

**PARENT/STUDENT
HANDBOOK
2016-2017**



St. Juliana Falconieri School

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August 9, 2016

Dear Parents and Students,

“Knowledge is not to be considered as a means of material prosperity and success, but as a call to serve and to be responsible for others.” (The Catholic School, 1977)

Welcome to St. Juliana Falconieri School. In choosing St. Juliana Falconieri School, you have demonstrated a commitment to the values and philosophy of a Catholic education. St. Juliana Falconieri School is a Western Catholic Educational Association and Western Association of Schools and Colleges (WCEA/WASC) accredited school. Our current accreditation is through June 2020.

The Parent/Student Handbook reflects the policies of St. Juliana Falconieri School. Please read this document carefully and sign the attached agreement. This agreement states that you will abide by the policies of St. Juliana Falconieri School during the 2016-2017 school year.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may continue to guide our efforts.

God Bless,

Manuel Gonzales, Jr. M.A.

Vision:

St. Juliana School is a Catholic Christian Community with every program, activity, and attitude directed toward one purpose: To help students grow holistically as Catholic citizens aware of their responsibilities in a global community.

Mission:

Inspired by the charism of St. Juliana Falconieri, who lived her life centered on Christ and service, St. Juliana School assists and compliments parents as the primary educators of their children. Our school strives to develop the whole child and it is our fundamental **goal** to develop our students: spiritually, academically, and physically. We provide an academically rigorous and doctrinally sound program of education and faith designed to strengthen each student's union with Christ and His Church. To proclaim the Word of God, we focus on prayer, responsibility, respect, stewardship, and leadership. We honor the dignity and diversity of each student and expect them to advocate for the dignity of all. We encourage our students to live the Word of God in their relationships with each other, which in turn prepares them to lead a Catholic way of life.

CORE VALUES/SLEs

PRAYER

We develop a firm foundation in prayer and a strong relationship with God through our academic and religious experiences at school.

Students will:

- Understand and strengthen their relationship with God through prayer and the Scriptures;
- Know, understand, and participate in the Liturgy;
- Apply scripture, prayer teachings, doctrine, and traditions of the Catholic Church in their daily life.

RESPONSIBILITY

We learn to accept responsibility for our actions and words, which can be seen through our strong work ethic and our courage in making good moral decisions.

Students will:

- Strive to always do their best and appreciate forgiveness;
- Take responsibility for their words, actions, and deeds;
- Model strength of character in their daily actions.

RESPECT

We understand that we are created in God's image and likeness, and through our words and actions we show respect to ourselves, our Earth, and to those around us.

Students will:

- Show compassion and courtesy toward all God's creation;
- Honor themselves, others, and the environment;
- Respect diversity and make moral decisions.

STEWARDSHIP

We share our gifts by giving back to the parish, school, and larger community. We learn to use our time and talents to serve others.

Students will:

- Learn to be grateful for their unique abilities and use them to help others;
- Recognize and use their God given gifts to benefit the extended community;
- Understand the value of christian service as it impacts the world.

LEADERSHIP

We take what we learn in mind and spirit and strive to lead others by example, change the world for the better, and create a brighter future for all.

Students will:

- Develop skills that make the world a better place;
- Demonstrate positive behaviors and attitudes inside and outside of the classroom;
- Challenge themselves to courageously lead by example.

Introduction

We, at St. Juliana Falconieri School, consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Juliana School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the school/church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Juliana Falconieri School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both faculty and parents in order to develop his/her moral, intellectual, social, cultural, and physical character. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both teachers and parents remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model mature behavior and relationships.

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

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he or she can be.

Absence

When a student is absent from school, a parent must call the office by 8:00 a.m. each day of the absence. If the office does not receive a call, a parent will be contacted. **If requested, homework assignments may be picked up at the school office between 3:00 and 4:00 p.m.** Homework is also posted on the website each day after 3:00 p.m.

Students must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day; this will allow for the 24-hour protection of the entire school community. If the child has been diagnosed with a contagious disease, kindly notify the school so that precautions can be taken. Notifications will be sent home to other parents in case of streptococcus.

A written statement giving reasons for the absence must be brought to the student's teacher upon the student's return. The teacher will retain these notes/letters for one year. In the case of absence for any reason other than illness, parents must consult with the school office and present a written reason for the absence.

An uninterrupted learning process is vital. Therefore, parents are encouraged to schedule trips or family outings during school holidays. Students are responsible for the completion of missed assignments. If a student is absent the day before a scheduled test for a **non-illness** related activity, the student is required to take the scheduled test upon return to school.

Students who are absent due to **illness** have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work. Arrangements for regular classroom tests missed because of an absence are to be made with the individual classroom teachers. These tests must be taken within one week of the original test date.

Excessive absences or tardies, even if necessary and excused, may be grounds for decreased credit or disciplinary action. Excessive absence is considered 10 days per trimester or 30 days per school year.

Absence During the School Day

Students with medical appointments during school hours require a written note by the parent. Medical appointments are considered absences unless the child brings a release from the medical office authenticating the appointment upon return to school. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must check in at the school office upon return. Students who are away from school for an appointment for 3½ hours or more will be counted as absent for ½ a day.

If a student does not attend school or arrive by 10:30 a.m. on the day of a performance or after school sports game, the student is ineligible to participate in either activity or attend Extended Day Care.

Academic Information

Curriculum—The Diocesan Curriculum Guidelines, consistent with the Common Core Standards required by the State of California, are followed for the teaching of all subject areas.

St. Juliana Falconieri School offers students opportunities for growth in the following subject areas:

Technology, fine arts (art, music, & drama), handwriting, language arts (reading, English, spelling, vocabulary, & composition), library, mathematics, religion, physical education, science, and social studies.

Accreditation

St. Juliana Falconieri School is accredited through the Western Catholic Education Association and Western Association of Schools and Colleges. (WCEA/WASC). Our current accreditation runs through June 30, 2020.

Admission Information

Nondiscriminatory Policy

St. Juliana Falconieri School adheres strictly to the Diocesan policy that prohibits discrimination against any student because of gender or racial background. St. Juliana Falconieri School will not discriminate on the basis of race, gender, color, or ethnic origin in the administration of educational policies, scholarships, athletics, and other school-administered programs.

Admission Policy

Admission to St. Juliana Falconieri School is on a year-to-year basis. Students shall be admitted or re-admitted to St. Juliana Falconieri School if they have a reasonable, well-founded hope of successfully completing the school's program, provided there is space available. Admission of students with special needs will be dependent upon the school's ability to meet the specific needs. Families needing tuition assistance must complete the application and send to Private School Aid Service (PSAS). Application and instructions can be found on the school website.

New registration dates are announced in the church bulletin for incoming kindergarten students and to fill vacancies in other grades. A placement test is administered to all kindergarten and first grade applicants. A standardized achievement test is administered to all new applicants for grades 2-8. Upon satisfactory performance and space availability, students will be admitted in the following order:

1. Members of St. Juliana Falconieri Parish who regularly attend Mass as demonstrated by the regular use of Sunday envelopes and participation in parish activities.
2. Siblings of non-parish students
3. Transferring Catholic school students whose families register in the parish and become active
4. Catholic students from outside the parish whose families will support the school
5. Non-Catholic students
6. St. Juliana Falconieri School does not accept I-20 admissions.

As vacancies occur, families on the waiting list will be contacted. Families are kept on the waiting list with the payment of an annual non-refundable application fee.

Parents are expected to support and cooperate with school philosophy and policies. Parents are also expected to obey rules and regulations either stated or implicit in the family handbook.

At the time of application, all new students seeking admission to St. Juliana Falconieri School are required to bring the following original documents:

1. Birth Certificate
2. Baptismal Certificate
3. First Penance & First Communion Certificates (if applicable)
4. Proof of Immunizations
5. Letter of Recommendation from the pastor of your registered parish
6. Current Report Cards
7. Current Standardized Test Results
8. IEP information
9. Application Fee

Transitional Kindergarten (TK), Kindergarten, and 1st grade admission: Entering TK students must be four (4) years of age by September 1st. Kindergarten students must be five (5) years of age by September 1st. Placement tests are used to test a child's "readiness" for TK, Kindergarten, and 1st grade.

Admission of Transferring Students: Students applying for admission must present a copy of the current report card and standardized tests results. Academic testing in reading comprehension and math computation are given and are used for placement purposes. These tests will be reviewed to determine whether the program at St. Juliana Falconieri School will meet the educational needs of the student. Students may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing. Parents/guardians are to be aware of the terms of probationary admission and must be willing to cooperate with the school.

Code of Christian Conduct covering students and parents/guardians: A morally based quality education can best be achieved if student, parents, and school officials work together. The school reserves the right to require parent to withdraw their child if necessary.

It is a condition of enrollment at St. Juliana Falconieri School that students behave both on and off campus in a manner that is consistent with the Christian principles of the school. These principles include, but are not limited to the following:

1. Students and parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. Expectations for students and parents/guardians include, but are not limited

to, social networking communications and school-sponsored events.

The school reserves the right to determine which actions do not meet the Christian principles of the school. Failure to follow these principles will result in a verbal or written warning with the possibility of disciplinary action. The school reserves the right to determine when conduct of a severe nature warrants withdrawal without warnings.

Athletics

St. Juliana Falconieri School has an athletic program for students in grades 5-8. Every student choosing to participate on a school team is required to make a full commitment to the school team. This means that he/she is to be at all practices and games. The St. Juliana School team should be a set priority.

Student participation in the after-school sports program is under the supervision of the coaches, and subject to academic and conduct requirements. Athletes must have an overall grade average of 70% with no single academic subject below a 70% and must have a 70% or better in conduct and effort. Athletes must be academically cleared at the beginning of each season to participate. Fall eligibility is determined by the third trimester report card from the previous year. Failure to maintain this requirement will result in a one-week probationary period. Continued failure to maintain requirements will result in removal from the team. Any student receiving more than three detentions in a single season may be removed from the team.

Seasonal participation fees will be required from each student in the after-school sports program. Uniforms are issued after fees have been paid. Uniforms are due one week after the last game has been played. Failure to return the uniform after one week will result in a detention, and athletes will be assessed the full value of lost or damaged uniforms. Graduating students will not be issued gowns unless all accounts are current.

Attendance/Tardiness

The school hours are as follows:

- 7:35 a.m. - First Bell
- 7:40 a.m. - Second Bell/Tardy Bell
- 9:30 a.m. - TK & K Recess
- 10:00 a.m. - Recess (1st-8th)
- 10:20 a.m. - Classes resume from recess
- 11:30 a.m. - TK & K Lunch
- 11:55 a.m. - Lunch
- 12:30 p.m. - Classes resume from lunch recess
- 2:35 p.m. - Carpool begins
- 2:40 p.m. - Walkers are called
- 3:00 p.m. - Extended daycare begins

Minimum day schedule: Dismissal at 12:00 p.m.

Office hours are from 7:15 a.m. to 3:15 p.m.

Students must arrive no later than 7:40 a.m. If a student is tardy six (6) times in a trimester, a detention will result. A child is considered tardy after the 7:40 a.m. bell. All students must stay on the school grounds between 7:40 a.m. and 2:40 p.m. Any student leaving the grounds during school hours must be signed out in the school office by a parent or guardian.

For safety and insurance reasons, **we ask that no student arrive at school before 7:20 a.m.**, and the school will accept no liability for students on the school or parish grounds before that time. This same policy holds true after 3:00 p.m. Any student on school grounds before 7:20 a.m. or after 3:00 p.m. is subject to the Extended Care Program and the fee attendant to that program. **Parent cooperation on this matter of supervision is mandatory.**

Birthday Celebrations and/or Parties

With teacher permission, students are allowed to bring a **small** treat for all students in the class, i.e. donuts, ice cream, or pre-cut treat, etc. **The teacher must be informed in advance so that allergies or concerns may be discussed.** It is also recommended that napkins be provided. Balloons, flowers, and decorations are not permitted at any time for any occasion. Teachers request that individual gifts not be exchanged at school.

Party invitations must include all students (or all girls/boys) in a given class in order for them to be distributed at school. Students will not be permitted to change clothes at school.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Facebook®, Friendster®, Instagram®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, students, parents, or the parish. In addition, content regarding inappropriate activities or safety concerns will be addressed.

Bullying and Cyberbullying

St. Juliana Falconieri School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual will be taken seriously. Students and/or parents who make such threats whether seriously, in jest, or online, face detention, suspension, expulsion, and/or legal action.

Cantor & Choir Program

St. Juliana Falconieri School has a cantor & choir program. Students are eligible to audition as cantors beginning in 3rd Grade. Students are eligible to participate in the choir program beginning in 2nd Grade. Cantor and choir members participate in school Masses, some Sunday Masses, Christmas concerts, Talent Show, and Choral Festival.

Car Pool (Drop-off and Pick-up Procedures)

Use only the main parking lot for morning drop-off and afternoon pick-up.

Please pay attention and follow the traffic directions given by the teachers on duty.
Do not use cell phones during carpool.

For the safety of your children, do not discharge or pick-up students on Melody Lane, Acacia Avenue, Fullerton Creek Road, or the faculty parking lot. Families may park on Melody Lane and walk students to school along the church. Parents needing to park for scrip purchase, volunteering, deliveries, etc. are asked to follow the carpool procedure to drop-off their child before parking. In the morning, school parking is not allowed along the church in the parking lot due to 8:00 a.m. Mass. Additionally, there is no parking in the stalls marked “R” since those are designated for Rosary High School students.

Please follow these procedures as established in cooperation with the Fullerton Police Department:

Morning Drop-off:

- Traffic control personnel direct drivers to proceed around the perimeter of the parking lot of the drop-off area or to waiting area.
- Only when your vehicle has stopped along the perimeter may students exit on the passenger side of the vehicle.
- Students walk to their classroom along the designated pathways keeping away from the flow of traffic.
- To exit drop-off, please stay in a single lane. Never go around the vehicle in front of you unless directed by traffic personnel.
- Students arriving after the second bell (7:40 a.m.) are considered tardy.

Afternoon Pick-up (2:40 p.m.)

- When called, walkers leave via the school office to Acacia or via the fire gate at the upper playground to Fullerton Creek.
- Name placards must be clearly displaced on the driver’s side dashboard upon entering carpool area.
- Cars form rows by parking in designated aisles or stalls.
- Turn off engine and remain in your vehicle until directed to proceed forward.
- Sixth grade safety monitors will assist students to their cars.
- Students may only walk to parked cars with permission.
- Late students will be called again and drivers will be directed to park in front of the Parish Center.
- Any student who has not been picked up by 3:00 p.m. will be sent to Extended Care.
- Students who have requested permission to be dismissed to Rosary siblings will wait in the area designated by the carpool supervisor until their sibling arrives.

Cell Phones

If a student brings a cell phone to school, he/she is required to give the cell phone to the classroom teacher upon arrival. The student may pick up the cell phone at dismissal. At no time during the school day should a cell phone be in the student's possession.

- First offense: Detention—parent must pick up phone at the end of the day from school office.
- Second offense: One-day in-school suspension—parent must pick up phone at the end of the current trimester from school office.
- Third offense: Loss of field trip/class activities—parent must pick up phone on the last day of school in the school office.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Child Abuse Laws

St. Juliana Falconieri School abides by the Child Abuse laws of the State of California. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

The school **must** report any reasonable suspicion of child neglect or abuse, physical, emotional, or sexual. Such reporting must be done promptly—and in no case should the time of reporting exceed a 72-hour period. If reasonable suspicion as to the non-accidental nature of a physical injury exists, a report must be made.

Class Parties

Teachers meet with Room Parents at the beginning of the year to schedule class parties.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school as evidenced in our core values.

All students will observe school uniform, dress, and grooming codes. Items such as, but not limited to, questionable books, music or pictures, weapons, matches, cigarettes, fireworks, laser lights, palm pilots, or anything that will detract from a learning situation are not allowed at school at any time. Vulgar language, obscenities, gestures, and gossip are unacceptable at all times. Fighting is prohibited. Gum chewing is not allowed on school grounds or at school functions.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Students are not allowed to enter a classroom without a **teacher** present. Students who choose to enter a classroom without a teacher present face detention, suspension, or expulsion.

Conferences: Parent-Teacher-Student

Conferences are scheduled after the first trimester to provide an opportunity for parents, students, and teachers to discuss school programs and progress of the students. Parents may request additional conferences by calling or sending a note to the teacher. Teachers may request a conference at any time to discuss student progress. The principal/and or vice principal and members of the Learning Support Team may attend these conferences.

Counselor

Our certified school counselor serves the needs of students, parents, and teachers. The school counselor provides whole class instruction and individual consultation.

Crisis Plan

St. Juliana Falconieri School has implemented a “crisis plan” in case of fire, earthquake, and lockdown emergency. All teachers and staff are trained in the procedures necessary to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. St. Juliana Falconieri School field and/or blacktop
2. St. Juliana Falconieri Church

Students are only released to parents or designated emergency contacts as indicated on your family information form. These forms are distributed at the beginning of the school year and parents are responsible to update when changes occur.

Discipline

Detention: Detention may be issued for a breach of classroom and/or school rules. Parents must sign the detention form and return to school the next day. Detentions are served on Wednesday after school from 3:00 – 3:45 p.m. Detention takes precedence over appointments, practices, lessons, tutoring, games, etc. If a child does not show for a detention, a second detention may be issued. Students who receive four (4) detentions in a trimester may be issued a suspension.

Suspension: Students who are given an in-school suspension will be required to report to school each day and will be in the library. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work from the days of suspension, but zeros will be recorded for this work. If a student is suspended from school, they are ineligible to participate in any after school activity. For after school sports, students may dress out and sit with their team, but they are unable to play in the game.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Due Process

Students and/or parents are given the opportunity to respectfully voice their concerns. The school strives to act in a Christian manner, consistent with our Core Values.

Education Fund

The St. Juliana Falconieri School Education Fund is used for the purpose of subsidizing tuition for families in need and extraordinary expenses of the school. Funds shall be expended for these purposes as the need arises. The fund will, thereby, give confidence in the fiduciary integrity of St. Juliana Falconieri School and guarantee continuance of a high quality education.

Each family is required to contribute \$500 per school year, payable in quarterly payments of \$125.00. Payments are due on the first of the month in July, October, January, and April.

Emergency Forms

It is imperative that parents/guardians fill out the emergency forms kept on file in the school office. These forms must include the names, addresses, and telephone numbers of several people to be called in case of an emergency (if parents cannot be contacted). These emergency forms are also kept on file for After School Athletic programs and Extended Care. Students will be dismissed only to those listed on emergency forms unless written notification is sent to school in advance. Verification of identity may be requested. Parent must update emergency cards as needed.

Emergency Drills

Fire drills and/or earthquake drills are held monthly.

Extended Day Care

St. Juliana Falconieri School offers an Extended Day Care. Students who are enrolled in the program must pay a \$30.00 non-refundable registration fee. There are four general schedules of fees for participation in the Extended Care Program: Mornings only, afternoons only, morning and afternoon, and block of hours. Hours of Extended Day Care are as follows:

- Morning: 7:00 - 7:20 a.m.
- Afternoon: End of carpool to 6:00 p.m.

A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 p.m. Repeated failure to pick up your child from Extended Day Care on time will result in your child not being allowed to attend the program. Students must arrive by 12:30 p.m. during the regular school day to be eligible to attend Extended Day Care. Students not picked up by the end of carpool will be sent immediately to

the Extended Care Program. Parents are charged the fees attendant to that program.

Expulsion

A student will be subject to expulsion from school if he/she is guilty of any of the following offenses while under the jurisdiction of the school. In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student shall be immediately expelled. This procedure will occur when the continued presence of the student at school will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of other students.

A student will be subject to expulsion when he/she:

- Commits any act that is gravely detrimental to the moral and spiritual welfare of other students.
- Consistently uses profanity or obscenity (written or spoken).
- Assaults, batters, or threatens to use force or violence on another student or any members of the school staff.
- Possesses or brings to school any object that can be used as a weapon, i.e. gun, knife, or any similar object.
- Openly and persistently defies the authority of the teacher. This applies to both students and parents.
- Possesses, uses, distributes, sells, or tries to sell illicit or forbidden substances. Such substances include, but are not limited to, legal and/or illegal narcotics and alcohol.
- Willfully destroys, defaces, or injures the property of another student, or willfully destroys, defaces, or injures the property of the school. Students and their parents are liable for all damage to equipment and school property. (E.C. 48909)
- Steals, cheats, and/or is truant.

Expulsion is an extremely serious matter. Students who have been expelled will not be allowed to visit or return to the school.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals and are re-evaluated each year. The field trip chairperson provides teacher requested information about field trips and makes reservations according to teacher requests. The chairperson is NOT responsible for selecting or permitting parents to attend field trips.

The teacher will determine the number of chaperones needed. Selection of chaperones is at the discretion of the teacher and/or room parent in charge. Chaperones are drawn from the room parent list and from a list gathered from those who volunteer at Back-to-School Night. Not all requests to chaperone can be granted.

1. A field trip is a privilege and not a right.
2. All grades do not always have the same number of field trips.
3. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. A telephone call will not be accepted in lieu of the proper field trip permission slip.
4. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
5. Chaperones must ride on the bus with their assigned group of students.
6. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
7. Chaperones should notify the teacher in charge if a problem occurs with any student in their group.
8. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
9. Parents may not insist on chaperoning a field trip.
10. Parents who chaperone on a field trip may not bring pre-school or school-age siblings on the field trip.
11. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
12. Astrocamp and Washington, D.C. are extended field trips, which are handled in a separate parent/administration meeting and incur additional costs and fundraising commitments. Meetings are scheduled in September and March.

Falcon Award (Grades 4-8)

The Falcon Award is presented to students who have a 90% or above in “Responsible Behavior” and “Work Habits/Study Skills” on the Student Learning Assessment with no detentions or disciplinary referrals for that grading period.

Free Dress

The primary purpose for school uniform/dress code and grooming standards is to ensure that every student at St. Juliana Falconieri School presents a picture of neatness and cleanliness consistent with our belief that our bodies are a gift from God to be cherished and respected.

Free Dress is a privilege that will be extended periodically subject to the following guidelines:

- All students must wear socks, tights, or some type of hosiery.
- Shirts without collars are acceptable if they are plain or patterned.
- Shirts imprinted with advertising, or with alcohol brand names or symbols, wild or distasteful sayings, musical groups, or violence and/or weapons are

not permitted.

- Shoes for special performances must have a closed toe (peep toe okay) and closed back (sling back okay). Heel height may not exceed three (3) inches.

Students may not wear:

- sandals
- Boots or UGG type boots
- no open back shoes
- tank tops
- t-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- shorts (other than school shorts)
- pajama pants
- sweats
- make-up
- low cut, low back, sheer, or strapless tops, blouses, or dresses
- shirts that expose the midriff or shirts that are off the shoulder
- clothing that is extremely tight (this includes “skinny” jeans)
- clothing that is extremely baggy
- nail polish
- dresses or skirts shorter than 2 inches above the knee
- hoop or large earrings (only small stud earrings are permitted for girls only)
- jewelry (except religious necklaces or medals)

Good Rule: If you think you shouldn't wear it—DON'T WEAR IT!
ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND THE ASSISTANT PRINCIPAL.

Gifts

The greatest gift between partner classes is the gift of friendship. Teachers request that individual gifts not be exchanged at school.

Grading

Academic Evaluation (Grades 3-8)

A...95-100	A-...90-94	B+...87-89
B...83-86	B-...80-82	C+...77-79
C...73-76	C-...70-72	D+...67-69
D...63-66	D-...60-62	F...59/below

Academic Evaluation (Primary Grades K-2)

O...90-100	S...70-89	N...69/below
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Graduation Requirements

- Eighth grade students satisfactorily completing the required academic core curriculum with an average GPA for grades 6, 7, & 8 at 70% or higher.
- Eighth grade students satisfactorily completing grade level work for St. Juliana Falconieri School as demonstrated by passing conduct grades.
- Completion of volunteer community service hours as required in grades seven and eight.

Parents of a student in danger of not graduating should be notified as soon as possible, but no later than the beginning of the third trimester. Students who fail any area in the third trimester may be subject to withholding of diploma until summer school has been completed.

In addition to academic requirements, all financial obligations, library books and fines, athletic uniforms, and classroom textbooks must be current/cleared to obtain graduation gowns and diplomas. Parents will be notified in writing of the necessary conditions to complete the year as a student in good standing.

Gum

Students should not chew gum at school at any time. This includes before school, during school, after school, and school sponsored events. Disciplinary action will occur for students caught chewing gum.

Hair

Boys' hair must be kept neat, clean, and out of the eyes. It must be shorter than the top of the shirt collar and above the ear. Bleached or tinted hair, or hair that is spiked, gelled, or sprayed to stand up stiffly is unacceptable. Buzzed hair cannot be shorter than a three (3). Facial Hair: Boys must shave facial hair at least every other day. Beards, goatees, mustaches, long sideburns, etc. are not permitted.

Girls' hair must be kept neat, clean, and out of the eyes. Bleached or tinted hair is not allowed. Any type of permanent or semi-permanent hair extensions are not allowed. This includes, but is not limited to, feathers, beads, ribbon extensions, fake hair, etc. Hair clips, headbands, hair bows, scrunchies, rubber bands, and ponytail holders must be red, navy blue, white, brown, or black. Sixth, seventh, and eighth grade girls may also have gray.

Harassment

Harassment of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Parents involved in harassing behavior risk the expulsion of their child and possible legal action.

Examples of Harassment

Harassment includes, but is not limited to the following:

Sexual: Unwelcome sexual advances, requests for sexual favors,

sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, epithets, and other verbal or physical conduct of a sexual nature.

Verbal: Comments, questions, statements, slurs, jokes against a person because of race, color, gender, creed, national origin, physical or mental ability.

Written: Suggestive, obscene, or hostile comments, letters, notes, drawings, or invitations (electronic or otherwise).

Physical: Unwanted, unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual: Leering gestures; display of suggestive, obscene, objects, pictures, cartoons, posters or drawings (electronic or otherwise).

Environmental: Detrimental atmosphere in which a person is made to feel uncomfortable through the presence or actions of others in the room.

Home-School Communication

Our school uses a monthly envelope system. Official envelopes containing important information are sent home at the start of each month and should be signed and returned the following day. Your child is responsible for returning the envelope to his/her classroom teacher. Bulletins are sent home Thursdays with the student and on Mondays via email to provide up-to-date information regarding the upcoming week. Additional email blasts are sent as needed.

Parents and students are kept apprised of student growth through weekly responsibility sheets, progress reports, Trimester Learning Assessments, Sycamore, formal parent/teacher conferences, and informal conferences as needed. Formal standardized school-wide testing is given in October, January, and May. Parents are provided with a copy of testing results.

Homework

Homework assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for classroom activities and assessments. Homework Time Guidelines:

Grades TK-1	30 minutes
Grades 2-6	30-60 minutes
Grades 7-8	60-120 minutes

These time frames are only guidelines. Some children work slower or faster than others. Problems concerning homework should be discussed with the teacher immediately

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends and holidays throughout the school year. Parents are encouraged to schedule trips or family outings during these times therefore keeping the children's learning process consistent and uninterrupted. Missed assignments are the student's responsibility.

Teachers are not required to give homework in advance for scheduled vacations. Students should meet with their teachers prior to vacation and immediately upon return to schedule make-up dates. **It is the student's responsibility to make up all missed work as scheduled.** Students may obtain all homework information on each teacher's webpage. **Please note that time allowance for missed work for vacation absence is not equivalent to time considerations for absences due to illness.**

Homework Policy due to Illness

When a student is absent, a parent may call the school office to arrange for homework assignments to be picked up in the office between 3:00 and 4:00 p.m. Students may also obtain all homework information on the teacher's webpage. Students will be allowed one day for each day of absence due to illness to make up missed work. For example, a student who was absent three days should be given three school days to complete the missed work.

Honor Roll (Grades 4-8)

Students in grades 4-8 are eligible to receive the Honor Roll. Honor Roll calculation includes all subject areas for which a letter grade is issued, except handwriting and conduct. Music, art/drama, physical education, and technology are averaged together and calculated to form a single grade.

- 97% - 100% Honor Roll with Distinction (Grades 7 and 8 only)
- 93% - 96% Honor Roll (Grades 7 and 8)
- 93% - 100% Honor Roll (Grades 4-6)

Learning Assessments (Report Cards)/Progress Reports

Student Learning Assessments will be given three (3) times during the academic school year. Progress Reports will be given mid-way between each grading period.

Library

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The library is open every morning from 7:20 to 7:40 a.m. and during first and lunch recesses. Students may take Accelerated Reader Quizzes and check-in/check-out books during those times. The students also have a scheduled library time during the week.

Borrowed books are to be returned on time and in good condition. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. Canned goods are donated to the St. Vincent DePaul food bank. Monetary fees must be paid for lost or damaged books. All fines or fees must be paid before any other materials may be checked out.

Lost and Found

All items must be permanently labeled. This is especially important for all items of clothing, personal books, and backpacks. Valuable or precious items should never be brought to school without parental permission. **Parents should exercise great prudence in this regard as the administration and faculty cannot be responsible for loss, damage, or theft of any item.** Any items found in the school building or on the school grounds are placed in the “Lost and Found” bin in the school office. After 30 days, items are donated to the used uniform sale or to a charitable organization.

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Hot lunch is available each full day of school. Meals are prepared in the school kitchen or through the services of outside vendors. St. Juliana Falconieri School partners with orderlunches.com (School Password is SJFS314) to provide a secure, fast, and easy-to-use online ordering system that allows parents to view our lunch menu, order, prepay, and manage student lunches on the site.

Students who bring their lunch each day to school should not pack glass bottles, soft drinks/sodas, milkshakes, excessive amounts of candy, or other foods with high sugar content. It is preferred that students have their lunch with them when they arrive at school. **PARENTS, WHO DROP OFF LUNCHESES, MUST HAVE LUNCHESES TO THE SCHOOL BY 11:45 A.M. AND PLACE ON THE BENCH OUTSIDE THE OFFICE. Transitional Kindergarten and Kindergarten eat lunch at 11:30 a.m. Lunches for those two grades need to be on the bench by 11:15 a.m.**

Medication

School personnel will not administer any medication to any student, at any time, unless the parent request form and physician’s statement is on file. No student is allowed to keep medication in the classroom or on his/her person during the day. This rule is for the safety of all students. If a child must take any prescription medication at school, that medication must be sent to the school in the container received from the pharmacy and must have on its label in English the following information:

1. Child’s name
2. Name of doctor prescribing the medication
3. Frequency
4. Dose

5. Date
6. An appropriate measuring device must accompany all liquid medication.

Students' medications are to be kept in the school health room. All medication must be picked up prior to the last day of school.

Messages

Please do not attempt to personally confer with and/or telephone your children during school hours. Neither children nor teachers will be called to the phone during school time. If an emergency arises, please contact the school office for assistance.

Milk Program

St. Juliana Falconieri School offers either 2% lowfat milk or nonfat chocolate milk every full day of school. Milk can be purchased daily or for the entire year.

Off-Campus Conduct

The administration reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students. This off-campus behavior includes, but is not limited to, cyber-bullying.

Office Records

Parents/guardians are requested to notify the school office in writing of any change of address, home or cell phone numbers, business phone numbers, e-mail addresses, and/or emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents as Partners

As partners in the educational process at St. Juliana Falconieri School we ask parents:

1. To set rules, times, and limits so that your child...
 - goes to bed early on school nights;
 - arrives at school on time and is picked up on time at the end of the day;
 - is dressed according to the school dress code;
 - completes assignments on time; and
 - has purchased hot lunch or has a sack lunch everyday.
2. To attend Mass and teach the Catholic faith by word and example which will support the religious and educational goals of the school;
3. To actively participate in school activities;
4. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

5. To notify the school with a written note when the student has been absent;
6. To notify the school office of any changes of address or phone numbers;
7. To meet all financial obligations to the school and parish;
8. To inform the school of any special situation regarding the student's well-being, safety, and health;
9. To complete and return to school any requested information promptly;
10. To read school notes, newsletters, and emails;
11. To support and cooperate with the discipline policy of the school;
12. To treat teachers and staff with respect and courtesy in discussing student problems.

Parent Club

Every school parent is a member of the Parent Club. The Parent Club works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization.

Parent/Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses. The Student Directory may not be used, shared, or sold for other purposes.

Photograph and Video Consent

Parents must complete the "Photograph and Video Consent" form that authorizes or disallows the publishing of any photographs or videos of students while participating in any program with St. Juliana Falconieri Catholic Community. Parents may not post photographs or videos of students other than their own without direct parental approval from all students involved. This pertains to Facebook®, Friendster®, Instagram®, and all other forms of social media.

Promotion Policy

Advancement to the next grade at St. Juliana Falconieri School is based on a student's daily performance, test results, report cards, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Students who have an "F" (below 60%) in any subject for two trimesters must complete a pre-approved summer school course in order to be readmitted. Eighth grade students who do not maintain passing grades in all subjects will not receive a diploma. Students with special needs will be evaluated on an individual basis.

Retention

Retention of a student requires careful consideration. It must be determined that repetition of the grade by a particular student will be beneficial. Repetition of a grade would require the student be transferred to another school.

If retention is probable, the parent/guardian will be notified in writing. A conference will be held with the parent/guardian as soon as the situation is recognized, to advise the possibility of retention. A summary letter is to be sent to the parent/guardian after this conference with a copy kept on file at the school.

Sacramental Program

The Catholic sacramental life is an important component of the religion program at St. Juliana Falconieri School. Preparation for Reconciliation and Holy Eucharist form the core of instruction of Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Holy Eucharist are conferred to students baptized in the Roman Catholic tradition. Children baptized in other Christian traditions are handled on an individual basis.

Safe Environment

St. Juliana Falconieri School is committed to providing a safe environment for our children. Part of this continuing effort entails that we follow the safe environment mandates passed down by our Diocese of Orange and the USCCB in response to the crisis in the Catholic Church. These guidelines have now been in effect for 10 years. Accordingly, any parent, volunteer, or employee who would like to volunteer/work with St. Juliana Falconieri School children is asked to complete this threefold safe environment process prior to beginning their service. The steps required are:

1. Complete the online safe environment course and renew every four years for volunteers.
2. Sign an acknowledgement that you have read and will abide by the *Diocesan Policy Against Sexual Misconduct*. This information is included in your safe environment course.
3. Complete the live scan fingerprint/background check.

A listing of sample volunteer positions is as follows: Helper for class parties, hot lunch worker, girl/boy scout leader, room parent, scrip worker, coach, chaperone on field trips, office helper, classroom helper, driver, and playground monitor.

For additional information regarding Safe Environment, please contact Mrs. Vicki Delaney in the church office at (714) 879-1965.

School Hours

The school hours are 7:40 a.m. to 2:40 p.m. Students not in their classrooms by 7:40 a.m. are considered tardy. If a student is tardy six (6) times in a trimester, a detention will result. The school doors are opened for students at 7:20 a.m. For safety and insurance reasons, **we ask that no student arrive at school before 7:20**

a.m., and the school will accept no liability for students on the school or parish grounds before that time. This same policy holds true after 3:00 p.m. Any student on school grounds before 7:20 a.m. or after 3:00 p.m. is subject to the Extended Care Program and the fee attendant to that program. **Parent cooperation on this matter of supervision is mandatory.**

Prayers and announcements:

Monday morning—student body assembles at 8:00 a.m. in the quad area outside of main office.

Tuesday through Friday—students remain in classroom and Student Council leads prayers over the intercom system at 10:25 a.m.

Students are not allowed to enter a classroom without a **teacher** present. Students who choose to enter a classroom without a teacher present face detention, suspension, or expulsion.

School Office Hours

The school office is open on all full school days from 7:15 a.m. to 3:15 p.m. Half-day hours are from 7:15 a.m. to 12:45 p.m.

School Property

The parent of a child who destroys or damages furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented. A student who willfully destroys, defaces, or injures the property of the school is subject to suspension and/or expulsion.

School Safety

St. Juliana School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

Search & Seizure

The Fourth Amendment to the United States Constitution prohibits unreasonable searches and seizures. However, the Courts have also recognized that certain environments and circumstances require an exception to the "probable cause" standard for searches, which are called "special needs" exceptions. On school grounds or when students are within school care—like a field trip—"reasonable suspicion" provides school personnel the authority to search desks, backpacks, and electronic devices (cameras, iPads, cell phones, etc.) if there is enough evidence to suggest potential harm to the health and safety of students or school personnel.

Sexting

Students involved in possession or transmission of inappropriate photos or language on their cell phones or other electronic devices face suspension and/or expulsion.

Student Council

Students running for a Student Council Office must have a 70% average or better in academics, conduct, and effort with no D's or F's on their report cards for the prior two trimesters. Commissioner General, Assistant Commissioner General, Commissioner of Finance, Commissioner of Elections, and Secretary Commissioner must have an 80% average or better in academics and conduct. Students must secure and complete the proper eligibility forms.

Applicants campaign and deliver a campaign speech prior to the student body election. Elections for these offices are held in the spring. Students who desire to run for the office of Class Representative must have the same grade requirements as any other office. Each student elected must continue to meet the original requirements. Failure to maintain requirements will result in probation until the grade(s) improve. During this time, students CANNOT PARTICIPATE in their previous commitments. If after two (2) grading periods students still do not meet the requirements, they are ineligible to continue in that office. Any student receiving more than three (3) detentions in a grading period may not be eligible to continue in that office.

Student Records

Student records are confidential. The school shall preserve the integrity and privacy of required school records. Records of students transferring to other schools will only be sent through the US Postal Service. Official records cannot be given to parents.

Suspension

Suspension of a child from the classroom is a measure reserved for the principal or vice-principal. No student shall be suspended from school for more than one week at a time. At no time does a teacher have the authority to suspend a child. A student can be suspended from school if he/she has had detention four times during a grading period. Any pupil who is suspended three times during a school year will be permanently dismissed. All work that the teacher assigns for the student during suspension must be completed, but students will receive zeros for that work. Students may be suspended for bullying behavior, harassment, vulgarity, and cheating or any other behaviors listed in the parent handbook. If a student is suspended from school, they are ineligible to participate in any after school activity. For after school sports, students may dress out and sit with their team, but they are unable to play in the game.

Technology Concerns

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Facebook®, Friendster®, Instagram®, etc. may result in disciplinary action if the content of the student or parent's blog includes defamatory comments regarding

the school, the faculty, other students or parents, or the parish.

Cell phones: If a student brings a cell phone to school, he/she is required to give the cell phone to the classroom teacher upon arrival. The student may pick up the cell phone at dismissal. At no time during the school day should a cell phone be in the student's possession.

- First offense: Detention—parent must pick up phone at the end of the day from school office.
- Second offense: One-day in-school suspension—parent must pick up phone at the end of the current trimester from school office.
- Third offense: Loss of field trip/class activities—parent must pick up phone on the last day of school in the school office.

Photograph and Video Consent: Parents must complete the “Photograph and Video Consent” form that authorizes or disallows the publishing of any photographs or videos of students while participating in any program with St. Juliana Falconieri Catholic Community. Parents may not post photographs or videos of students other than their own without direct parental approval from all students involved. This pertains to Facebook®, Friendster®, Instagram®, and all other forms of social media.

School Computers: *Students must follow the guidelines outlined by individual teachers regarding use of school computers.*

Sexting: Students involved in possession or transmission of inappropriate photos or language on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Students visiting these sites at school face detention, suspension, and/or expulsion. *Parents are urged to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.*

Telephone

The office phone is a business phone and students are permitted to use it only in the case of an emergency. Forgotten homework, athletic equipment, etc. does not constitute emergencies. The teacher may contact the parent if he/she feels it is necessary to obtain a particular item for the student. Arrangements for after-school visits with friends should be made at home.

Testing

STAR testing is administered to students in 1st through 8th grades. The ACRE test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Eighth Grade students will be given Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Tuition & Fees

Tuition

1. Every effort will be given to provide a Catholic education to all who seek it. It is recognized that there are families who are truly in need of assistance. Any family who feels they need help must complete the application process through Private School Aid Service (PSAS). The application and instructions can be found on the school website.
2. Tuition is due and payable on the 1st of each month, and delinquent on the 16th.
3. Tuition payments begin July 1st and end the following June 1st for each school year.
4. If tuition is not paid by the 15th of the month, the tuition account will be assessed a \$25 late fee unless prior arrangements have been made.
5. A statement and/or letter will be sent to those who have not advised the tuition bookkeeper of their delay in payment. An immediate response is expected. Any reason for delay in tuition payment is to be directed to the Tuition Bookkeeper.
6. If any portion of the past year's tuition is not paid in full by the end of the school year, the family will not be able to re-enroll their child(ren) for the following year. Arrangements/adjustments for a June 30th unpaid balance can be made by contacting the Tuition Bookkeeper. The Finance Committee may have final approval for this payment arrangement.

Tuition Collection Policy

1. The Tuition Bookkeeper works with the Finance Committee regarding accounts that are 45 days delinquent. The Finance Committee includes the Pastor, CPA, School Principal, Business Manager, and other designated members.
2. After a tuition account becomes 45 days delinquent, a letter will be sent to the family. The letter will request an explanation of the delinquency and a payment plan to get the account in a current status. Failure to respond to collection efforts can mean removal of your child(ren) from the school.
3. Families with past due tuition will be asked to state their reasons for the tuition account delinquency. In some cases the presentation of financial data may be requested before a settlement can be reached. The family will be expected to sign an agreement acknowledging the delinquency and their intent to pay the past due amounts with a schedule of payment. Failure to

comply with this signed agreement may mean removal of your child(ren) from school.

Fees

1. The annual Registration Fee is payable at the time of registration. This fee is not refundable.
2. Other fees payable at the time of registration are Book Fees, Parent Club dues, Graduation or First Communion Fees (if applicable), and Yearbook (optional). Current fees can be found on the Tuition and Fee Schedule for each school year.
3. Extended Care Program fees are due upon registration in the program.

Classification for Tuition Rates for each school year will be based on the current year's record of church participation, recorded hours of physical volunteer time, and participation in the scrip program during the period of May 1st to April 30th, and participation in the various fundraising opportunities.

Service Commitment: Each family is required to complete forty (40) hours of service. Parents may count one (1) volunteer hour for attendance at Parent Club meetings. Of these forty (40) hours, four hours each must be completed for the Falcon Gala Auction and six hours must be completed for the Fish Fry. Falcon Gala Auction hours and Fish Fry hours not completed will be assessed at \$25.00 per hour. All other unearned hours will be assessed at \$10.00 per hour. The buyout for this commitment will be \$500.00. Student volunteer hours are not equivalent to parent volunteer hours.

Fundraiser Commitment: The ability of the school to cover the difference between the tuition rate and the actual cost per child is based on the determination of the school community to maintain a successful fundraising program. Every family is expected to fulfill their commitment by supporting various school fundraisers.

1. Gift Wrap—a once a year sales campaign in September.
2. Festival—a once a year, three-day event that provides significant support to the parish.
3. Falcon Gala Auction—a once a year event that provides a significant profit for the school. Participation is required for this event in the form of four (4) volunteer hours and a minimum donation of \$50.00 towards an auction item.
4. Fish Fry—During the Fridays of Lent, Parent Club holds a fish fry dinner for the parish. Participation is required for this event in the form of six (6) volunteer hours. A total of one volunteer hour will be allowed for the donation of baked goods.
5. Golf Tournament—a once a year event that takes place in the spring.
6. Others—various opportunities are presented throughout the year that invite student and family participation.

Scrip Commitment: Each family must read and sign the Scrip Program Policies and Procedures that outlines St. Juliana School's Scrip Program. The Scrip Program Agreement must also be signed to indicate how the excess scrip income

above the required \$200.00 profit will be used by the family. Participating families will be required to earn \$200.00 profit through purchasing scrip.

Parish Commitment: For the term May 1st through April 30th, minimum contributions to the church shall be \$500.00.

To maintain a Parish Participating tuition rate, a minimum of 50% participation must be completed in each commitment category. Any family who chooses to buy out of two or more of the commitments listed above will be charged the non-parish tuition rate.

Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, sweaters, and jackets) may be purchased through Vicki Marsha Uniforms.

Vicki Marsha Uniforms (www.vickimarsha.com) School Code: SJF2829

5292 Production Drive

Huntington Beach, CA 92649 (714-895-6371)

All students must be in uniform every day. There will be free dress days, which will be announced during the course of the school year. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

School socks or tights must be plain and solid white. Socks should include no logo or writing. Socks may be knee or crew length. **Socks must cover the anklebone.**

Skirts and jumpers must be at the knee. Wearing of “modesty shorts” under jumpers and skirts is recommended.

White t-shirts or turtlenecks are allowed under the uniform shirts during cold weather. No printed or colored garments visible under the uniform shirt or blouse may be worn.

Uniform for Girls:

Formal Uniform (Girls K-5): Jumper (at knee length), white round collar blouse w/ logo, and red cardigan with logo

Formal Uniform (Girls 6-8): Heather gray or blue skirt with pleats (at knee length), white oxford shirt w/ logo, red sleeveless vest or v-neck pullover with logo, and striped tie

Informal Uniform (Girls K-8): Blue shorts, pants, or culottes, red or white shirt with logo, sweatshirt with logo; girls in grades 6-8 have the option of gray pants or shorts (shorts and culottes must be at knee length)

Uniform for Boys:

Formal Uniform (Boys K-5): Blue pants, white short or long sleeve mesh or jersey knit with logo, and sweatshirt with logo

Formal Uniform (Boys 6-8): Blue or gray pants, white oxford—short or long sleeve, red sleeveless vest or v-neck pullover with logo, and striped tie

Informal Uniform (Boys K-8): Blue shorts (at knee), red, blue, or white short or long sleeve mesh or jersey knit with logo; boys in grades 6-8 have the option of gray shorts

Physical Education Uniform: Navy mesh uniform shorts or navy fleece P.E. shorts with school uniform shirt. **MODESTY SHORTS ARE NOT ACCEPTABLE FOR P.E.** Failure to be in proper attire for P.E. results in a loss of points for the day in P.E. unless a valid note from the parent is given to the P.E. teacher.

Uniform Guidelines

Shoes: All students must wear leather/leather-like or canvas laced shoes. Velcro closure is acceptable. Shoes may be two-toned and may have a “branding” label. Shoes, shoe colors, and/or “branding” colors must be red, white, **navy blue**, or black with no glitter, sparkles, checkers, patterns, or embellishments. **PLATFORM TENNIS SHOES, BOOTS, SLIP-ON, MARY JANE STYLE BUCKLE SHOES ARE NOT ALLOWED.** Shoelaces must be solid, white, and/or match uniform color. Gray shoe color is acceptable for students in grades 6, 7, & 8.

No cosmetics, lip-gloss, colored chapstick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No body piercing except pierced ears. Girls may wear one (1) pair of earrings no larger than a dime and without hoops. Boys may not wear earrings of any type. Jewelry should be limited to one (1) watch or inspirational wristband and simple crosses or holy medals on a narrow chain. Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and given back at the end of the school day. Hair clips, headbands, hair bows, scrunchies, rubber bands, and ponytail holders must be red, navy blue, white, brown, or black. Sixth, seventh, and eighth grade girls may also have gray. Adjustable baseball style hats with school logo are available through Vicki Marsha Uniform Company.

The uniform should be clean and pressed with all buttons attached and hem intact. Pants and shorts should be free of holes. **Shirts should be tucked in while a student is on campus unless out at recess or physical education. Belts must be worn at all times.** Belts may be solid navy, white, red, or black with no checkers, patterns, or embellishments. Students in Grades 6, 7, & 8 may also wear gray.

Brownie/Girl or Boy Scout Uniforms—Students may wear the scout uniforms on meeting days.

Students who repeatedly violate the uniform policy and receive three “out of uniform” notices will be issued a detention.

Valentine's Day

Students are allowed to bring valentines to school. **Students bring valentines unaddressed and distribute them to all students in their classroom.**

Visitors

St. Juliana School maintains a closed campus. School visitors (volunteers, parents, grandparents, etc.) must check-in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the school building for any reason. All visitors and/or volunteers are required to wear a designated badge available in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or volunteer in another capacity in the school may not interrupt a classroom to see their child during the day.

Withdrawal Policy

1. Families must notify the school administration in writing if a student is being withdrawn from the school.
2. Families must clear outstanding debt to the school.

Right to Amend

St. Juliana Falconieri School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday packet or through email communication.

Parent Signature Page

I have read the 2016-2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated. The Parent/Student Handbook can be found online on the St. Juliana School website.

Family Name _____
(Print Please)

Parent Signature Date

Parent Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

Student Signature Date

**SIGNED FORM DUE TO MR. GONZALES ON OR BEFORE
AUGUST 25, 2016.**

