

Saint Hyacinth Academy



PARENT/STUDENT HANDBOOK

2011-2012

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MISSION STATEMENT

In partnership with families, the primary educators of their children, we accept our call to be Catholic leaders and educators, to teach as Jesus did and to walk with each child in their faith development; assisting them to attain their full potential.

SCHOOL PHILOSOPHY

The community of Saint Hyacinth Academy believes that each child is uniquely created by God. Each child is a gift, possessing many dimensions in need of development. We welcome children regardless of their faith, social status, ethnic and racial backgrounds.

We believe that while the primary responsibility for the development of each child belongs to the parent, the Catholic school is one of the major forces assisting them.

We aim to create an environment which stimulates learning, promotes growth and allows each child to attain their potential.

We believe that, as social beings, each child has responsibilities and rights. To become a steward of society, each child must be taught respect, responsibility and reverence.

We believe we are challenged to form a Spirit-directed faith community, mirroring Christ's loving care and forgiveness. By working together to accomplish this, we will be witnessing the Good News to those around us, thereby communicating God's presence in the world.

STUDENT CENTERED GOALS

The purpose of Saint Hyacinth Academy is to provide for the students a Catholic educational environment. In partnership with the parents, the faculty and the administration strive to promote a Catholic based, moral, and value driven curriculum.

The following Schoolwide Learning Expectations of Saint Hyacinth Academy were developed from the school's philosophy. The general form for the school as a whole, and an elementary form for grades Pre-Kindergarten through Third. Both forms represent the same expectations, however, an elementary form was deemed necessary so that the students in the primary grades would have clear and equitable understanding of what is expected of them.

Schoolwide Learning Expectations

To live as an active Catholic who:

- Prays daily
- Continues to learn about God
- Shares and lives their faith
- Does as Jesus would

To live as a lifelong learner who:

- Evaluates needs, determines appropriate strategies and implements steps to attain goals
- Develops and uses their God given talents.
- Can use critical thinking skills to solve problems
- Welcomes challenges for improvement and growth

To live as an effective communicator who:

- Can express thought clearly in written and verbal form
- Listens and interprets the ideas, opinions and actions of others
- Effectively uses the tools of technology responsibly

To live as a responsible citizen who:

- Values and respects diverse cultures and beliefs
- Accepts responsibility for his or her own actions

- Applies moral values in daily life
- Serves his or her community with their time, talent, and treasure

Primary Level Form

To live as an active Catholic who:

- ☺ Prays daily
- ☺ Continues to learn about God
- ☺ Shares and lives their faith
- ☺ Does as Jesus would

To live as a lifelong learner who:

- ☺ Becomes a good listener
- ☺ Helps others
- ☺ Learns how to solve problems
- ☺ Is excited to learn about new things

To live as an effective communicator who:

- ☺ Can share through words or pictures
- ☺ Listens to the ideas and opinions of others
- ☺ Uses the tools of technology responsibly

To live as a responsible citizen who:

- ☺ Respects others and makes friends
- ☺ Always tell the truth
- ☺ Makes right choices everyday
- ☺ Serves his or her community with their time, talent and treasure

ACCREDITATION

On a regular basis, St. Hyacinth Academy undergoes a WCEA (Western Catholic Educational Association)/WASC (Western Association of Schools and Colleges) self-study process. This self-study includes the effort of pastor, staff, parents and students. This self-study is evaluated by a team of educators from outside the school community. Upon the successful completion of the self-study and evaluation of a visitation committee, the school is accredited. St. Hyacinth Academy is fully accredited by the WCEA and WASC association.

ADMINISTRATION

Pastor
Principal
Vice Principal
Administrative Assistant

Fr. Cris Subosa
Mrs. Ladonna Lambert
Ms. Ruth Giefer
Mrs. Valerie Lozoya

ADMISSION POLICIES

Non-Discriminatory Statement

St. Hyacinth Academy admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective schools. The school does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, financial assistance and athletics and other school administered programs.

The Administration of St. Hyacinth Academy reserves the right to refuse registration or re-registration and to require a student to withdraw when parents are un-cooperative and do not stand in support of school policies.

Admission Priority

The schools of the Diocese are established as religious schools; therefore, preference in admissions shall be given to contributing members of the Diocesan Catholic Community, but first and foremost to the children of parents actively engaged in the local Catholic parishes.

Disability Issues

St. Hyacinth Academy does not discriminate against otherwise qualified individuals on the basis of disability, if, with any reasonable accommodation, the individual can meet the school requirements.

Ages of Admission

Students must be 5 years old by September 1 in order to enter Kindergarten class.

Probationary Period

All students are accepted for enrollment on a probationary basis in both the academic and disciplinary areas. The probationary period will be one full academic year.

Financial/Fee Refund Policies

Tuition monthly payments are mandatory through the FACTS program, unless you are paying semi-annual or annual payment. The tuition rate for Preschool through eighth grade is an annual amount payable in 10, 11 or 12 month installments. Families who enroll late and do not make a pre-payment for tuition in June for September will owe a full tuition payment at the end of the school year in June. If your tuition is not current, it could affect your child's attendance at school.

If you are on Tuition Plan C and have not met all your obligations by May 31, you will only be allowed to register on Plan A for the following school year.

Delinquent Accounts

Failure to keep tuition accounts current may prevent a student from attending classes. Also, report cards will be withheld if the tuition account is not current.

Return Checks

Returned check policy: There will be a \$25.00 per check fee assessed for checks that are returned to the school by the bank. After two returned checks, the school will only accept cash, money orders, or bank checks.

Tuition Refund Policy

The school's policy with regard to tuition refunds is stated as follows:

1. No portion of a current calendar month's tuition will be refunded.
2. Only pre-paid tuition will be refunded provided that the month(s) of prepayment have not begun.
3. Non tuition fees, such as registration fees will not be refunded.
4. Any outstanding balance owed to St. Hyacinth Academy will be withheld from the tuition refund.

5. The St. Hyacinth Academy Advisory Board reserves the right to modify this policy at any time.

ACADEMIC POLICIES

Academic Program

Saint Hyacinth Academy provides a basic Catholic curriculum. Students are given daily instruction in Religion and are given the opportunity to attend Mass each week. The school's curriculum consists of the following subjects:

Religion	Handwriting
English/Grammar/Writing	Social Studies
Reading/Literature	Science
Math	Music
Pre Algebra/Algebra	Art
Spelling/Phonics	Computers
Spanish	Physical Education

Homework

Homework, as a rule, is to enforce learning and to acquire additional knowledge. Students will have homework each day. **Accelerated Reading requirements are in addition to homework.** Homework may be assigned on weekends, including reading and special projects.

General homework time allotments are as follows:

Kindergarten: parents read to child at least 15 minutes nightly

Grade 1	15-30 minutes
Grade 2	20-30 minutes
Grade 3-4	30-45 minutes
Grade 5-6	45-90 minutes
Grade 7-8	60-120 minutes

Exceptions to the above occur when a student needs additional practice in a given skill, has not applied himself/herself in school, or has make-up work. All assigned homework is to be completed on time. Late homework will only be excused due to illness or family emergency but must be completed for credit.

Grading Policy

Saint Hyacinth Academy's policy is in concordance with the diocesan guidelines. The grading policy is as follows:

Grades Kindergarten – 3rd

Outstanding (100-95)	O
Very Good (94-90)	VG
Good (89-80)	G
Satisfactory (79-70)	S
Needs Improvement (below 69)	NI
Continued Progress	CP
Not Evaluated	NE

Grades 4-8th	Grade	Grade Points
100-97	A	9
96-93	A-	8

92-90	B+	7
89-87	B	6
86-84	B-	5
83-81	C+	4
80-78	C	3
77-75	C-	2
74-69	D	1
68-0	F	0

Honors Math-Grades 5-8

100-93	A	9
92-87	A-	8
86-84	B+	7
83-81	B	6
80-78	B-	5
77-75	C+	4

*If students fall below a C+, they will be put into regular Math program. Honors Math is graded differently because of the amount of work required for the students. To be placed in Honors Math, the student needs a recommendation from the Math teacher.

Honor Roll Recognition

Students in grades 5-8 may receive honor roll recognition each trimester. Honor roll requires: a minimum of a B+ average in core subjects and a minimum grade of B in conduct. Students earning an A average and an A in conduct will receive *Honor Roll with Distinction*. Any grade of D or F on the report card will disqualify the student from Honor Roll recognition.

Academic Sanctions for Disciplinary Violations

The school does not intend to use academic penalties for disciplinary violations. All suspended students will be allowed to make up work. Conduct scores will reflect student behavior.

ATHLETIC PROGRAM

Saint Hyacinth Academy is a member of the Inland Valley League. School sports for grades 5-8 include: Boys' sports-Flag Football, Basketball, Volleyball, and Girls' sports-Volleyball, Basketball, and Softball. A track meet is held each year and is open to all students in grades one to eight. Students must have a "B" in or higher in behavior the previous week and trimester to participate in the program. If a student does not complete homework assigned from the previous day, they are to stay for detention until their homework is completed. This also pertains to Accelerated Reading program. Students must meet the necessary amount of points in order to practice or participate in games. Students must be in school the day of the game in order to participate. Students must attend the practice held prior to game in order to be eligible to play in the game. Students must wear school PE uniform to practice and team jersey to the game. No black undershirts or sports bras; white only.

ATTENDANCE

Absence

Whenever a student is absent for school, a valid written explanation for the absence must accompany the student upon his/her return to school. Unexcused absences are defined as those due to family

vacations, meeting other family needs, or truancy. **Students who are absent more than 10 days in any trimester or more than 30 days in an academic year without a doctor's excuse may be asked to withdraw from the school or be retained.** No student will be permitted to participate in, or attend, any extracurricular activity if s/he has been absent from school on the day of activity. Parents are to call the school to let them know about their child's absence.

Tardiness

Students arriving after 8:00am must go to the school office and be issued a tardy slip. No student will be admitted to class after 8:00am without a tardy slip. Also, further disciplinary action for habitual tardiness is at the discretion of the principal and could result in withdrawal from the school.

Appointments

Doctor and dental appointments during school should be limited. Please check the school's annual and monthly calendars when scheduling appointments or planning vacations. It is required by law that students have a note from the doctor's office when returning to school. Otherwise the child is not legally excused.

Early Release

When students are to be released early, they must be signed out in the school office by someone identified on the emergency card who is 18 years of age or older. **Parents and/or relatives picking up students will need to show picture identification.** Students will not be released from the classroom without authorization from the office. As a courtesy to the teacher, please send a note with the child stating that you will call for him/her early and at what time.

Extended Absence

Parents, whose children will be absent for specific and valid reasons for an extended period of time, should inform the teacher and principal in writing prior to the absence. Please note that state law mandates a minimum of 180 days of instruction. Illness and bereavement are the only acceptable reasons for absence. Vacation is not a valid reason.

Make-up Work

Incomplete school work because of absence must be completed within a week of their return to earn credit. Test and quiz make-ups must be scheduled with the teacher. **It is the responsibility of the student to get the missed assignments from the teacher.**

Disability Issues

St. Hyacinth Academy does not discriminate against otherwise qualified individuals on the basis of disability, if, with any reasonable accommodation, the individual can meet the school requirements.

Placement (Diocesan policy)

If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. This designation is for student who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon: previous retention or placement, physical size, chronological age, sibling in same/next grade, academic ability, learning disability, attitude of student, and social consideration.

Promotion Only those students who complete the work of a particular grade in the basic skill areas shall be promoted to the next grade. Students below grade average cannot be promoted (see Placement).

Retention (Diocesan policy)

In cases of slow progress, students are evaluated individually and any decision concerning non-promotion will be made after considering all facts related to the student's development collected from a wide range of sources throughout the year. This principal makes this final decision.

Graduation Requirements

Passing grades are required by an eighth grader in order to receive his/her diploma and all tuition, fees, etc. must be paid.

From time to time students will complete a course of study different than our normal requirements for graduation. A letter of mutual agreement between the parents and the school will be signed. A Certificate of Attendance will be issued.

Perfect Attendance Recognition

Students who are not tardy or absent during the course of a trimester may receive an award each trimester for perfect attendance. Students who are absent a portion of a school day due to doctor or dental appointments may still receive a perfect attendance award upon receipt of a doctor's note.

BICYCLES, ETC

Bicycles, as well as skateboards, Heely's, etc. are not to be used on school grounds. The school does not assume responsibility for bicycles, etc. when they are on the school grounds.

BOOKS, DESKS, CHAIRS, TEXTBOOKS & LIBRARY

Students are responsible to the school for the proper care of desks, chairs, textbooks and library books. All textbooks must be covered. Students are required to pay fines for damaged desks, chairs, textbooks beyond normal wear. In cases where the damage renders the book unusable or the book is lost, the full price of the book will be collected. Library fines may be assessed for books returned late. For lost library books, the full price of the book will be assessed.

BUSINESS OFFICE HOURS

The school business office is open Monday through Friday from 8:00am to 3:30pm. The office is closed for holidays and various in-service days. Consult the annual calendar.

CELL PHONES

Students may not use cell phones during the hours of 7:30 am and 3:15pm. If a teacher, administrator, or any other staff member see or hears a cell phone, it will be taken from the student and only released to the parent or guardian.

CLASSROOM RULES

- Raise your hand for permission to speak.
- Raise your hand for permission to leave seat.
- Keep desk and area neat and clean.
- Respect others as you do yourself.

COMMITMENT, PARENT

The school recognizes parents as the primary educators of their children. By enrolling their children in the school, parents are asking the school to share in this process. Parents are expected to support the policies of the school and diocese, the principal, and the teachers. Parents are expected to meet their financial, service hour and fund raising obligations. Parents shall commit themselves to upholding the philosophy, mission, goals and programs of Saint Hyacinth Academy.

COMMUNICATION CONFERENCES (PARENT/TEACHER)

Formal Parent/Teacher conferences are scheduled at the end of the first trimester. Informal conferences may be scheduled throughout the year at the request of the teacher or parent. Parents are asked to make appointments for conferences.

Parents should refrain from conferring with teachers before the morning bell. Teachers are required to give their full attention to the students at this time. Teachers are not available for conferences during school hours. The teachers are available after school for a conference, or through their Diocesan email through the school's website.

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address that concern with the teacher. Only after such attempts have failed, should administrators be contacted.

CONFIDENTIALITY

Parents will be given necessary information concerning the health, life and safety of their children. At times, students share confidential information with teachers, verbally or in written form. If a student shares that they are going to harm themselves or others, the teacher will reveal that information to the principal. The principal will then notify the pastor and Office of Catholic Schools, even if confidentiality was promised. We will keep confidences unless health, life or safety or those of another are involved. Parents will be notified of a teacher or principal concerns.

All classroom volunteers and classroom aides must keep any and all information strictly confidential.

CRISIS PLAN

In the event of a natural disaster, the faculty of Saint Hyacinth Academy is prepared to care for the students. During this disaster period, all children will remain at the school until their parents or approved guardian personally receives them.

It is imperative to notify the office of any changes of family emergency numbers and persons authorized for release of students. All emergency messages are to be process through the office.

Emergency dismissal may occur at any time and may be made by the principal or principal designee when a serious condition warrants such action. If an emergency occurs outside of school hours, please listen to local radio stations for instructions or the phone message sent out by the office through the Alert Now system. As a rule, Saint Hyacinth Academy will generally follow the same procedure as the public schools in the area.

CUSTODY

Saint Hyacinth Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

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.

DISCIPLINE/ CONDUCT

Respect for the Dignity of All

Courtesy and appropriate behavior is required of all students. All students are expected to respect school personnel, other students, and school property. Should problems arise, parents are expected to cooperate with school personnel. Appropriate disciplinary action will be taken by the teachers/principal for actions of misconduct.

General Guidelines

Our school-wide rules for students are:

1. Soda, gum, candy, glass containers, and sunflower seed are not allowed on school grounds.
2. Students may not leave the school grounds at any time during the school day without written permission, and clearance from the Principal.
3. Students are not allowed in a classroom at any time unless there is a teacher present.
4. Conduct must be of a student in a Catholic school.
5. Students are responsible for the protection and care of school property.
6. Maintain proper school uniform code and "free dress" standards.
7. Cursing, put-downs, teasing or obscene gesture are unacceptable.
8. Public display of affection is not allowed.
9. Actions occurring off campus, but related to school, will be dealt with as if they occurred on school grounds, i.e., unsportsmanlike conduct, unruliness at games.
10. No weapons, tobacco, alcohol, or drugs are permitted on school grounds or at any school-sponsored activities. Violators will be subject to expulsion.

Suspension

A student may be suspended for serious misconduct, on or off campus during school related activities, or for continued misconduct after having been placed on probation.

Official suspension may assume various forms:

1. Class suspension: The student may not attend a particular class activity and during that class time will be required to report to a designated area for supervision. This student may lose the right to participate in school activities on or off campus for a specified length of time.
2. School Suspension: In severe cases, the student will serve an in-school suspension and be assigned academic work to make up the loss of class time. This student loses the right to participate in any school activity on or off campus for a specified length on time based on the offense.

Acts which Constitute Good Cause for Suspension or Expulsion:

1. Actions gravely detrimental to the moral, spiritual, and physical welfare of other students whether on campus at St. Hyacinth Academy or at a school related activity; this can also be seen through texting or through Facebook or other technological devices.
2. Incurable or disruptive behavior which impedes the progress of the rest of the class.
3. Assault, battery, bullying, biting, sexual harassment or any threat of force or violence directed toward any school personnel, students or other persons on school property or during school related activities.
4. Habitual or persistent violation of school regulations
5. Drug and Alcohol: Students caught using or possessing drugs or alcohol –if it is their first offence they will be automatically suspended until they and their family are enrolled and participating in a professional drug or alcohol counseling program. The second offense will result in automatic expulsion.
6. Malicious damage or destruction of real or personal property at school.
7. Theft, extortion, arson.
8. Habitual truancy.
9. Hazing (degrading or dangerous initiation).
10. Smoking and Tobacco: Students caught using or possessing cigarettes or tobacco will automatically be suspended for two days. A letter to the administration will be required for re-admittance on the first offense. This letter from the students and the parents must explain that both students and parents are aware of the school policy.
11. Students caught using, possessing, or having knowledge of weapons (knives, guns, laser pointers, or any object) which in the opinion of the administration could be used to cause bodily harm, hazardous materials and other contraband will undergo disciplinary action up to and including expulsion at the discretion of the administration.
12. Vandalism: students and their parents shall be liable for all damage to equipment of school property caused by the students.
13. Plagiarism or cheating.
14. The above acts constitute good cause for suspension or expulsion whether committed on campus or in the community at large.
15. Family's failure to support administration regarding school policy

The Principal and designees reserve the right to examine all personal property without notice.

Harassment

St. Hyacinth Academy is committed to providing a safe, educational environment in which all students and staff are treated with respect and dignity. There will be no tolerance for threats of violence, harassment, intimidation, or bullying. Harassment occurs when an individual is subjected to treatment in a school related environment or situation (including electronically or telephonically) which is hostile, offensive or intimidating, most often because of an individual's race, creed, color, national origin, gender, or physical ability.

1. HARASSMENT:

Personal Harassment: Any behavior that had its intent or effect to alarm, irk, intimidate, or belittle a person. The behaviors include:

- a. Unwanted physical contact.
- b. Unwelcome remarks, gossip, or compromising invitations.
- c. Verbal abuse or display of inappropriate pictures, drawings, or writings.
- d. Inappropriate gestures
- e. Personal threats.
- f. Teasing

Sexual Harassment: Any unwelcome behavior which is sexual in nature. It can include but is not limited to the following:

- a. Unwanted physical contact
- b. Unwelcome remarks, suggestive or obscene letters, notes, emails, texts, gossip, or compromising invitations.
- c. Verbal abuse or display of inappropriate pictures, drawings, or writings.
- d. Whistling, cat calling, innuendoes, leering, jokes, gossip, or gestures of sexual nature.
- e. Demands or suggestions for inappropriate physical contact.

2. INTIMIDATION AND BULLYING

Any behavior that intimidates, alarms, irks, or belittles another student. Bullying is a form of personal harassment and will not be tolerated.

Harassment, intimidation, and bullying are prohibited whenever they are related to a school activity or attendance and occurs any time including, but not limited to the following:

- a. While on school grounds
- b. During the recess or lunch periods
- c. During, while going to, or coming from, a school sponsored activity

The school will treat allegations of harassment seriously. Any student who engages in the harassment of another student is subject to disciplinary action which includes verbal and/or written warnings and reprimands, counseling, detention, suspension, and expulsion. The student may be expelled pending the conclusion of the school's investigation.

All charges of harassment shall not, in and of itself, create a presumption of wrongdoing, but will be fully investigated by the school administration. Substantiated acts of harassment will result in disciplinary action previously mentioned. Students found to have knowingly filed false or frivolous charges will also be subject to disciplinary action.

Violence – Threatened and Acted

There shall be no tolerance of threats of Violence. Any and 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. Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property or during school related activities will be addressed. Threats and fear of force also constitute harassment and may be handled under that policy (see above) and may include actions up to and including expulsion.

Conduct, Whether Inside or Outside the School

The student is a Saint Hyacinth student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Due Process/Appeals

The principal or teacher is committed to listen to the student's side of the story. This means that the student is told what he or she did wrong and is given a chance to be heard. Procedures for suspension are outlined in the Discipline section. The Pastor may be consulted for further discussion as needed.

DRESS CODE

The primary purpose of our uniform code is to ensure that the students of St. Hyacinth Academy be neat, clean, well-groomed and dressed appropriately for all school activities. We believe that there is a direct correlation between a student's appearance and overall behavior, attitude, and academic performance. The appropriate uniform of the day must be worn at all times unless otherwise directed by the principal. The following is a general policy. For uniform specifics, consult the Uniform policy and Dress Code available in the school office. Only St. Hyacinth Academy sweatshirts or cardigans are allowed to be worn in the classrooms. No outside sweatshirts with different logos or team names.

A student who is out of uniform will be sent to the school office. Parents will be informed and the student will not be allowed to return to class until the problem is rectified. Students who are not in uniform for P.E. will be marked down. Parents will be notified for a second infraction.

Because something in the Uniform Policy and Dress Code is not specifically prohibited, it does not mean it is acceptable. The Uniform Policy and Dress Code should be followed as written. Contact the school office if there is a question.

Daily Uniform:

Boys: Navy twill slacks or walking shorts, white or grey school polo shirt, school sweatshirt or cardigan (optional), white socks(no lower than quarter socks), tennis or rubber soled shoes. White t-shirts may be worn under polo shirts during cold weather

Girls: (K-5) Plaid jumper with white or grey school polo shirt or navy twill walking shorts or slacks with school polo shirt, school sweatshirt or cardigan (optional), white socks no lower than one inch from shoe or navy or white tights, tennis or rubber soled shoes. No open-toed shoes. White t-shirts may be worn under polo shirts during cold weather.

Girls: (6-8) Plaid skirt with white or grey school polo shirt or navy twill walking shorts or slacks with school polo shirt, school sweatshirt or cardigan (optional), white socks, tennis or rubber soled shoes. White t-shirts may be worn under polo shirts during cold weather.

Mass Uniform:

Boys: Navy twill slacks with school polo shirt, school sweatshirt or cardigan (optional).

Girls: (K-5) Plaid jumper with school polo shirt. School sweatshirt or cardigan (optional).

Girls: (6-8) Plaid skirt with school polo shirt. School sweatshirt or cardigan (optional).

Physical Education Uniform:

Boys and Girls in grades 1-8: School P.E. shorts or sweat pants with school P.E. T-shirt. The school sweatshirt may be worn on cold days.

Free Dress:

Periodically, throughout the year, students will be allowed free dress. Free dress refers to dress that is appropriate and in keeping with the philosophy and standards of Saint Hyacinth Academy. General dress code policies apply. **Girls are not allowed to wear spaghetti strap shirts of any kind.**

General Appearance:

Girls may not wear make-up, false nails or fingernail polish. Clear nail polish is acceptable. Girls may wear small earrings, a small chain necklace, and/or wrist watch. Religious items only. Hair must be natural color; tints, dyes, etc. are not permitted.

Boys' hair is not permitted to be below the neck line or covering the eyes. Girls' hair is not permitted to cover eyes. No unusual hairstyles are allowed, e.g.: tints, dyes, or shaved heads. Boys may wear a small chain necklace, and/or wrist watch. Earrings are prohibited.

Shirts must be tucked in pants, shorts or skirts. Uniforms must be clean, of the proper size, and in good condition.

DROP OFF / PICK UP PROCEDURES

Drop-Off

All students dropped off at school before 7:45 a.m. must go directly to Extended Services in the Kindergarten Readiness classroom. Students who are dropped off after 7:30 a.m. will not be charged for services. Students may wait outside the front gate; however, there is no supervision available to students who wait at the front gate.

Cars should enter through the North gate and drop students off in the parking lot/playground area (see map on last page). Parents dropping off Kindergarten and Kindergarten Readiness children may park along the fence area by the Kindergarten. Please do not stop or block exit at South gate.

Pick-up

Cars are to enter through South gate and pull into parking spaces on main playground (see map). Please pick up your child in the classroom, pull out and exit at North gate. Please do not exit through South gate. Please do not stop or park in South drive, this is for entering purposes only.

These drop off and pick up policies are for the safety of you and the children. Please be attentive when driving through the parking lot; there are many blind spots. The speed limit through the parking lot is 5 mph. See detailed map on the last page.

EMERGENCY DATA

Emergency Information Cards are completed each year and are kept on file in the school office. Whenever changes occur in your address or phone number, please amend the information card immediately. Please ensure that those listed to be contacted for emergencies live locally and can be available if called. Students will only be released to those adults listed on the card – **NO EXCEPTIONS.**

EXTENDED SERVICES

Extended Services is offered before and after school each day that school is in session. It is open to all enrolled students of Saint Hyacinth Academy for a nominal fee. The Extended Services program cannot accept pre-school age children or non-registered students. Children not received by a parent or designated person by the scheduled time after school must go to Extended Services.

Daily Hours

Before School	6:30 – 7:45 a.m.
After School	3:15 – 6:00 p.m.
Mini-Day Sessions	12:15 – 6:00 p.m.

Procedures for Checking In and Out of Extended Services

Before school parents or authorized person must bring child to the Kindergarten Readiness room and sign the daily record. The Extended Services staff will release children to their classes. After school all students meet Extended Services staff in designated area to check into program. A parent or authorized person must come to the Extended Services room to sign child out of the program. Sign-out time is designated by the clock in the Extended Service room.

Student Behavior

School rules on behavior and discipline apply to the Extended Services Program. Students are required to show courtesy to all adults and respect for all individuals in the program. Inappropriate behavior may result in dismissal or suspension from the program.

Billing of Services

The charge for before and after school care is \$2.50 per hour per child with the Extended Services card. If services are billed, the cost is \$3 per hour plus a \$5 billing fee. If a child is left after 6:00 pm, a fee of \$5 for every fifteen minutes per child will be assessed. Extended Services cards may be purchased in the school office. The Extended Service card may not be used to pay for services that have been billed.

Daily Schedule for Extended Services

Students who attend morning care have time to read, study or play before school begins.

The schedule for the after school program includes:

- Snack at 3:30 pm and structured play.
- A homework period immediately following play and snack. Study hall is adjusted for the lower grades. Additional homework periods may be given for upper grades based on need.

Snacks

All children in the program will be provided with a healthy snack at 3:30 pm each day. Students should plan to bring a lunch on mini-days. Students may also bring their own snacks if they so choose. Soft drinks are prohibited.

Absolutely no gum is allowed on school grounds at anytime; inside or outside the classrooms.

EXTRA-CURRICULAR ACTIVITIES

Students must maintain at least a “B” average in conduct in order to participate in extra-curricular activities. Students must also demonstrate consistent effort in their daily school work. Students, who do not meet the above requirements, may be allowed to participate after improvement and effort has been demonstrated. Final decision rests with the principal upon teacher recommendation.

FIELD TRIP POLICIES/FORMS

Privilege not a Right- No student has an absolute right to a field trip. Students can be denied participation if they fail to meet the academic and/or behavioral requirements.

No student will be allowed to attend a field trip without a properly completed Diocesan permission form. Verbal permission or hand written notes are not acceptable. **NO EXCEPTIONS**

All students must attend field trips with class via transportation provided for the activity. Parents may not take their own children separate from the group. Field trips are designed as class activities and are a part of the curriculum. Chaperones may not bring other children with them on field trips; they are expected to be attentive to the students in their care. Drivers must have Live Scan fingerprint clearance and Safe Environment on file at the School office. All drivers must be 21 years of age or older and must complete a “Driver Information Sheet” and provide accompanying copies of the driver’s license, vehicle registration and proof of insurance (Current diocesan required insurance rates are subject to change but currently are \$100,000/\$300,000 in liability, \$25,000 property damage.)

FIELD TRIP DRIVERS MAY NOT TAKE STOPS GOING OR COMING BACK FROM A FIELD TRIP. DRIVERS ARE TO “CARAVAN” WITH OTHER CARS AND DRIVERS ON THE TRIP. Failure to follow these regulations will result in the offending chaperones being refused for future field trips.

GRIEVENCES

SPECIFIC PROCEDURES REGARDING PARENTS/GUARDIANS AND SCHOOLS

The Catholic Schools in the Diocese of San Bernardino have developed a procedure for addressing the disputes and issues that arise involving students and parents. Consistent with the principle of subsidiary, this existing structure, as developed by the schools, will provide the Informal Conciliation level for addressing disputes involving students and/or parents/guardians.

Possible complaints are:

- *School policy
- *Personnel matters
- *Personality issues
- *Grading/sports/field trip eligibility/etc.

Step 1: The teacher/school principal meets with the parent/guardian to review the issues and area of concern. Complaints of a serious nature with the potential to result in step two or step three will require a written report to be sent to the pastor/pastoral coordinator and the Office of Catholic Schools.

Step 2: If the problem/concern is with the teacher then the parent/guardian reviews the issues and area of concern with the principal of the school. If the matter cannot be resolved at this level the parent/guardian may move to Step 3.

Step 3: If not resolved at the local level, an appointment is made with the Pastor to review the issues, the defined procedure, and current status of concern.

Step 4: If not resolved at the parish level, the Associate Superintendent will review documentation and schedule a meeting with the concerned parent. Depending on the nature of the complaint, a procedure for follow-up is defined in writing.

Step 5: If there are still unresolved concerns, the Associate Superintendent will share all that has taken place with the Superintendent for final meeting with the parent/guardian and the principal.

If at the completion of the above steps a person is not satisfied with the outcome, they can appeal the outcome to the process beginning at the Formal Mediation stage. The principal has the right to make any changes with a 30 day notice.

HONEST AND INTEGRITY IN PERSONAL ACADEMIC WORK

Basic Christian values call each individual student to use one's God-given gifts and talents and to do so honestly. Developing personal honor and integrity leaves no room for dishonesty, copying, or offering to complete assignments, test or homework for another student. Students are expected to do their own work. Parents are encouraged to monitor their child's homework. **Parents should not do their student's homework.**

Plagiarism is defined as stealing or passing off the ideas or words of another as one's own without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source. This includes not properly citing information presented to the teacher.

Cheating is defined as the use of any unauthorized notes, books, PDA's, calculators, cell phones, laptop computers or other electronic devices for the completion of student work in class. Use of another student's work or loaning your work to another student who may reasonably be expected to turn it in as his or her own is also defined as cheating.

Failure to follow a teacher's instructions during a test, quiz or assignment, such as putting away materials or taking out materials after being instructed to clear your work area may be interpreted as an attempt to cheat and may result in disciplinary action. This includes unauthorized communication about test material between students.

As per the discipline code outline in the Discipline section of the Parent/Student Handbook, a lack of honesty, cheating, or plagiarism may result in:

First Offense

- No credit for that particular assignment
- Referral to administration for conference and disciplinary consequence
- Conference with parents

Second Offense

- No credit for that particular assignment
- Suspension
- Behavior contract
- Conference with parent, teacher, and Administration
- Failing grade in the course

Third Offense

- Mandatory withdrawal or expulsion

HOT LUNCH PROGRAM/LUNCH/RECESS SNACKS

Hot Lunch may be offered during the year at a nominal cost. Hot Lunch, when offered, must be purchased in advance by the week. Students who bring bag lunches may purchase milk or juice.

Parents/Guardians must bring all late lunches to the school office. Fast food and sodas are prohibited. Every effort should be made to ensure that your child has a lunch.

INSURANCE

Every student at Saint Hyacinth Academy is covered by a student accident insurance program. This program is to assist you with medical expenses incurred due to accidental bodily injury sustained by your child(ren) while attending school or while participating in a school sponsored activity. If your child is injured at school, a report must be filled out at the school office.

LOST AND FOUND

Lost and found clothing and other articles are located in the Kindergarten Readiness room, Physical Education building or SCRIP Office. Articles may be retrieved after school during extended care hours. Found articles not retrieved after a reasonable time and after notice will be given to the uniform exchange coordinator.

MEDICATION & HEALTH SCREENING

All medication (including over-the-counter medications: cough drops, Tylenol, etc.) must be brought to the school office accompanied by a doctor's order and signed by the parent. All prescribed medication is to be dispensed under the supervision of office personnel according to the doctor's order. Parents are required to complete a medication form in the school office. Office personnel are not permitted to dispense non prescribed medication. Parents may dispense non prescribed medication to their child. In the event that a student is seriously at risk without an epi-pen on their person, consideration will be given to a variance if the physician and parent document the following: risk of not carrying medication, the student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use. Insulin administration is a parental responsibility.

The school conducts periodic screening for detecting problems in the areas of vision and scoliosis. All students entering school are required to have a signed certificate stating that s/he has completed a mandated health assessment (physical, immunizations, TB screening). Health records are maintained in the school office.

OBSERVATION, CLASSROOM / CHILD

Parents may observe their child's class or prospective classrooms on a limited basis, due to distractibility of students and interruption of classroom routines. Prior approval of the principal and teacher notification is required before the observation. Observations should generally last no longer than an hour.

PARENT COOPERATION AS A CONDITION OF ENROLLMENT

Normally a student is not 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 persistently and/or overtly uncooperative with school personnel, policies, regulations, programs, have damaged the reputation of the school, or have interfered in matters of 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, the principal may recommend the student withdrawal. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

PARENT SERVICE /PARTICIPATION

Saint Hyacinth Academy encourages active involvement by the parents in the educational process of their child(ren). The school's primary expectation is that parents take an active, supportive role in the school. In particular, parents are the primary educators of their children, principally in religious instruction. Parents are urged to volunteer for an array of small jobs on campus. Some jobs include: room moms and dads, playground supervision, drivers for sports and field trips, and hot lunch helpers. Parents are not permitted to aide in their child's classroom except on special occasions as directed by the principal. The need for teacher aides and appropriate assignments is at the discretion of the principal. All parents or guardians who wish to volunteer at the school must be fingerprinted by the Diocesan Live Scan process, Safe Environment training course and must sign-in the school office.

Parent Teacher Group (PTG)

Saint Hyacinth Academy has a Parent Teacher Group (PTG) that assists with fund raising efforts and other related activities. Regular monthly scheduled meetings are held. All parents of currently enrolled children in the school are encouraged to participate. There are no dues.

PROBATION, ACADEMIC / BEHAVIORAL

All new students to Saint Hyacinth Academy are on academic/behavioral probation during their first year in school. Continuing students may be placed on academic or behavioral probation for due cause after consultation with the parents. Students on probation may be asked to leave the school for due cause. Final decisions rest with the principal.

SATURDAY SCHOOL

Students that are not turning in homework on a consistent basis in grades 2 through 8, will have to serve a half-day detention on designated Saturdays. Saturday School dates are set in advance for the school year and once assigned, it cannot be rescheduled. **Parents or guardians only, no siblings, will have to attend Saturday School with their child.** This will help ensure that the student competes and turns in the homework in on time. No electronics or food can be brought by the student and parent/guardian. Parent/guardian will have to sign in their child in and out of Saturday School,

No Homework:

First Offense: Warning/No Credit

Second Offense: Parent Notified/No Credit

Third Offense: Parent Conference/Referral to Principal/No Credit

Fourth Offense: Saturday School

Failure to attend Saturday School will result in a suspension and placement on Academic/Behavior contract.

SCRIP PROGRAM

The Saint Hyacinth Scrip Program is a volunteer run program designed to assist the school with its fund raising efforts and to help keep tuition costs down. Parents enrolled in Tuition Plans B and C are required to sell a certain amount of Scrip based on how many children enrolled in the school. All parents are encouraged to support this program. It's simple and costs the parent nothing but a few moments of their time. Contact the School Office for further details.

STUDENT RETREATS

During the course of the school year, the 7th and 8th grade classes will attend one or two retreats. If the parent does not want their child to participate, please do request in writing one week before the retreat will take place so the teacher can make the necessary arrangements for that student.

STUDENT SERVICE PROGRAM

The Eighth grade students are expected to earn service hours throughout the course of the year. The students will know the amount set by the teacher in the beginning of the school year. The student will need to earn the required amount of community service hours as a percentage of their religion grade and a requirement for graduation.

TECHNOLOGY AND THE INTERNET

All parents and students in grades four through eight are required to sign a Technology Use Agreement at the beginning of each year. It is unacceptable to use the school or diocesan name, initials, logo, or pictures of staff, students, the school or diocese, or school activities with anything that is degrading, lewd, threatening, or violent. Inappropriate use of the Internet outside of school may subject the student to consequences. Inappropriate use includes: harassment, use of school or parish name, remarks directed to or about teachers, offensive communications and safety threats.

Websites which house chat-rooms and instant messaging (Myspace.com, IM) can be very dangerous and have been used in the past by abusers to hurt children. Please diligently exercise your right and responsibilities with your children's computer usage at home.

Students are prohibited from using the school network for non-educational activities without consent: for advertising; to access inappropriate materials, including obscene materials; sending or receiving messages which are inconsistent with appropriate school behavior; invading the privacy others.

TESTING PROGRAM

All students are tested each year in the fall using the IOWA Test of Basic Skills. Testing may also be provided in the spring. Individual test results are provided to parents and are placed in the student's cumulative file. Students in the 3rd, 5th and 7th grades are also tested using the CogAT Test for cognitive ability assessment. Students in the 5th and 8th grades are administered the ACRE Religion Survey produced by the National Catholic Education Association (NCEA).

USE OF SCHOOL GROUNDS

Delivery/Dismissal and Parking

Morning Delivery: All cars must enter through the south driveway and parents are to park their cars in the appropriate parking stalls before their child is to get out of the car. **Cars are not to stop in front of the school office at any time and let their child out.**

***STUDENTS DROPPED OFF BEFORE 7:30 MUST REPORT TO EXTENDED CARE! THERE IS NO CHARGE IF YOUR CHILD IS DROPPED OFF AT EXTENDED CARE AFTER 7:30 AM.**

Afternoon Dismissal: Parents are asked to enter the parking lot through the south entrance at 2:50 pm and park their car in the parking lot and wait by their child's classroom until the dismissal bell. Students will be released to the Parent, Guardian, or designated person by the teacher. The students involved in extra-curricular activities will be released to the teachers or coaches. At 3:15pm, any students left in the classroom will be walked over by the teacher and sign into Extended Services and parents will be charged (no exceptions).

If a student is not being picked up by a parent/guardian or someone on their emergency card, a written note from the parent/guardian must be on file in the school office stating the other arrangements. If such a note is not on file, the student will be sent to Extended Services. **No exceptions.**

Parents will be notified at least a day in advance if for any reason a teacher finds it necessary to detail a student after dismissal. In the event a need arises to detain the student the same day, his/her parent will be called.

Please do not block the driveways. Only students currently participating in school related programs may remain on the grounds after dismissal. An adult must be present to supervise. All other students will be checked in Extended Services.

USE OF STUDENT INFORMATION/PICTURES

St. Hyacinth Academy reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his/her child's picture used must indicate their wishes on the Picture form and return it to office during the first several weeks of school.

VISITORS

All visitors (including parents) are required to sign-in the school office and receive a visitor's tag. Visitors must also sign-out when leaving the campus. Parents are asked not to interrupt classes while they are in session without prior approval from the school office.

VOLUNTEER PROGRAM

Saint Hyacinth Academy encourages active involvement by the parents in the educational process of their child(ren). Parents are urged to volunteer for an array of small jobs on campus. Some jobs include: room moms and dads, playground supervision, drivers for sports and field trips, and hot lunch helpers. Parents are not permitted to aide in their child's classroom except on special occasions as directed by the principal. The need for teacher aides and appropriate assignments is at the discretion of the principal.

All parents or guardians who wish to volunteer at the school must be fingerprinted by the Diocesan live scan process, completed the Safe Environment class and must sign-in the school office. Please wear the ID badge while you are a chaperone or driver for the sports program.

WEB SITE

Go to Saint Hyacinth Academy's web page www.shaeagles.org to get all the up-to-date information about the school. You may also e-mail teachers and the school administration with questions and comments. Although e-mail may not be answered the same day, all e-mail will be answered in a timely manner.

You may e-mail staff from the school web page or from your own e-mail program. Please refer all questions pertaining to registration, tuition, and fees to the Office e-mail. No e-mail will be acted upon if the sender is unidentified.

The school web site will be updated monthly or as needed to keep the information current.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND THE HANDBOOK

St. Hyacinth Academy and Principal retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made.

SIGNED PARENTAL AGREEMENT

Parents are required to sign the agreement that states that they have read and agree to be governed by this handbook.



Saint Hyacinth Academy

PARENT HANDBOOK

2011-2012

Parent and Student Agreement Form

Please read the following statement and sign the form. Please return this form to the office by the end of the week.

We have reviewed the Parent Handbook as a family and agree to honor its rules and statements. As Christians, we understand our responsibility to be good citizens of our school and this begins now.

Parent signature

Date

Parent signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date