



St. Thomas the Apostle School

Parent/Student Handbook

2023-2024

*Right to Amend: Please be advised that the principal and/or Pastor of the school retain the right to amend this handbook for just cause. If changes are made, parents will be given notification of the changes in writing.

School Mission Statement

St. Thomas the Apostle School provides a quality education founded upon the principles of our Catholic identity. St. Thomas the Apostle School works in partnership with parents to build a strong foundation for the lifelong spiritual, intellectual, emotional, social, and physical well-being of our children.

School Philosophy

At St. Thomas the Apostle School, we believe that all children are unique, and created in the image and likeness of God. Partnering with parents, the school offers a quality, Catholic education based on the values and teachings of the Gospel of Jesus Christ. Students strengthen their faith, sense of community, and commitment to social justice by participating in religion classes, prayer, social projects, and attending Mass. Students learn to be effective communicators by speaking, listening, and writing in the various curriculums. At St. Thomas School we educate the whole child. The goals are for students to become lifelong learners, ambassadors of hope to the world, and to develop a love of faith and respect for all human life.

This book represents an effort to improve the communication between home and school which is essential for a successful atmosphere of the teaching and learning process between your child, our faculty, and staff. The purpose of this handbook is primarily to serve as a guidebook of information for parents, students, and teachers at the school. No one is required to memorize its content, but everyone is asked to be familiar with it and use it as a reference.

The school reserves the right, without prior notice, to change, or delete, supplement, or otherwise amend the information contained in this book in the best interest of the students and the school.

We want to assure you our dedication and our commitment to Catholic education.

As member of a Catholic School Community, we are committed to providing opportunities for children to assume their role in the Church Community. We do this by creating a Christ-centered environment in our classes by involving the students in liturgies, special prayer services, and projects to develop a strong understanding of Christ.

In cooperation with you, the parents, who are the primary educators of your children, we ask for your wholehearted cooperation, support, and concern to achieve the goals and objectives we have established. St. Thomas the Apostle School believes that every family in the school community has a vital role to play while here at St. Thomas the Apostle School.

We specifically ask you to please do the following to help make your child's learning experience a positive and successful one here at St. Thomas the Apostle School:

1. Send your child to school every day, on time and prepared.
2. Set an atmosphere in a quiet area in your home for homework and study.
3. Encourage your child to always do their best.
4. Show consistent interest in your child's schoolwork- check each evening's homework results.
5. Make sure your child gets plenty of sleep.
6. Assist your child in making decisions and choices.
7. Help your child develop a sense of responsibility with respect to their studies and duties in school, at home, and toward peers and adults.
8. Pray with your child.
9. Attend Back to School Night, Parent/Teacher Conferences, School Advisory Board/PTG Meetings, Open House, and all other school events.
10. Be positive and supportive of all fundraising events.
11. Be registered, supportive, and an active parishioner at St. Thomas the Apostle School Parish.

Thank you for your support and cooperation,
Jeanette Morrow
Principal

Schoolwide Learning Expectations (SLEs)

TK-4th Grade

- A. To be Faith-Filled Catholics who:
 - a. Get to know God by praying every day and learning about the sacraments.
 - b. Know what the Catholic Church teaches.
 - c. Live like Jesus.
- B. To be Lifelong Learners who:
 - a. Love to learn and do new things.
 - b. Use thinking skills to make decisions.
 - c. Grow up to be what they want to become.
- C. To be Effective Communicators who:
 - a. Speak and write so others can understand.
 - b. Are good listeners.
 - c. Respect what others think and say.
- D. To be Responsible Citizens who:
 - a. Take responsibility for their actions.
 - b. Show respect for our world and take care of it.
 - c. Get along well with others.

5th-8th Grade

- A. To be Faith-Filled Catholics who:
 - a. Develop a personal relationship with God through daily prayer and sacramental preparation.
 - b. Have knowledge of Catholic teachings and practices.
 - c. Live Gospel values.
- B. To be Lifelong Learners who:
 - a. Have a love for knowledge and apply it to future growth.
 - b. Use critical thinking skills in decision making.
 - c. Set practical goals for future development.
- C. To be Effective Communicators who:
 - a. Articulate ideas clearly in both written and oral forms.
 - b. Listen critically and compassionately.
 - c. Show respect for the opinion of others.
- D. To be Responsible Citizens who:
 - a. Take responsibility for their actions.
 - b. Show respect and appreciation for the world.
 - c. Collaborate well with others.

Administration and Acceptance/Admission of Students

Administration

Administrative Officers

Pastor: The pastor is the ex-officio chief officer of the parish school. In consultation with the principal and the Board of Education he establishes school policies in conformity with the diocesan policies and regulations

The ordinary administration and supervision of the school program is the responsibility of the principal, not the pastor or the board.

The pastor is responsible for the financial administration of the school. They may delegate some of these responsibilities to the principal.

Principal: The principal is the immediate administrative officer of the school. As administrator, the principal is responsible for the effective operation of the school and makes the day-to-day decisions within policies formulated by the Diocese of San Bernardino.

Administration/Nondiscrimination Policy

The Catholic School in the Diocese of San Bernardino, which includes both Riverside and San Bernardino Counties, admit students of any sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national or ethnic origin in administration of their educational policies, admission policies, financial assistance, and athletic and other administered programs.

Order of Acceptance

New students will be accepted in the following order and as openings occur:

1. St. Thomas the Apostle School registered, supportive parishioners with children currently enrolled at St. Thomas the Apostle School.
2. St. Thomas the Apostle School parishioners enrolling children for the first time.
3. Catholic, non-parishioners
4. Non-Catholics

Students must provide required records, including Baptismal certificate, birth certificate, and immunization records. Transcripts are requested from schools previously attended by transferring students. No students will be allowed to enter class until the immunization record is complete and on file at the school.

Transfer Students

Transfer students will be admitted on a probationary period of 3 months. Parents of incoming transfer students will be asked to sign a statement indicating that they agree with this policy. Eighth grade students will be accepted from Catholic Schools only.

During this period the student should show evidence of a successful experience both in schoolwork and in classroom behavior. Parents of students who are having trouble will be contacted by the principal only.

Age Requirements

Students entering Transitional Kindergarten must be four years of age by September 1st. Cases of exception will be decided by the principal.

Students must be five years of age by September 1st to enter Kindergarten.

A pupil entering first grade must be six years of age by December 1st of that year.

An entrance test may be administered to all incoming Kindergarten students; admission to the class will be dependent on the outcome of the test.

Acceptance of Students with Disabilities/Exceptional Needs

Policy: A Catholic school will accept a child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child's admission and continued enrollment in a diocesan school should be based upon the emotional, academic, and physical needs of a child, and the resources available to the school in meeting those needs. The final decision in this matter is made at the local side. Enrollment is on a one-year probationary period to be reviewed after every 6–8-week period or at the discretion of the Student Success Team for up to 6 times a year at which time the case will be reviewed to see if the student's needs are being met. The Student Success Team can be composed of, but not limited to administrators, teachers, counselors, parents, and possibly the Pastor.

Identifying and Planning for Students with Exceptional Needs

Each school needs to have a developed process in place for the identification of incoming and existing students who have exceptional needs (i.e., Student Success Team).

A school may request additional diagnostic information (i.e., psycho-educational assessment) for a student at any time to better develop an appropriate program for that student.

Entrance Assessment and Acceptance of New Students

Entrance assessments of students should be utilized for diagnostic purposes only in identifying the learning strengths and needs of a student and in aiding the school in its determination of whether an appropriate program can be developed for a student. Schools should utilize a holistic approach in this assessment through the review of previous documentation, academic screening, parent/student interviews, and parish affiliation consideration.

Upon enrollment, parents need to report and provide documents of special education needs. Failure to do so could jeopardize the length of the probationary period.

Assessment/Grading of Inclusion Students

Grading practices must be consistent with the guidelines of the Diocesan Student Learning Assessment system. A student who has been identified as needing Learning Levels 5-7 in any subject must have an accompanying adapted curriculum supplement (such as a Modified Instruction Plan or modification document). The marking of code CP (Continued Progress) or a 3 (Adapted Curriculum) from the comment code on the Standards Based Report Card may be used to indicate that inclusive measures were taken to achieve student success.

Retention of Identified Inclusion Students

An identified inclusion student can be retained if it has been determined by the administration, teachers, and parents that the student would benefit from another year at that grade level.

Eighth Grade High School Diploma

A student who has received instructional accommodations or curricular modifications within the school may receive an official Diocesan Diploma, Certification of Completion, or Letter of Attendance depending on the student's achievements. If the Eighth Grade/High School standards have been achieved, then a Diocesan Diploma may be issued. If the student improved yet remained at a lower grade level of standard achievement, a Certificate of Completion would be appropriate. If the student did not significantly improve, but faithfully attempted and attended the academic program, a Letter of Attendance could be considered.

Alternative Educational Placement

If it has been determined by the administration, in consultation with the Student Success Team, that the school cannot continue to meet a child's needs, an alternative educational placement should be recommended. Alternative educational placement will be recommended after every possible school and outside intervention as well as support resources have been exhausted without success. It would be unjust to continue to attempt to serve a child when it is evident that the school is unable to do so.

General Administrative Policies and Procedures

Accreditation

Every six years, St. Thomas the Apostle School undergoes a self-study is evaluated by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

Absences and Attendance

The parent/guardian must call the school office to report the absence prior to 9:00am. Failure to report the absence will result in an unexcused absence. Homework request by parents must be made by 10:00am and will be available for pickup by school dismissal.

Excused absences are defined as those due to illness, funerals, or serious illness of an immediate family member. Unexcused absences are defined as those due to family vacation, meeting other family needs, or truancy.

On returning to school, a written excuse signed by the parent/guardian or physician is required even though the office was notified. Failure to send the appropriate note will necessitate a phone call to parent/guardian and the student will remain in the office during this time. If a student arrives more than 30 minutes late or leaves more than 30 minutes before dismissal, the student will be marked as a partial absence.

If a student has an excuse for not participating in PE, it must be submitted in writing from the parent stating the reason. If a student is not able to participate in PE for more than one day, a physician's note must be submitted to the school office.

Any student who arrives after 8:00am is considered tardy and must report to the school office before going to class. Any student that arrives after morning announcements, or 8:30am must be signed in at the school office by a parent or guardian.

Doctor and dental appointments should be scheduled after school if possible. It is required by law that students have notes from the doctor's office when returning to school. Otherwise, the child will not be excused.

Before School Supervision and Extended Care

Before school care is provided from 7:00am-8:00am. After school care is provided from 3:00pm-6:00pm. Fees will be determined each year. Any parent who does not pick up their child by 6:00pm will be billed one dollar for every minute past 6:00pm. The school has the right to deny this service to any family who is delinquent in payment or whose children do not follow the rules and regulations established. All extended care programs are billed monthly and must be paid monthly.

Birthday Privileges

St. Thomas the Apostle School students may wear free dress on their birthdays. Those whose birthdays fall on weekends may enjoy this privilege on the Monday or Friday

nearest to their birthday. Students celebrating their birthdays during June or July will be given a free dress day in May before school closes. Students whose birthday falls during the month of August will be given a free dress day in September. No free dress can be worn on school mass days. Parents/guardians must communicate with teachers in advance before providing treats for their child's class.

Cell Phones/Electronic Devices

All cell phones must be turned off and left in backpacks during school hours, this includes extended care.

The school will accept no responsibility if any cell phone is lost or stolen.

Communication/Conferences

Any business to be transacted with a teacher or child must be taken care of at the school office. At no time should a parent go directly to the classroom.

Parent-Teacher conferences take place during the 1st Trimester. Grades 6, 7, and 8 have "Student Led Conferences." In addition to these conference times, parents are encouraged to check with the teacher periodically during the school year.

If a child is having difficulties in school, parents should contact the teacher to schedule a conference during a time that is convenient for both parties. Teachers should be given sufficient time to prepare for the meeting and should not be expected to meet with parents during morning assembly or dismissal time. If a student is at risk of failure, the teacher will make efforts to contact parents in advance to discuss the possible outcome and develop a plan to prevent it.

The classroom teacher is responsible for all their students and should be the main point of contact for parents. The instructional aide or any other staff member should not communicate with parents without the teacher present. Parents should always communicate directly with the classroom teacher, and not expect any other staff to discuss their child without their knowledge. Parents are always asked to confer with the classroom teacher prior to an appointment with the principal.

Parents should never call the school for delivery of messages to their children except in the case of an emergency. No child will be pulled out of class to talk on the phone for any reason. The telephone is not intended for the general use of students. Students may not use the telephone to ask for parental permission to visit or go home with classmates. Students will not be allowed to call home for missing assignments, etc.

Confidentiality

We are committed to keep the best interest of the child as our number one priority. When acting as a representative of the school, all information will be kept strictly confidential. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Teachers will always make it clear to students that they will keep confidences unless health, life or safety is in jeopardy. This applies to journal writing,

as well as conversation. Faculty/staff members are required to report to the administration immediately if someone's health, life or safety is in jeopardy.

Curriculum

Curriculum may be defined as all the guided experiences of the child under the direction of the school. It includes the content of courses of study and the climate in which learning takes place. It also embraces the development of the whole child as this is within the scope of the school. The school will assist the child in forming the right understandings, attitudes, and habits, not only in connection with matter areas, but also in every school experience.

Daily religion classes are an integral part of the education program for all students at all grade levels. Students are taught memorized and spontaneous prayers. They also assist in the planning and preparation of school liturgies, para-liturgies, and penance services throughout the year.

The students plan and attend mass together at least once a week and on Holy Days of Obligation.

Parents are urged to exercise their responsibility as primary educators of their children's religious experience by becoming involved in the religious formation process. This can be done by taking time to talk with their children about the activities of their religion classes and deepening their own faith and understanding by participating in religious educational programs for adults in the Parish. Parents are encouraged to be supportive and involved members of the Parish.

Preparing their children to receive the Sacraments of Eucharist and Reconciliation is also important while attending mass on Sunday as a family. Parents whose children will be making a sacrament must attend bible study or faith sharing classes provided by the Parish.

St. Thomas the Apostle School is committed to providing students with the tools to build a strong foundation in basic academic skills. It endeavors to make possible the quality education for each of its students.

The habit of regular attendance is a prerequisite to a successful school life and sets the framework for a positive, successful career. Students should be absent from school only in cases of illness or emergency. Absences due to special vacations, shopping trips or other activities should be avoided. Such absences interfere with the student's academic progress. Parents should not expect the classroom teacher to provide lesson plans/classwork when taking a vacation during the school year. All work will have to be made up within a week from the day they return.

Counseling

Counseling services are available through Caritas Counseling Services. This is available for all students. A signed permission slip must be obtained from the parents before a student will be seen. Counselors may see a student up to three times without parent notification.

After a third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counseling is also provided through many programs through the County of Riverside. Please contact the principal if you need this information.

Custody Issues

All faculty and staff understand that parents who do not have custody of their children still have rights to access information and to speak with school officials unless the school has on file a certified copy of a court order to the contrary. Teachers will be informed of custody arrangements affecting their students. All custody issues are to remain confidential and never discussed in front of students, parents and/or staff members not involved. St. Thomas the Apostle School, at no time, will or can legally release student records, letters, attendance sheets, extended care forms, etc. or attend a court hearing by verbal request. We can only respond to the above if subpoenaed from courts in writing.

Diocesan Policy 5445 States: Custody of Minors

No unauthorized organization, agency or person may be allowed to assume custody of any student on school premises before, during or after school hours unless explicitly authorized by the parent or guardian.

In cases where custody is court ordered, the school must request, and the parents must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file.

Department of Education Policies

*All school policies and regulations are contingent upon diocesan policies and regulations.

DIOCESAN DISCIPLINE POLICIES & PROCEDURES

5156.6 HARASSMENT

The Diocese of San Bernardino affirms the Christian dignity of every student. Harassment is an unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of an individual's race, creed, color, national origin, gender, physical or mental ability, or lifestyle choice. Often, especially young children, harassment may occur for no reason, other than meanness on the part of the bully or harasser. Harassment of any student by any other student or staff member, for any reason, is prohibited and will not be tolerated. It is the policy of the Diocese to provide an educational environment in which all students are treated with respect and dignity. Any bullying or harassing behavior that brings scandal and/or harm to the reputation of the school or diocesan community will be disciplined. It is acknowledged that these policies may differ from the Education Code under which public schools operate.

5156.6 Bullying

Bullying is aggressive behavior that is intentional and involves an imbalance of power or

strength. Typically, it is repeated over time. When a group of students come together and become a negative voice and/or their actions reveal a unified deviant behavior, this will be interpreted as a gang behavior. A child who is being bullied has a hard time defining him/herself. Bullying can take many forms:

- Physical Bullying: Hitting, Punching, Tripping or Blocking Movements
- Verbal Bullying: Teasing, Name Calling, or Threat of Retaliation
- Nonverbal (Emotional) Bullying: Intimidation, Using Gestures, or Social Exclusion
- Cyber Bullying: Sending insults or threats by email, cell phone, text, or other electronic media; use of internet, or other electronic devices to intimidate, threaten or harass.

5156.62 Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be toward a student under conditions such as the following:

- Verbal Harassment: Sexually demeaning comments; sexual statements, questions, slurs, jokes, anecdotes, or epithets
- Written Harassment: Suggestive or obscene letters, notes, or invitations.
- Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact; assault; deliberate impeding or blocking movements; or any intimidating interference with normal study or movement.
- Visual Harassment: Leering; gestures; displaying sexually suggestive objects or pictures, cartoons, or posters.

5156.63 Racism

Racism defines those negative attitudes and behaviors that target individuals based in their identified or perceived racial or ethnic background. Negative behaviors could include, but are not limited to, those identified in bullying and sexual harassment.

Consequences for Bullying/Sexual Harassment

- A. These policies prohibit student to student bullying/sexual harassment whenever it affects the school community, or is related to a school activity or attendance and occurs at any time including:
 1. While on school grounds
 2. During the lunch period, whether on or off school grounds
 3. During, while going to, or coming from, a school sponsored activity
- B. Any student who engages in the bullying/sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should such substantial bullying/sexual harassment, conduct outside of the school environment come to the attention of the school, this too may serve as grounds for

disciplinary action as students of the Diocesan Schools are expected to conform their lives to Christian principles at all times. This includes cyber bullying.

A charge of bullying/harassment shall not create presumptions of wrongdoing. However, substantial acts of bullying/harassment will result in the disciplinary action previously mentioned. Students found to have knowingly filed false or frivolous charges will also be subject to disciplinary actions up to, and including, expulsion. Depending upon the nature and extent of the charge, and/or of reasonable suspicion of misconduct is determined; the alleged harasser may be suspended pending the conclusion of investigation by the school.

Student Responsibility

It is the student's responsibility to conduct him or herself in a manner which demonstrates the Catholic values of respect for human dignity and contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

To promote an environment free of bullying/harassment, the principal shall consistently enforce policies and take appropriate actions such as removing vulgar or offending graffiti, establishing school rules, providing staff in-service and student instruction and/or counseling. Teachers shall discuss this policy with their students in age-appropriate ways, as well as placing an emphasis as it surfaces within the established curriculum or teachable movements. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, professional and thorough manner.

5230 Threat of Student Violence

- A. There shall be no tolerance of threats of violence. All threats to inflict serious harm to self or others must be taken seriously. This will include the presence or threat of using weapons or accessing internet web sites dealing with weapons or destruction.
- B. Whoever hears or becomes aware of any threats made by a student should immediately report it to the principal or their delegate. In all cases, the Superintendent of Catholic Schools must be kept apprised of such situations and their proposed resolution,
- C. The school should immediately notify the police when the threat is made, or the school becomes aware of such threat.
- D. A student who has made a threat should be kept in the school office under supervision, separated from their belongings, until the police have arrived.
- E. The parent/guardian of any student who has been verbally mentioned as a potential victim should be notified immediately.
- F. Any adult or the parent /guardian of any student who has been verbally mentioned as the potential victim or listed in writing as a potential victim should be notified immediately.
- G. The student who has made the threat should be suspended and not be considered for readmission to the school unless and until the following steps have been completed:

- a. If the parent/guardian of the student wants the child to be readmitted to the school, he/she must give the school the requested permissions (as listed below) and fully cooperate with the school officials.
 - b. A psychiatrist or psychologist must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for a psychiatric consultation. The cost of all the evaluation/risk assessments is the responsibility of the student's parent/guardian.
 - c. The school shall provide the mental health care professional (psychiatrist or psychologist) with the written permission of parents, with all the relevant fact, including but limited to aggressive behaviors, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns and the names of any known victims or potential victims.
 - d. The mental health care professional, with written permission of the parents/guardians of the child, shall provide the principal a written comprehensive, detailed evaluation report and documented treatment plans stating the basis upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall address no other concerns raised by the principal to the mental health care professional.
 - e. This evaluation report and all subsequent reports shall be made available to the principal who shall share them with the school's pastor/pastoral coordinator, the Superintendent of Catholic Schools, and any legal and/or mental health consultants including the school counselor assisting the principal in their decision regarding the readmission of the student.
 - f. With the concurrence of the pastor and the Superintendent of Catholic Schools, the principal may notify the parent/guardian of the student when he/she may be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.
 - g. The mental health care shall provide the principal a follow-up assessment within 30 days of readmission to the school. The follow-up assessment shall inform the principal if therapy, counseling and/or other treatment will be needed.
- H. Counseling should be available to a victim of serious threatening behavior if it is determined that such is warranted or requested.
- I. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be part of the student's academic or disciplinary file. This documentation may be kept for a period of one year beyond the time the child leaves the school because of expulsion, withdrawal by parent/guardian or graduation.
- J. This policy should be communicated clearly to all faculty, staff, volunteers, parents/guardians, and student on an annual basis. Each school will provide a sign

off process to indicate awareness of this policy by all the above-mentioned individuals.

- K. This policy will be reviewed periodically or as needed to accommodate changes, as the mental health care professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

Discipline Policies, Philosophy and Purpose

Each teacher will develop a uniform policy that conforms the general guidelines and philosophy of St. Thomas the Apostle School. Consequences of inappropriate behavior will be explained by the teacher in their classroom policy and procedure handout. Policies and procedures must be approved by the principal. An equitable, well publicized, discipline code minimizes disruption in the school classrooms and throughout the school day. A code also ensures students are treated fairly and uniformly. A discipline policy will be sent home at the beginning of each school year. Students and parents must sign the policy stating that they understand and accept the classroom discipline procedures and return the bottom part of the form back to the school by designated time on the form.

The principal has the right to suspend a student immediately for any of the following infractions or any other behavior which is harmful to others or to the school's reputation:

Harassment	Bullying
Fighting	Inappropriate Behavior
Use of foul language	Destruction of property
Disrespect	Stealing
Refusal to obey a teacher	Leaving the school grounds
Repeated failure to observe school rules	Cheating

The above continued negative behavior can result in an expulsion. The school has the right to require counseling before a student is admitted back to class or behavior becomes disruptive or threatening to the school environment.

Suspension must be in writing to the parents. A parent/guardian and principal conference must be held before student is admitted back to school.

The Principal Has the Right to Expel a Student Immediately for the Following Reasons:

1. Smoking
2. Possession of/or being under the influence of illegal substances
3. Bringing a weapon of any kind to school
4. Continued harassment of any kind toward a student and/or staff member
5. Continued bullying or threatening of another students.

Guided by the philosophy, it is the purpose of St. Thomas the Apostle School to:

1. Provide a classroom environment conducive to learning.
2. Help the students develop and appreciate the importance of responsibility.
3. Build Catholic Christian values and respect for others.

4. Make sure each student feels safe and secure at school and at all school activities.

Discipline/Behavioral Expectations

1. Students are to be in proper uniform every day except on free dress days. Students are to follow dress code guidelines, or this privilege will be denied.
2. Respect for school property.
3. All trash should be properly disposed in waste containers.
4. Classroom and desks should be kept orderly and clean.
5. Students are never allowed to use the restrooms in the Parish Hall during the school day, unless specified by the principal.
6. Students are not to run in the patio area.
7. Students are not allowed in the Parish Hall except when eating lunch or given permission by the school staff.
8. The patio and outside areas of the school should always be kept quiet so other classes are not disturbed.
9. Students are expected to show proper respect at mass or any function of the Church.
10. All students must wear a St. Thomas the Apostle School sweatshirt purchased at the Dennis Uniform.
11. Gum is not allowed on school grounds.
12. Bicycles, skateboards and scooters are always to be walked on school grounds.
13. Glass bottles are not permitted on school grounds.
14. Students are never allowed to leave the school grounds once they have arrived at school in the morning. Parental permission is the only exception.
15. Students may not enter the church during school days unless they are participating in a Church activity or have permission.
16. When the bell rings after recess or lunch or lunch, students should stop all activity. Students should then walk to their designated areas and follow the teacher's instructions.
17. Students are responsible for cleaning their lunch area before leaving the cafeteria or picnic tables.
18. Students are never to enter a classroom during recess or lunch without a teacher's permission.
19. Students are not to bother a teacher in the faculty room. If a problem arises, contact the adult supervisor on yard duty and/or school office.
20. Any student who destroys school property will be expected to pay for the property destroyed or ruined.

Teachers and staff, as well as other students, are to always be shown respect. The following is **NOT** acceptable behavior:

1. Disrupting class while the teacher is teaching.
2. Refusing to accept correction.
3. Showing a negative attitude
4. Arguing or answering back
5. Open, persistent defiance of authority
6. Cheating on class work, homework, or tests

7. Use of offensive language
8. Harassment or bullying of any kind.
9. Fighting/ physical encounters of any kind
10. Failure to follow dress code.

When behavior has been unacceptable, the following are approved measures to use. These measures are not followed in the order listed:

- Assignment of special tasks within a written behavior plan
- Teacher conferences with the student
- Principal conferences with the student
- Teacher and/or principal conferences with the parent
- Denial of privileges
- In-school suspension
- Warning
- Time outs
- Detention
- Suspension
- Expulsion

Emergency Procedures

See “Emergency Plan”

Emergency Dismissals

In the event of an emergency, school dismissals may be made at any time by the principal or their representative. Emergencies include sickness, accident, or emergency home conditions. If the emergency occurs outside of school hours, listen to radio station or local news source for instructions concerning school closure. Be always aware of any urgent announcements or notifications from school administrators.

Extra-Curricular Activities

St. Thomas the Apostle School provides the following extra-curricular activities:

- School Choir
- Student Leadership Grades 6-8
- Volleyball Grades 5 – 8
- Basketball Grades 5 – 8
- Flag Football Grades 5 – 8
- Track Grades K-8
- Soccer Grades 1-4

Forgotten Items

If you wish to drop off forgotten lunches, books, etc., leave them in the school office for delivery.

Field Trips

Field trips serve as an educational supplement and must be earned through good attendance and academic performance. All students must meet the criteria set forth by the Diocesan Handbook before being given the privilege to attend a field trip. Those who do not meet these standards will be denied participation.

Parents/ Guardians interested in being chaperones must be fingerprinted through Live Scan and must pass a background check before being approved for chaperoning. Chaperones should serve as role models and set a good example for the children by being respectful of school policies and avoiding smoking, drinking, and inappropriate behavior. Chaperones should help and support the teachers with students and activities. Have fun but be mindful of your role - create a safe and productive learning environment for everyone.

Parental permission is required for all field trips and must be obtained in writing. Teachers will provide parents with the necessary details, such as what their child needs to wear and whether food will be provided. Without this signed permission, a student will not be allowed to leave school grounds. It is important that everyone is safe and respects the written agreement submitted by the parent. Students must return the permission slip prior to the scheduled event.

Financial/Fee Policy

Tuition and fees are listed in the registration contract of each school year. Registration fees, sport fees, and graduation fees are non-refundable. Tuition is only refundable if paid in advance and student was not in school at any time during the month of refund being requested.

Grading and Reporting System

Report cards are given at the end of each trimester and are designed to inform parents of the scholastic and behavioral progress of their child. Any questions concerning a report card grade should be directed to the classroom teacher. All Catholic schools in this Diocese are required to use the Standards Based Diocesan Report cards. The final grades are based on weekly tests, class participation and completion of class and homework assignments. Student involvement and cooperation are a key component to their grades. Both parents and teachers are encouraged contact one another when questions or concerns arise regarding a child's academic progress.

Progress Reports are sent home midway through each trimester.

If at any time during the school year a student drops below a C in any subject the parents will be notified immediately by the teacher.

4th- 8th Grade Honor Roll Requirements

1st Honors: A's – In all subjects and conduct

2nd Honors: A's or B's- In all subjects and conduct

Graduation

Eighth grade graduation will be no earlier than one week preceding the closure of school.

All accounts must be current, including scrip and service hours, before the student can participate in any graduation activities.

The week prior to the graduation prayer service is the 8th grade graduation trip, practices, retreat day and much more.

Immunization Records

A California Immunization Record is kept in the school office for every student. Every child entering first grade must present proof of a physical examination. TK/Kindergarten and new students must have a current immunization record. All students entering seventh grade must have proof of receiving the hepatitis immunization series.

Instructional Program

Courses taught to all students in Transitional Kindergarten through Eighth Grade:

Religion, Family Life, Language Arts (reading, grammar, spelling, composition),
Mathematics, Social Studies, Science, Music, Health, Art, and Physical Education.

In conformity with the state law the students are also taught the following at the appropriate grade level:

Public Safety and Accident Prevention, the nature and effects of alcohol, narcotics, restricted dangerous drugs and tobacco, fire prevention and protection and conservation of resources.

Homework

Homework is assigned each night to students grades TK – 8th. Weekends are free from regular homework assignments, except for long term assignments and special projects. All students will be given more than one weekend to complete long term and special projects. Homework's purpose is to:

1. Reinforce concepts and skills that have been presented in class.
2. Foster student's creativity and discipline through enrichment projects or research
3. Train the students to work independently and accept responsibility for completing a task.

Suggested homework times for grade levels are as follows:

Grades	TK – 1	10 – 20 Minutes
Grades	2 – 3	20 – 30 Minutes
Grades	4 – 5	40 – 50 Minutes
Grades	6 – 8	60 – 70 Minutes

Illness/Injury

Should a student be injured or become ill, the parents shall be contacted immediately. No student shall be allowed to go home unless they are picked up at the school office and signed out by a person listed on the emergency contact list. If the parent cannot be reached and the illness or injury is serious enough to require medical attention, the principal shall refer to the student's emergency contacts in which authorization must be updated on a regular basis. People listed on emergency contact list, other than parents, must reside in the city boundaries and able to pick up child within 15 minutes when called.

Lost and Found

The lost and found bin is located in the school breezeway.

Please label, in a permanent manner, all articles such as sweatshirts, lunch boxes, and personal supplies with the child's family name.

Library

The library provides materials for students to obtain information, do research, and to enjoy reading. The privilege of going to the library will be denied if a student does not abide by the rules and guidelines. Library books that are lost or severely damaged must be paid for by the parents of the student responsible for the loss/damage. Students are asked to conduct themselves in a quiet, orderly manner while in the library. Students may not check out additional books if they have an overdue or lost book from the library.

Lunch Program

Hot lunch days are Tuesdays and Thursdays. A Hot Lunch Menu is sent home monthly with prices. It is the parent's responsibility to make sure their child has a lunch or lunch money. Lunch charges will be added on to tuition collection if not paid the following day.

Medication Policy

1. The school does not supply medication.
2. All medications require physician and/or parent/guardian authorization. This includes cough drops, lip balm, lotion, etc. Parents/Guardians are responsible for making sure medication has not expired or needs to be replaced.
3. All medications must be secured in the school office and proper forms filled out.

Parents should inform teachers, at the beginning of each year, of any chronic medical or physical condition or impairment, which may affect their child's performance in school. These conditions include, but are not limited to, vision, diabetes, cardiac conditions, diagnosed ADD or ADHD which is being treated, migraines, epilepsy, sleep or eating disorders, need for frequent trips to the restroom, etc.

All medication needs to be picked up by parent/guardian on the last day of the school year. Any medication not picked up will be thrown out.

Minimum Days/Half Days

Minimum day dismissal is at 11:50am. The first Friday of each month is a minimum day. Please consult your monthly school calendar for other minimum days throughout the school year. No child should be picked up before 11:50am on minimum days except in case of an emergency.

Office Hours

The school office is open from 7:30am until 3:30pm when school is in session. Special summer hours will be announced.

Orientation Meetings

At the first Parent Meeting at the start of the school year, parents/guardians will learn their role and responsibilities as Catholic school parents. It is also a chance for them to familiarize themselves with policies, procedures, and school activities. The meeting provides a platform for parents to ask questions, meet staff, and form relationships with other families in the school community.

Parent/Community Involvement

The school community consists of parents, teachers, and students who all support and benefit from each other's involvement. Parent volunteers are highly valued and encouraged, and all are expected to contribute based on their individual abilities and availability.

All volunteers at the school must follow the safety guidelines which include undergoing a background check and being fingerprinted via Live Scan using the school's fingerprint form. This ensures the safety of everyone on campus and that all volunteers have the appropriate qualifications.

St. Thomas the Apostle School is a cooperative endeavor in which every family in the school community has a vital role to play.

Parents can help in the religious formation of their children by:

1. Taking time to talk to their children about God and their own faith.
2. Taking time to pray together.
3. Giving examples of the living of faith in speech, action, and attitude
4. Taking time to celebrate Mass together on Sundays and special days.
5. Taking time to be informed about the religious concepts the children are learning.
6. Continually reaching out to develop their own faith life.
7. Participating in the Sacramental preparation programs, attending bible study and faith sharing groups
8. Be a registered, supportive parishioner.

Tuition and fees do not begin to cover the cost of education here at St. Thomas the Apostle School, especially in these days of inflation. The difference between our intake from tuition

and fees and the expense for running the school is considerable. The difference is made up by fundraising.

We ask all parents to participate in Service Hours, Fundraising, and Scrip Program to contribute to the building of a strong school and parish community. We hope everyone will take an active interest, showing a willingness to volunteer their service and donate time, effort, and resources to this cause. Together, we can achieve even greater things!

Parents Newsletter

A newsletter will be sent home with each student at the end of each week. It is important for parents to read school newsletters and stay informed. The newsletters provide important information about school activities, upcoming events, and notifications.

Pastor

The pastor's ultimate responsibility toward the school is that of insuring that a Christian atmosphere be established and maintained in the school and of guaranteeing the school's compliance with all policies and regulations of the Diocese. He has the right to be consulted before the school undertakes any activity which may involve publicity or fundraising. He has the right to serve as a member of the School Advisory Board and consulted on all related matters.

Personal and School Property

Any student purposely destroying school property will be held financially responsible. Because of the problem it poses on floors, furniture, sidewalks, etc., students are asked to refrain from chewing gum anywhere in the school premises.

Textbooks are the property of the school. Lost or damaged books must be reported and paid for immediately. No child will be re-registered if book fees have not been paid.

*A student should never write in or on their book for any reason unless told to do so by the teacher.

Physical Education Procedures

1. On P.E. days, the P.E. uniform will be worn to school, unless otherwise noted. Everyone must purchase P.E. uniforms from Dennis Uniform. All students must wear athletic/tennis shoes and socks (see Dress Code). Sweatpants are permitted during cold weather.
2. If a student cannot participate in P.E. the student must have a written, valid doctor's excuse for non-participation in P.E. class. Other work will be given. This applies also to recess times.

Service Hours Policy

Every family whose children attend St. Thomas the Apostle School is asked to give a designated amount of time on one or more of the fundraising events of their choice. The principal will have final say on whether a parent can earn hours on a non-fundraiser activity. If you have any questions regarding the service hour policy, you must contact the

principal first. Service hours' policy is given at registration time stating the number of hours required. There will be no carry-over of hours between school years. **Absolutely no hours may be donated or accepted from another family.**

Families must earn their hours between June 1st to May 28th. Unearned hours must be paid for at registration for the following school year at the rate of \$40 per unearned hour. Unearned hours will be considered tuition delinquency and treated according to the Tuition Policy.

The service hours' system will be administered through the school office.

- 30 hours- Two-Adult Family
- 15 hours Single-Adult Family (where only one parent is an active participant in the student's life)

Each adult doing volunteer work will be responsible for signing in and out of the service hour forms. These forms will be made available to all to all chairpersons in charge of volunteer activities. The work is to be recorded at the time the work is performed. The completed forms are to be given to the school office within 2 days after the event. Families will be notified in writing by the school office at least two times during the school year of the hours they have completed. The final notice will be sent out no later than one month before the end of the school year.

Fundraising Contract

All families must sign a contract stating they will participate in the Obligatory Fundraising Program. Failure to participate will result in your child not being registered for the following school year or not allowed to participate in graduation activities.

Promotion/Retention

Only those students who complete the work of a particular grade in the basic skill areas shall be promoted to the next grade.

In cases of slow progress, each student will be considered individually. Any decision concerning non-promotion must be made after considering all facts related to the student's development (emotional, physical, social, as well as intellectual and academic). These facts will be collected from a wider range of sources throughout the year.

Registration/Acceptance

1. Open enrollment begins in April of each year and will continue until all classes are full.
2. If a parent is unable to register a child, an adult bearing verification of intent can register for the parent of the child.

Students entering St. Thomas the Apostle School for the first time will be accepted conditionally for their first 3 months of school. The probationary period of 3 months will conclude if:

1. This student receives passing grades in major subjects, as well as conduct.
2. All accounts are current: such as tuition, fundraising, etc.
3. There is evidence of parental support and cooperation with the school.

It is also required that all regulations and rules as specified in the St. Thomas the Apostle School Parent/Student Handbook be adhered to and understood. If a child is experiencing academic/social difficulties, a conference will be held as to whether the child may return to St. Thomas the Apostle School.

Waiting List

Anyone who is not accepted, but meets all requirements is put on a waiting list. The waiting list is good for the period of the existing school year.

Religious Activities

On-going instruction and religious formation are reflected in the class liturgies, paraliturgical services and sacramental preparations that are integrated into the curriculum of each grade. Because of the importance of the sacramental preparation program, parents are required to attend meetings and retreats held before their child receives the Sacrament of Reconciliation and their First Communion.

Room Parents

Each year, room parents will be asked to assist in classroom functions. Meetings will be held at the beginning of the year to determine the ways they can best assist the teachers. The room parents are to contact the classroom teachers before planning or doing any activities.

School Advisory Board and Parent Teacher Group

See School Advisory Board Constitution at the end of this handbook.

School Calendar

Please note that the master calendar is subject to change. We recommend parents consult the monthly calendar for updated announcements and/or events.

School Dress Code

The dress code for St. Thomas the Apostle School the Apostle Elementary School will be strongly enforced. Students in violation of dress code will not be permitted into the classroom. Parents/Guardians will be contacted and must pick up their child. Students will be allowed back in the classroom when in compliance with the dress code.

The Dress Code can be found on the school website or will be provided at the request of any individual.

School Pictures

Pictures are taken twice during the school year. Information concerning prices and packages will be sent home prior to picture day.

School Visits

Upon arrival to the school, visitors must sign into the school office. This includes all volunteers.

Permission to visit classrooms can only be approved by the principal and visits will be scheduled by appointment only.

Sports Program

St. Thomas the Apostle School participates in the Inland Catholic Sports League (ICSL) for all students. Eligibility requires all students to have a "C" average, no "F's" and a satisfactory grade in conduct to participate.

Student Drop Off and Pick Up

Parents/drivers are asked to follow the instructions of the school Safety Patrol when driving automobiles in the parking lot.

1. All students are to be picked up and dropped off in designated areas. Students may not cross the safety cones at any time, even in the custody of a parent.
2. Please pull your car as far up as possible to enable more cars to pick up and drop off students.
3. St. Thomas the Apostle School is not responsible for children being picked up or dropped off outside of school property.
4. Parents who have appointments with teacher or other school personnel must park in the top parking lot and walk down.
5. On rainy days or extremely hot days, parents may park in the parking lot between the church and pick the students up from their classroom.

Student Records

Each student is required to have an updated emergency card contact list on file in the school office. Parents are requested to contact the school if emergency information should change during the school year.

The student's parents or legal guardian have the right to inspect all of their student's records in the presence of the principal or designated employee.

Challenges to the content of the records or concerns with the correction of data in the student records can be contested by the parents/guardians. These challenges are to be settled through proceedings at the local level.

1. The parents of the student may file a written request to the principal to correct or amend any information on their child's permanent record which allege to be:
 - Inaccurate
 - An unsubstantial personal interference or conclusion
 - An interference or conclusion outside of the observers are of competence or not based on personal observation.

2. If a request is denied, parents shall be given opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or a responsible school official. After the hearing is concluded, the principal or official shall inform the parents in writing of the conclusion reached.
3. If it is the decision not to amend according to parental request, the parents shall be informed of their right to place, in the student's records, a statement commenting on the information in the records and/or the parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

Official transcripts must be mailed to the receiving school or delivered by a school official. Transcripts are never given to a parent or student for delivery to another school. Unofficial copies of the student's records can be obtained by parents/guardians through the Gradelink system.

Student Release/Doctor or Dental Appointments

Doctor or dental appointments should be made after school. If the child is to be taken off campus during school hours, they must be signed out from the school office. It is now required by law that students have a note from the doctor/dental office when returning to school, otherwise the child is not legally excused. If a student returns from an appointment during the school day, they are to check into the office before returning to the classroom.

Tardies

Any student who arrives after 8:00am is considered tardy and must report to the school office before going to class. Any student that arrives after morning announcements, or 8:30am must be signed in at the school office by a parent or guardian.

Testing

The Star Test will be administered to the students three times through each academic year. Parents will receive a copy and explanation of the testing reports for each student. This test helps the school evaluate where the student's and schools' academic strengths and weaknesses are and set up a program of improvement for the school year.

Tuition/Tuition Agreement

Each parent or guardian who enrolls a student in school shall sign a written agreement to pay specified tuition and fees and to comply with all diocesan and school policies and regulations.

We have partnered with FACTS Management Company to manage our tuition payment program. Automatic payments can be made from a checking or savings account. It is the responsibility of each family to pay tuition and any other fees on time. In addition to FACTS Management Company policy, the school will also assess \$50 late fees and \$40 NSF fees.

10 Month Plan: First payment due August 1, 2023. Last payment due May 1, 2024.

11 Month Plan: First payment due August 1, 2023. Last payment due June 1, 2024.

12 Month Plan: First payment due July 1, 2023. Last payment due June 1, 2024.

Tuition accounts that become one month delinquent will be referred to the principal for collection. Student(s) will not be admitted to school or extended care if fees are not current.

Tuition Refund-Addendum

Tuition is paid in advance on a ten-, eleven- or twelve-month schedule. A partial refund of this tuition can be received, if approved by the principal, in the event a student must withdraw from school. If a withdrawal does occur during the first 2 weeks of a school month, a refund of any pro-rated tuition can be received (for that month). Under no circumstance will a refund of any tuition be given unless all payments are current and complete.

Registration fees, sport fees and graduation fees are not refundable under any circumstances.

Volunteers

All volunteers at the school must undergo a background check and be fingerprinted via Live Scan using the school's fingerprint form. This ensures the safety of everyone on campus and that all volunteers have the appropriate qualifications.

Volunteers may directly assist teachers in their work with students, or assist in extra-curricular activities, and/or office work. The principal has the right to screen and select all volunteers. Each volunteer shall be under the direct supervision of a specified member of the school staff. All volunteers must fill out the diocesan volunteer form and report to the school office when on the school grounds.

Withdrawal On Grounds of Parental Behavior - Diocesan Policy 5220

Normally a student is not allowed to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend withdrawal of a student when parents have been persistently and/or overly uncooperative with school personnel, policies, regulations, or programs, have damaged the reputation of the school, or have interfered in matters of the school, administration, or discipline to the detriment of the school's ability to serve their own or other children.

After reasonable effort to elicit the minimum parental cooperation, principal may recommend the student withdrawal. Documentation for this action and all the consultation with parents on the matter must be retained on file.

If the parent refuses to accept the recommendation withdrawal, the procedures for (a) notification, (b) conferencing, (c) written documentation, shall be followed as in cases for disciplinary expulsion. Procedures for appeal and review cited applied. Parents have the right of appeal. (CF. 5207 and Dispute Resolution Policy 2006)

APPROVED: DIOCESAN SCHOOL BOARD DATE: JANUARY 1985
REVISED: EDUCATION AND WELFARE CORPORATION DATE: MAY 2006

St. Thomas the Apostle School Advisory Board Constitution

Mission Statement for St. Thomas The Apostle School

St. Thomas the Apostle School provides a quality education founded upon the principles of our Catholic identity. St. Thomas the Apostle School works in partnership with parents to build a strong foundation for the lifelong spiritual, intellectual, emotional, social, and physical well-being of our children.

Article I

Title

the title is designated as St. Thomas the Apostle School Advisory Board of Riverside, California, constituted under the authority of the Diocese of San Bernardino, California, and the Pastor of St. St. Thomas the Apostle School the Apostle Church: herein referred to as "Advisory Board."

Article II

Purpose

The purpose of this Advisory Board is to provide an appropriate representative body for identifying and articulating the educational needs and aspirations of the school community. The "Board" is Advisory Board does have the authority to monitor the implementation of policies and evaluate all educational efforts of St. Thomas the Apostle School in terms of objectives specified by policies. All policies shall be consistent with the policies of the Diocese of San Bernardino.

The Advisory Board is responsible for working with the principal and pastor in helping to formulate and approve the annual school budget.

The Advisory Board is to ensure that due process is observed in the governance of the school. In this capacity the Advisory Board shall serve as a mediator in events referred to by the administrator of St. Thomas the Apostle School and/or pastor of St. Thomas the Apostle School Parish.

Article III

Membership

Section I

The St. Thomas the Apostle School Advisory Board shall consist of members of the school and/or parish. The board members must be eighteen (18) years of age or older and must be a registered member in good standing of St. Thomas the Apostle School Parish. The member must be a parent/guardian of a student enrolled at St. Thomas the Apostle School or a St. Thomas the Apostle School parishioner for one year and must be approved by the pastor and principal. These positions are appointed.

Salaried or paid employees of the parish and/or school and immediate family members are ineligible.

The pastor and the administrator shall be nonvoting ex-officio members and share the responsibilities of an executive office (See Department of Education Norms and Guidelines for School Boards). The Principal, Pastor, or Leadership Team Member must be present at all general meetings/executive meetings.

Article IV

There shall be three (3) officers: President, Vice President, and Secretary. The board shall elect its officers from among its members.

Section I

The board shall meet once a month at a designated time, except for December, July and August, with an agenda prepared and distributed at the meeting. Special meetings may be called by the president as needed or requested by the board or administration.

Section II

The principal shall prepare the agenda for all meetings with the input from the President of the School Advisory Board. The administrator and board president will affix their position on each agenda item.

Section III

Quorum. For the purpose of transacting business, a majority of the members of the Board shall constitute a quorum.

Section IV

All meetings of the Advisory Board are open unless designated as executive meetings. Mediation and financial decisions made in executive sessions must be presented and voted upon at a session to become official.

Section V

The right of nonmembers to address the School Advisory Board shall be limited to those whose written petitions have been submitted to the Board ten (10) calendar days prior to the next School Advisory Board meeting and approved by the administration in advance of the meeting. All written petitions must be signed and dated.

Section VI

A review board, consisting of three (3) board members will be established to meet with parent(s) and/or guardian(s) concerning school policy or procedure if requested by the principal and/or pastor.

Article V

Committees

The Advisory Board may provide for standing a temporary committee drawn from its own membership or from the community at large to prepare studies and bodies which shall permit the board to make informed judgments. Committees may not become directly involved in the administration and the operation of the educational programs.

Amendments

Section I

This Constitution may be amended by a majority vote of the Advisory Board at regularly scheduled meetings. The amendment must be submitted in writing at a preceding meeting and be approved by the pastor and/or Principal.

Section II

By-laws may be added or amended by a majority of the members present at any regular meeting providing there is a quorum and providing the amendment has been presented at the previous meeting of the School Advisory Board and approved by the pastor and/or principal.

Emergency Plan

Earthquake Plan

All faculty and staff will be trained to handle the following jobs in case of an emergency:

Command Post: Give direction and guidance and assign job duties.

Attendance and Release: Verify all students' release; note time and name of person who picked up (must be on the emergency contact list).

First Aid: Faculty and staff trained and certified in First Aid and CPR will administer medical attention when needed until patients can be moved to the nearest hospital.

Communication: Listen to radio stations for emergency direction and contact information.

Search and Rescue: After roll is taken, begin searching for all missing people in sets of two.

Safety: Secure food containers from classrooms, set up a safe area for students, remove needed supplies from earthquake shed, set up an area away from students for the deceased. Turn off gas valves.

Food and Water: In charge of dispersing and monitoring the food and water.

Sanitation: Set up the portable toilets, drape canvas around for privacy, dispose of waste/lime when needed.

Preliminary Planning

Southern California is an integral part of the San Andreas Fault System. Earthquakes could happen at any time, and while history does not record this valley having suffered from an earthquake of serious magnitude, the potential is ever present. Earthquakes occur without warning and are of the magnitude of one and up on the Richter Scale. Their duration may range from seconds to minutes.

Preliminary planning is as important as knowing survival techniques. The shaking of the ground is not generally the direct cause of death and injury. The high casualty count is usually the result of falling objects, broken wires, dams breaking, carelessness with broken gas pipe, and panic. Preparation and understanding will help to eliminate many of these casualty causing problems. Knowing where to go, what to do, and what not to do will help to control a major emergency panic.

The following information is designed to prepare for a disaster, to give instructions for what to do before, during, and after a disaster. In the event of an earthquake, there is the possibility of 72 hours or more of isolation; this makes self-help necessary.

Site Preliminary Planning

School Staff

Evacuation Routes

Each classroom, office, and room in use must have a route by which personnel may evacuate their building. In designating these routes, be aware that any overhang on the building will probably fall, thus blocking the exit. Any object located overhead will be a hazard. Furniture or files, if near a door, will block that door. Indicate evacuation routes and alternative routes using available site plans. Indicate each individual area evacuation and alternative route in red. Site maps must be posted in each individual classroom or office showing these routes.

***Assembly Areas:**

After evacuation, all classes and other personnel must assemble in assigned areas. These areas should be located in open space, well away from buildings, trees, power or other poles, wires, etc. An administrator or designee will have a predetermined list of classes and/or personnel who will be reporting to them.

Student Preparation

For the safety and security of staff and students, school grounds will be closed following an emergency or disaster. Students will be kept at school sites until a parent or authorized individual can assume custody.

- A. Students will be retained by their teachers at designated assembly areas. They will be kept together and not permitted to wander away from the group.
- B. Teachers will take roll periodically. Any missing student will be reported to the command center, giving last known whereabouts.

In The Event of An Earthquake

- A. No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- B. No child will be allowed to leave with another person unless there is written permission or that particular person is listed on the student's emergency contact list.
- C. All parents or designated parties who come for students must sign them out at the school office or temporary Student Release Station.
- D. We are prepared to care for the children in times of critical situations. If a parent is not able to reach the school, we will care for the child here. Staff has been trained in first aid and will be in communication with various local emergency services. We do ask for your help in the following areas:
 - a. Do not call the school; we must have the lines open for emergency calls.

- b. Following an earthquake or other emergency, do not drive to the school – streets accessing our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.

During an earthquake students and personnel will follow procedures which are practiced during our drills. That is, they will drop, take a position facing away from the window, cover their heads with a jacket or sweater if available and with their arm if nothing else is close by, and hold on.

Once the quaking has stopped, all who are able will proceed to the assembly area; someone will be back for the injured.

As soon as all students are in the assembly area, jobs will begin. Teachers will take attendance and send a list of missing students to command post.

Office personnel will set up the command post, taking with them all emergency contacts. The principal/maintenance will turn off the electricity, gas, and water if, and as, needed. The command post will assign staff to begin search and rescue. They will bring injured students, if they can be moved, to the first aid area.

The food and water team will go for first aid items and water for the first aid team. Then they will return for other stored items on an as-needed basis as determined by them. These items include large trash bags (raincoats, body bags, etc.), toilet paper, blankets, plates, forks, food, water, buckets, and small trash bags (portable latrines). If the team is able to enter any rooms, they will look for sweaters, crayons and other items to keep students comfortable and occupied.

The search and rescue team, in the meantime, will use the attendance list supplied by the command post and will begin search and rescue. They will bring injured students, if they can be moved, to the first aid area.

The sanitation team will begin to set up restroom areas.

The search and rescue team will secure fatalities in body bags and stay in the morgue area to be of support to families. We can use bulletin board paper to block off morgue area.

No personnel may leave until released by the principal or her/his representative. The priests have committed themselves to come directly to our assistance if able. They will help to comfort and assure the children.

Supervisor will always stay with the assembled students and see to it that no student leaves the area unless she or he is properly signed out through the command post. All personnel will stay with the students when not involved with their other duties.

Drop Drill for Earthquake or Emergency

The signal for an earthquake drill is the fire bell or intercom announcement by the principal. The earthquake DROP DRILL should be conducted by the individual teacher. The command is "Drop". An emergency drop drill will be held at least once a trimester by the office and once a month by the classroom teacher.

Inside the school building the students will:

- A. Get under the desk or table if possible.
- B. Kneel with back to windows and knees together.
- C. Cover head and neck as much as possible and hold onto desk leg.
- D. Bury face in arms protecting the head.
- E. Close eyes tightly

Remain under the desk until instructed to leave. Evacuation will be approximately five minutes after the initial quake and will depend on the circumstances, the extent of the tremors, and/or damage to the building. Once instructed to evacuate, all students will proceed to the Assembly Area. If the Assembly Area has been deemed unsafe, each teacher becomes responsible to make the best decision possible for safe assembly of her/his group.

Students will not return to the building for any reason until the buildings have been declared safe.

The teacher shall remain with their class until all students are settled, and then each teacher is to assume their specific duties as directed per DISASTER PROCEDURES.

911 Is Used for Emergencies Only

Immediately advise the dispatcher if anyone is injured and needs paramedics. We all become excited and sometimes upset during an emergency. Remember to stay calm. The calmer you are, the faster help will be on the way. Sometimes you will be kept on the phone with the dispatcher. Be cooperative. Be assured that help is on the way.

After 911 has been called, all efforts will be made to reach the parents if a student is injured. A copy of the student's emergency contact list needs to be made and given to emergency personnel when they arrive. A school employee will follow the student to the hospital and remain with them until parents arrive (This is directed by administration only).

Securing School Grounds

The following procedure applies to securing the grounds when needed. A code phrase "Lock Down" is used to alert all staff that the students need to be secured in their classroom or the safest, closest building. The above announcement will be made through the intercom system. Students who are playing outside on the field will immediately return to their

classrooms if it is safe to do so. If not, students with staff will go to the closest building. All doors are locked, and blinds are closed.

All students/staff in the hall will remain in the hall locked in; no one leaves any rooms until the proper authority says it is safe. Faculty/staff will notify the office when a child needs to use the restroom and cannot wait. Someone from the office will come to the classroom to escort the child if it is determined safe enough to do this. Faculty/staff are notified through the P.A. system when they can exit the rooms.

Bomb Threats

If the school receives a bomb threat the following procedures are to be used placing the children's safety as the highest priority.

1. While talking with the threatener, find a way to have someone else notify the Administrator who will use another phone to call authorities, the Police Department, and the Office of Catholic Schools at the Diocese.
2. The person receiving the call is to use the "threatening call checklist" and make every attempt to:
 - a. Determine the caller's knowledge of the school building.
 - b. Keep the caller talking as long as possible.
 - c. Notice noises in the background.
 - d. Ask the caller for a description of the bomb, when and where it is expected to detonate.
 - e. Listen for distinguishing voice characteristics.
 - f. Do not hang up on the phone if the person continues to give information.
3. The administrator/staff will ring the bell used in a fire drill.
4. Proceed immediately to the top church parking lot and/or field where the students are to sit. Look for any unusual articles such as an article that does not belong as you leave the room. DO NOT TOUCH IT. THE HAZARDOUS DEVICE TEAM will take that responsibility once they arrive.
5. One administrator will remain at the building site to await police arrival and work with them in determining if the dogs are to be brought in and to help in a search of the buildings. Electricity should be turned off and then evacuate to the emergency site with all other personnel.
6. All faculty/staff will accompany the students to the designated area and administrator will notify the Parish Office of the threat and generally supervise the evacuation area. All teachers will take a roll count of students and report findings to the administrator. She/he will check absentee list for possible clues as to who might have phoned in the bomb scare.
7. When the authorized officials declare the buildings safe, the students may re-enter the buildings following any instructions the evacuation site administrator may have given regarding changed schedules.