--disciplinary referral (pink slip)**

A student will be given an in-house or an off-campus suspension for a serious offense, or for continued misconduct. Parents will be notified by the teacher and/or principal for a conference in order to constructively correct the specific situation. Students may be on probation, which may include exclusion from extracurricular activities for a specified time. Three pink slips in a quarter/trimester require an expulsion hearing. Suspensions include:

- Fighting
- Harassment
- Severe, threatening profanity and/or vulgar language
- Sending texts, e-mails or instant messages that spread rumors and lies about someone
- Sexual innuendo
- Repeated misconduct.

Suspension may take other forms:

- The student may attend class but lose the right to participate in any school activity on or off campus;
- The student may be suspended from a particular class;
- In some cases, a student may be sent home for the entire period of the suspension

All suspensions will be reviewed by a Disciplinary Review Board. Students who have been suspended and/or placed on disciplinary probation during the school year will be reviewed at the end of the year to determine their status for continued enrollment. Please note: these lists are not exhaustive. There may be other extenuating circumstances that could result in Bench Tickets, Detentions, or Suspensions.

#### **L5 Expulsion Hearing**

An expulsion requires an automatic hearing with the pastor, principal, teacher, parents and others with relevant information.

A student may be expelled from school for any misconduct of a serious nature, including disrespect. There are acts that constitute good cause for expulsion from school:

- Extreme cases of harassment
- Use, sale or possession of any controlled substance or alcohol
- Willfully defacing property, real or personal, belonging to the school or other students
- Stealing
- Assault, battery or any threat of force or violence towards school personnel or students
- Possession of a weapon.

#### **Expulsion hearing**

A student may be expelled from school for any misconduct of a serious nature, including disrespect. Such an incident will result in a meeting of the Disciplinary Review

Committee, which includes the pastor, principal, parents and others with relevant information.

There are acts that constitute good cause for suspension or expulsion from school:

- Extreme cases of harassment
- Use, sale or possession of any controlled substance or alcohol
- Willfully defacing property, real or personal, belonging to the school or other students
- Stealing
- Assault, battery or any threat of force or violence towards school personnel or students
- Possession of a weapon

Please note: these lists are not exhaustive. There may be other extenuating circumstances that could result in detentions, suspensions or expulsion.

The principal, the pastor and the referring teacher will meet to decide the severity of the offense and whether or when an expulsion will occur. The principal is the final recourse in all disciplinary matters and may review any disciplinary rule for just cause at his or her discretion.

### **Basic Reminders**

- Courtesy is respect in action.
- Quiet and orderly conduct is expected in the classrooms, bathrooms and in the walkways/hallways at all times.
- Cruel or hurtful remarks will not be tolerated.
- Disrespect, rudeness or fighting will not be tolerated.

### **Standard rules**

- No playing, jumping, running, climbing or loitering before, during or after school will be permitted in the hallways, classrooms or bathrooms.
- During lunch, students are to remain seated in their assigned area. Disrespect, rudeness, throwing food or other such inappropriate behavior will not be tolerated.
- Recycling is mandatory.
- Students are expected to clean lunch area when finished eating. All food and drink is consumed at the tables, not walking around campus.
- Students speak to the yard supervisor if they have a problem with another student.
- Only approved equipment may be used on the playground. No toys from home are allowed. No tennis balls are allowed on the playground or field.
- Telephones, iPods or electronic devices are not allowed on campus during school hours without permission.
- Students get a drink of water and use the restroom before the lunch bell rings.
- Students are not to be in any classroom or the gym without a teacher/supervisor present.
- Gum chewing and sunflower seeds are not allowed in the school.
- Glass bottles are not allowed on school grounds.

## **School Rules**

### **SCHOOL RULES:**

- We will respect the rights of others.

- We will listen when the teacher and classmates are speaking.
- We will raise a hand when we wish to speak.
- We will have necessary school supplies each day.
- We will turn work in on time and make up the work when absent.
- We will stop playing when the bell rings and walk quietly and quickly to the designated area after the whistle blows.
- We will wear a clean uniform daily.
- We will listen to directions given by teachers, secretary, custodian and/or yard supervisor.

### **OUR BUILDING**

- We walk at all times inside the building.
- We travel through the halls quietly.
- With permission, we may help the teacher in the classroom before or after school.
- We remain out of the building halls before school, during recess and lunch time except with permission. 6th, 7th and 8th grade students may be in the halls before school begins from 8 am - 8:15 am.
- We knock at the faculty room door and ask for a teacher only in an emergency.
- We use the office and classroom phones only with permission.
- We eat all food outside the building and remain seated on the bench until finished eating except with permission.
- We are responsible to keep our school clean and put trash, food, plates and recycling in the proper receptacles.
- We do not chew gum on the school grounds.

### **OUR PLAYGROUND**

- We use ropes for jumping only; playground balls are the only objects we throw.
- We ask permission of the yard supervisor to retrieve balls that go over the fence.
- We use softballs and soft bats during recess on the school grounds. We use only school approved balls. No tennis balls are allowed.
- We sit on benches.
- If we need help, we ask the yard supervisor. We do not come to the office except for an injury and/or emergency.
- When a whistle is heard, we stop and look! If the whistle is for me, I walk quickly to the yard supervisor or teacher.
- We do not ride a bike on the playground.
- We do not ride skateboards or roller skates on the school grounds.
- We do not climb on fences, backstops or trees.

### **SWING SAFETY**

- Swing only front and back (not sideways).
- Only one person on the swing at a time.
- Each person swings 30 times if someone else is waiting in line.
- Line up on the side, out of the way, for your turn to swing.
- No bail outs.
- No climbing on the swings.
- No walking in front of or behind the swings.

- No swinging the swings over the top bar.
- The area around the storage shed and the garage is **OFF LIMITS** for all grades.

## **BREACH OF PARENT/GUARDIAN PARTNERSHIP WITH SCHOOL**

The school seeks an active partnership with parents/guardians in order to educate the parents' child (student). Accordingly, the school renders this partnership in certain terms and proffers these terms to parents in such form as a tuition contract, a school handbook and formal understandings about ad hoc school matters, for example, field trips, field trip providers and students' use of computers.

The school expects parental agreement with the formal term that the school sets in order to educate the students.

Certain behaviors or omissions of a parent/guardian are serious enough matters in themselves to cause a school to consider the educational partnership to be breached. Such behaviors or omissions, if not remedied by parents, may lead to the suspension and even the subsequent dismissal from school of the parent/guardians child. These behaviors or omissions include the following:

- Non-cooperative behavior, the effect of which is to inhibit the school from rendering educational services to the child/student
- Behavior that disrupts school activities or procedures
- Behavior that disrespects school personnel or other students
- Repeated failure to meet tuition obligations.
- Repeated failure to maintain an adequate attendance record
- Repeated failure to abide by the school uniform policy, or that disrespects the school uniform policy.

## **POLICY REGARDING HARASSMENT**

St Mary of the Angels Catholic School has adopted a zero-tolerance policy on harassment, both verbal and physical, in accordance with the statement issued by the Santa Rosa Diocese. We are committed to providing a learning environment where everyone feels they belong and is free from harassment in any form. Harassment of any student by another student, lay or religious employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, thorough, and confidential manner.

A charge of harassment shall not, in and of itself, create the perception of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion.

**Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of an individual's race, creed, color, national origin, sexual preference, physical condition or disability, or sex. Harassment that occurs anytime during school or during school-related activities falls under the jurisdiction of the school. It includes, but is not limited to any or all of the following:**

- Verbal: derogatory comments and jokes, threatening words spoken to another.
- Physical: unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement.
- Visual: derogatory, demeaning, or inflammatory posters, drawings, cartoons, written words, or gestures.
- Sexual: includes unwelcome sexual advances, comments and/or actions.

### **Suspected Child Abuse or Neglect**

Section 1161.5 of the California Penal Code mandates that St. Mary of the Angels Catholic School personnel shall cooperate in following the reporting laws regarding suspected child abuse or neglect. This law requires that any nurse, superintendent, teacher, licensed day worker report to specified local authorities all cases of suspected sexual molestation of minors. This law also requires the reporting of suspected cases of infliction of designated physical or mental suffering on minors, in addition to cases of suspected non-accidental physical injury to minors. Reporting individuals are provided with immunity from civil or criminal liability for reporting in good faith, while failure to report is considered a misdemeanor.

**The Diocese of Santa Rosa**  
Department of Catholic Schools  
Policy Statement Regarding Harassment of Students

The Department of Catholic Schools of the Diocese of Santa Rosa is committed to providing learning environments that are free from harassment in any form. Harassment of any student by any other student, employee or volunteer is prohibited.

The Department of Catholic Schools Administration recognizes that harassment of students by other students or any other person can cause embarrassment, feeling of powerlessness, loss of self-confidence, reduced ability to perform school work and an increased absenteeism or tardiness. Some forms of harassment are unlawful, for instance, sexual harassment.

To promote an environment free of harassment, the Department of Catholic Schools has established rules regarding student behavior as well as procedures to provide for prompt and appropriate action to remedy instances of harassment of students. These rules and procedure are set forth in the school handbook and are also available in the school office. The school shall provide in-service and student instruction in appropriate student behavior, especially that relating to teasing, name calling and physical aggression. Teachers shall instruct students in sensitive, appropriate behavior and in ways to deal with harassment they experience. All students need to be assured that they need not endure any form of harassment.

No diocesan school shall tolerate the harassment of any student by any other student or any employee or volunteer. Any person who is found guilty of harassment shall be subject to disciplinary action.

Students should immediately report incidents of harassment to the principal or a staff member at the school. A complaint of harassment shall be investigated in such a way that ensures the privacy of all persons concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Retaliation for reporting harassment is prohibited.

This policy applies to sexual harassment as well as other forms of harassment such as inappropriate comments on gender, physical appearance and ethnic, religious or family background.

## **DISASTER EMERGENCY GUIDE**

Your child's safety is of the utmost importance to the faculty and staff of St. Mary's School and Parish. The school is legally responsible for your child while at school and will make every effort to insure your child's safety.

**The student will remain with their classroom teachers in the event of any emergency.**

### **THE SCHOOL WILL:**

- Make reasonable effort to keep parents informed.
- Provide first aid, food and other services within available means.
- Remove students from the campus or release them to return home as indicated by conditions or emergency authorities.
- Remain open until EVERY child has been released.

### **Parents-Please:**

- Avoid panic.
- Listen to the radio, check your email and the school website/Facebook for emergency reports and updates.
- Come to the school for children only after checking on conditions by radio, with police or fire authorities, or with the school.

Sign your child out before taking him/her from school. If you are unable to pick up your child, he/she will be released to authorized persons indicated on your emergency cards. Discuss these disaster guidelines with your child and family.

St. Mary of the Angels Catholic School  
991 S. Dora Street  
Ukiah, CA 95482  
707.462.3888

## **WE ARE REQUIRED TO REPORT TO YOU ANNUALLY**

As required by the Environmental Protection Agency's (EPA) Asbestos Hazard Emergency Response Act (AHERA), an asbestos inspection of all our buildings was completed in September 2013. This inspection was conducted by EPA-accredited inspectors in accordance with guidelines established by the EPA.

The asbestos containing materials located at this school are all non-friable and as such pose no threat to people who occupy the building as long as the materials stay non-friable. Surveillance is made every six months to verify that all ACM's have not been disturbed and are still in non-friable condition.

A copy of the school's asbestos management plan, including the inspection report, is in the school office.

If you have any questions or concerns, please do not hesitate to contact the school office personnel at the above number.