

MADONNA DEL SASSO SCHOOL



Student Handbook

2010 - 2011

MADONNA
DEL SASSO
SCHOOL





Table of Contents

I.	Telephone Numbers and Staff List	5
II.	Mission Statement, School Philosophy, Schoolwide Learning Expectations	7
III.	Admissions	8
IV.	Academics	9
	Academic Integrity	9
	Academic Probation/Retention	9
	Acceptable Progress	10
	Award System	10
	Cumulative Records	10
	Curriculum	11
	Extra Help	11
	Field Trips	11
	Grading Scale	12
	Graduation Requirements	12
	Homework	12
	Make-Up Work	13
	Physical Education	13
	Report Cards/Progress Reports	14
	Sacramental Preparation	15
	Schedule	15
	Scholarships for Graduates	16
V.	Operating Procedures/School Policies	16
	Accidents	16
	Administrative Team and Faculty Responsibilities	16
	Appointments/Communications with Faculty and Staff	17
	Attendance	17
	Badges	18
	Bicycles, Skateboards, Skates, Shoeskates	18
	Birthdays	18
	Computer Use and Technology Policy	18
	Discipline	19
	Electronic Devices	21
	Emergency Drills	21



V.	Operating Procedures/School Policies (continued)	
	Extra-Curricular Activities	21
	Food/Snacks	21
	Fundraising, Collection, Disbursements, Advertising	21
	Lost and Found	22
	Lunches	22
	Medication	22
	Parking Lot	23
	Parties	24
	Pictures	24
	Playground Equipment	24
	Playground Rules	24
	Safety, Security	25
	School Property	25
	Search Procedures	26
	Sexual Harassment	26
	Student Directory Information	26
	Student Record Changes	27
	Substance Abuse Policy	27
	Telephone Calls	29
	Textbooks	29
	Visitors	29
VI.	Dress Standards	29
	Uniforms	29
	Boys and Girls	30
	Girls	30
	Boys	31
	Free Dress Days	32
VII.	Parent Information	32
	Advisory Board	32
	Home and School Association	33
	Home and School Association Meetings	33
	Notices to Parents	33
	Parents Visiting the Classroom	33
	Quiet Time	33
	Room Helpers	34

MADONNA DEL SASSO SCHOOL



	Room Parents	34
	Service Hours	34
VIII.	Finances	35
	Financial Aid	35
	Tuition Rates and Fees	36
	Tuition Statements and Payments	36
IX.	Preschool	37
	Philosophy	37
	Goal	38
	Admission Policy	38
	Daily Procedures	38
	Extended Care	39
	Obligations of Parents or Guardians	39
	Discipline Policy	40
	Illness and Medications	40
	Clothing	40
	Snack	41
	Vacations and Holidays	41
X.	Athletics	41
	Academic Eligibility	42
	Athletic Awards	42
	Athletic Council	43
	Coach's Duties and Responsibilities	43
	Sportsmanship	43
XI.	Extension Program	44
	Extension Fees	45
	Extension Statements	45
	Special Provision and Procedures	46
	Student Responsibilities	46

MADONNA DEL SASSO SCHOOL



I. TELEPHONE NUMBERS AND STAFF LIST

TELEPHONE NUMBERS

School.....424-7813
 Extension.....424-0593
 FAX.....424-3359

POSITION	NAME	EXTENSION
----------	------	-----------

Administrative Team

Pastor	Fr. Greg Sandman	422-5323
Principal	Dr. Charles E. White	15
Assistant Principal	Mrs. May Panganiban	25
Bookkeeper	Mrs. Elaine Turner	12
Preschool Director	Mrs. Carrie Aragon	19

Faculty: Primary/Intermediate

Preschool Teacher	Ms. Emerlinda Aguilar	19
Preschool Aide	Mrs. Catherine Mitchell	19
Kindergarten	Mrs. Annette Tebbe	20
Kindergarten Instructional Aide	Mrs. Sally Gonzales	20
Grade 1	Ms. Theresa Beguhl	21
Grade 1 Instructional Aide	Mrs. Leticia Gutierrez	21
Grade 2	Mrs. Eileen Domalaog	22
Grade 2 Instructional Aide	Mrs. Marie Wood	22
Grade 3	Mrs. Pat Mustain	23
Grade 3 Instructional Aide	Mrs. Rita Semeniuk	23
Grade 4	Ms. Christine Radich	24
Grade 4 Instructional Aide	Mrs. Virginia Koberg	24
Grade 5	Mrs. May Panganiban	25
Grade 5 Instructional Aide	Mrs. Jennie Reyes	25

Faculty: Middle School

Grade 6 Homeroom	Ms. Cathy DaCosta (Math and Science 6-8)	26
Language Arts	Sr. Bernice Heinz, S.N.D.	18
Grade 7 Homeroom	Mrs. Anita Leonard	27
Writing/Literature	Mrs. Anita Leonard	27
Grade 8 Homeroom	Mr. Michael Becker (History 6-8, Music History 7-8, Writing/Literature 8, Music 3-5)	28
Religion, Grades 6 & 8	Carl Figenshow	

MADONNA DEL SASSO SCHOOL



POSITION	NAME	EXTENSION
Faculty: Middle School (continued)		
Religion, Grade 7	Dr. Charles White	15
Staff		
Secretary/Registrar	Mrs. Paddy Jo Castagnetto	10
Secretary/Human Resources	Mrs. Sylvia Guzman	11
Librarian	Mrs. Susie Nunez	17
Physical Education		
Grades K/1/6-8	Mrs. Anita Leonard	27
Grades 2-5	Ms. Emerlinda Aguilar	19
Technology Coordinator	Mrs. Josie Covarrubias	17
Extension Coordinator	Mrs. Sally Gonzales	29
Extension Staff	Mrs. Rita Semeniuk	
	Ms. Leticia Gutierrez	
	Mrs. Isidra Oseguera	
	Ms. Erika Koberg	
Custodians	Mr. Rafael Gutierrez	16
	Mr. Isaak Cervantes	16



The policies set forth in this handbook are in keeping with the school's philosophy and mission statement. Parents are expected to read and review this handbook, and discuss it with their children. **Parents are required to sign a statement that they have read it and agree to be governed by its provisions.**

No handbook can cover all of the particular incidents or questions which will come up in the course of a school year. This is an attempt to convey to parents and students a reasonable idea of the expectations of the school. **The Principal has the right to amend the handbook when necessary.** Parents will be given prompt notification if changes are made.

II. MISSION STATEMENT/PHILOSOPHY/SCHOOLWIDE LEARNING EXPECTATIONS

MISSION STATEMENT

Madonna del Sasso School is a Preschool to 8th grade teaching ministry of our parish. We accept students from other parishes and from other faiths. The mission of Madonna del Sasso Parish School is to motivate, instruct and nurture children in the beliefs, practices and values of the Catholic community integrated with the highest standards of academic excellence. The school promotes physical development and leadership skills for the students to become lifelong learners inspired by Jesus Christ.

PHILOSOPHY

Madonna del Sasso Parish School is a Catholic environment where students can experience a maturing relationship with God, themselves and others. Together with parents, the primary educators, and teachers as facilitators of learning, we prepare students to become involved, responsible and contributing members of the Church and society.

Under the inspiration and leadership of Jesus Christ, the master teacher, we create an institution of learning and living where a family of families can grow, share and experience a love for learning and Christian fellowship.

SCHOOLWIDE LEARNING EXPECTATIONS

A Madonna del Sasso School graduate is:

A person of faith who:

- demonstrates and applies the abilities to reflect thoughtfully and share on Scripture, church doctrine and traditions of the Catholic Church
- expresses a sense of awe and reverence at the miracle of life and God's creation
- recognizes his/her responsibility as a child of God to live a healthy lifestyle



- embraces discipleship in Jesus Christ through action and proclamation of His “Good News”

A critical thinker who:

- values learning for its own sake
- strives diligently for high standards in the learning process
- analyzes and solves problems effectively, and utilizes research skills for further inquiry and discovery
- is able to make connections by integrating new information with prior knowledge

An active member of the community who:

- embraces a personal sense of belonging to community, large and small
- demonstrates respect for self, others and the environment
- exhibits communication skills, creativity, cooperation, balance and vibrancy in his/her own life and in the service of others
- is able to experience connectedness to all people, respecting diversity of background and opinion

Ultimately, we envision a Madonna del Sasso School graduate as a disciple of Jesus Christ who is developing and demonstrating responsibility for his/her own actions in every aspect of life.

III. ADMISSIONS

ADMISSION POLICY

Madonna del Sasso Parish School is a Catholic school dedicated to the education of those who:

- desire to learn more about God and are willing to participate in the faith community;
- demonstrate (through former school records, entrance testing, and parent interview) an ability to achieve academically and socially within our curriculum;
- support the philosophy, goals, objectives, and rules of the school.

Registration opens in December. Parishioners of Madonna del Sasso will be considered first if registration is completed by the end of February, and the above criteria are met. Transfer students (applying for grades 2-7) will be screened in mid-March. Screening for kindergarten and first grade applicants will be scheduled individually. Applications received at other than normal registration periods will be considered on the basis of space available.



Madonna del Sasso School does not discriminate on the basis of race, color, national and/or ethnic origin, or gender in administration of its educational policies, admissions policies, scholarships, financial aid and athletic and other school-administered programs.

To qualify for the parishioner tuition rate, parents must meet three conditions:

- registered in the parish for at least one (1) year; and
- some visible effort to participate in the religious formation of their child(ren) both at church and school; and
- support of the parish on a regular basis through the use of the envelope program. Status will be reviewed annually through parish records.

Acceptance of a student into Madonna del Sasso Parish School means that the family is also accepted into the school community. Students and their families are expected to contribute to the building of the Catholic community at the school. Therefore, actions by a parent/legal guardian/family member which are or could be destructive to the community atmosphere or contrary to the principles of Christian living shall be cause for the student's expulsion.

IV. ACADEMICS

ACADEMIC INTEGRITY

The Catholic philosophy of the school, to “create an environment where students can experience a maturing relationship with God, themselves and others,” requires a commitment to academic integrity. No form of cheating will be tolerated (plagiarism, copying homework, taking credit for the work of another, copying test/quiz answers from another, using non-approved aids, etc.).

Teachers will determine if cheating occurred and students will deal with consequences appropriate to the circumstances. Any student found cheating may receive a “0” grade for the work and will not be allowed to make up the work, including those students who give their work to another. This “0” may count as a grade and be averaged for the quarter grade.

ACADEMIC PROBATION/RETENTION

A student is required to have at least a 70% (C-) end-of-the-year average in reading, math and English to be automatically promoted. Students with lower averages may be promoted on probation, or retained in the same grade. Parents will be advised in advance if a child is to be retained in grade. Probationary promotion may also be imposed for behavioral issues.



ACCEPTABLE PROGRESS

The Principal and classroom teachers are responsible to make reasonable efforts to provide for individual differences. Parents are asked to work with the school staff to make certain there is continual progress in all areas of development. Any student who is clearly unable to benefit from the Madonna del Sasso educational system will need to transfer to another school.

AWARD SYSTEM

General Academic Excellence

A- (94%) or better average
in each academic subject
listed under Subject Award.
(No rounding up for averages)

Subject Award

An A- or better average in:

Religion
Math
Spelling
Reading/Literature
English/Language Arts
Social Studies/History
Science/Health

Citizenship Award

Two students in each grade
Criteria for Award:

- General Attitude
- Acceptance of responsibility
- Christian action toward others in the play yard and in the classroom
- General Conduct

General Academic Excellence and Citizenship Awards are presented at the general assembly on the last day of school.

Subject awards are presented in the individual classrooms at the discretion of the teacher.

CUMULATIVE RECORDS

An average of the year's work (report card grades) is placed as a grade on the permanent record file. These grades are sent on to the next school, along with other pertinent information, when a student transfers. Parents may make a request in writing for access to their child's records. Records will be made available within 24 hours of receipt of such request.



CURRICULUM

Catholic principles of Christianity are taught daily as the basis of our curriculum. Each student is afforded the opportunity to grow in knowledge of Christ through study of scripture, participation in the liturgy, prayer, and finally an understanding that our study is a “way of life” - not just an exercise in learning.

Students of all faiths are welcome insofar as they understand and agree that the school functions within the framework of the values of the Catholic faith. All students are expected to attend liturgical functions and to take religion classes.

The curriculum consists of the following content areas: Religion; Math; Science; Reading/Writing/ Language Arts/Literature/Spelling; Social Studies; Spanish; Physical Education; Computer Technology; Music; Art.

EXTRA HELP

Teachers are unable to act as after-school tutors. They are, however, available for short-term reteaching of a concept upon request.

FIELD TRIPS

There are numerous opportunities for learning outside the classroom and teachers are encouraged to take advantage of these opportunities. It must be noted, however, that field trips are a privilege and students can be denied participation if they fail to meet academic or behavioral requirements set by the teacher. Field trips must have a valid educational purpose; purely recreational trips will not be approved. Permission forms must be signed by parents and in a teacher’s possession before a child will be allowed to leave the school premises. Telephone permission is not adequate.

Diocesan forms together with the required documentation for parent drivers must be on file in the office before parents may drive students on field trips. The necessary forms may be obtained from the office staff.

GRADING SCALE

Kindergarten: Students will receive an individualized report in January and June.

Grades 1 and 2

VG - Very Good
S - Satisfactory
IN - Improvement Needed

Grades 3 - 8

97 - 100 = A	74 - 78 = C
94 - 96 = A-	70 - 73 = C-
90 - 93 = B+	68 - 69 = D+
86 - 89 = B	65 - 67 = D



83 - 85 = B-
79 - 82 = C+

63 - 64 = D-
0 - 62 = F

NG= No grade due to absences. Circled grade denotes below grade level.

I = An “I” or “Incomplete” is assigned if the student has a valid reason as determined by the teacher for not completing requirements in a course. An incomplete should be made up within the time allotted by the teacher, after the close of a grading period. An extension may be given by the teacher in cases of prolonged illness or emergency. The “I” grade is not to be used merely to give a student an extension of time for work not completed by a given deadline. Any incomplete work remaining at the end of the following semester may revert to a failing grade.

In the event that a student feels that there has been an error in the grade calculation, the student must attempt to resolve this with the teacher. If it cannot be resolved, the student must appeal to the Principal within six weeks of the date of issuance of the grade. Grade corrections will not be considered after this six week period.

GRADUATION REQUIREMENTS

Students who are not at grade level (an average of 70% [C-] or better in all academic subjects at time of graduation) may not receive a diploma. Parents should consistently monitor the progress of the potential graduate.

HOMEWORK

Homework is meant to be an extension and reinforcement of the learning which takes place in the classroom. To be most effective, home assignments and preparations for the next day’s work should be done as a matter of routine at the same time and same place each day. Parents are encouraged to help the child(ren) with their homework. However, PARENTS SHOULD NOT DO the child(ren)’s homework. Homework normally is given daily Monday through Thursday, and on Fridays at the discretion of the teacher. Homework may be given a separate grade on the report card.

Suggested time for homework (Diocesan Guide):

- Kindergarten.....10 minutes
- Grades 1 and 2.....20 minutes
- Grades 3 and 4.....30-40 minutes
- Grades 5 and 6.....45-60 minutes
- Grades 7 and 8.....65-90 minutes

If a child works and studies the suggested time and truly is not able to complete the assignment, parents should send a note to the teacher to that effect. Caution is urged since students may see a parent’s communication as an excuse for less than total dedication to the task.



MAKE-UP WORK

Students who are absent for any reason may be required to obtain MAKE-UP WORK upon their RETURN to school. **Because of the fluidity of lessons and students' progress, teachers should NOT be expected to give out assignments in advance of presentation in class. Please communicate with the teacher before a planned absence.**

Middle school students (grades 6-8) who are granted an excused absence are expected to be responsible for and to take the initiative in learning about work assigned, exams given, and exams scheduled during their absence. On the day of their return to classes, students are expected to take the initiative in making arrangements with the teacher for the completion of make-up work (generally within three days time). Failure to complete work within this assigned time may result in the student receiving a grade of 0% for the work. For a single day of absence, any missed test must be made up and any papers assigned must be submitted on or very close to the day the student returns. Absences which are anticipated must be approved by the Principal. All work should be submitted and all tests taken on the day of return, unless otherwise arranged by the teacher(s). In the event of an unexcused absence, no work will be made up, and the student will receive a grade of 0% for all work missed during his/her absence.

Students who show a pattern of absenteeism on the days of tests/quizzes will be referred to the Principal for review.

PHYSICAL EDUCATION

All students will participate in the physical education program:

Preschool: 20 minutes - twice a week
Kindergarten - Grade 3: 30 minutes - Tuesday/Thursday
Grades 4 - 8: 45 minutes - Monday/Wednesday/Friday

No student will be excused from P.E. without a written note from parent/guardian or doctor. A doctor's excuse must be on file in the office if a child is unable to participate in P.E. for an extended period of time. A phone call to the P.E. teacher may be accepted in an unusual circumstance. Students may be appointed various duties to help other students or the teacher during class time.

All students up to and including grade 5 will remain in their school uniform during P.E. class. Girls must wear shorts (solid blue, black or gray) under their skirts or jumpers. They may remove their skirts or jumpers for class or wear the uniform shorts or pants on P.E. days.

Middle School students (grades 6-8) are required to dress out for P.E. The P.E. uniform requirements for Middle School students can be found on the school's website (madonnadelsasso.com) under the "Student Resources" tab, "Students", and then "Classroom Folders."



Tennis or running shoes are required for P.E. Students should bring tennis shoes to change into if other shoes are worn to school. No platform tennis shoes will be permitted in class because of possible injury.

For the safety of the children, all jewelry, especially earrings, must NOT be worn during P.E. If for some reason there is an unusual circumstance regarding jewelry, a written note must be given to the P.E. teacher.

REPORT CARDS/PROGRESS REPORTS

Parents want to know how their children are progressing in school and cooperation between home and school is a prescription for a child's school success. Teachers and parents are encouraged to develop and sustain a free flow of pertinent information informally. On a more formal basis, parents can expect a report card at the end of each quarter. At minimum, academic progress reports will be issued during the middle of each quarter, particularly for academic deficiency. If a child is in academic jeopardy, parents should be notified as soon as possible. Parent/teacher conferences will be scheduled after the report card is issued for the first quarter of the year. If necessary, a parent/teacher conference may also be scheduled at the end of the second quarter.

When a student has excessive absences of 10 days or more, even if necessary and excused, the opportunities for assessment of learning may be so limited that a teacher will be unable to issue a quarterly report card.

This school 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, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SACRAMENTAL PREPARATION

Parents must assume responsibility for assisting with instruction and, in particular, in being a model in the practice of their faith. The Sacraments of Reconciliation and Eucharist are received by students in Grade 2 during the second semester. Parents of Catholic students above Grade 2 who have not received these sacraments may request preparation during the summer by contacting the MDS parish office. Registrations are held in August for the school year.

SCHEDULE

PRESCHOOL

KINDERGARTEN

MADONNA DEL SASSO SCHOOL



Opening 8:15 A.M.
Dismissal 11:45 A.M.

Opening 8:15 A.M.
Dismissal 12:00 NOON

GRADES 1-8

Opening 8:15 A.M.
Recess 10:00-10:20
Lunch 11:54-12:40
Dismissal 3:00 P.M.

MIDDLE SCHOOL BELL SCHEDULE

Period 1	8:25 – 9:12	Period 5	12:40 – 1:26
Period 2	9:12 – 9:59	Period 6	1:26 – 2:13
Period 3	10:20 – 11:07	Period 7	2:13 – 3:00
Period 4	11:07 – 11:54		

The school cannot be responsible for children who are outside on the school campus before 8:00 a.m. or after 3:15 p.m. Therefore, students who arrive before 8:00 a.m. or remain after 3:15 p.m. MUST sign into the School Extension.

Students waiting to practice for after-school sports MUST CHECK IN TO THE EXTENSION PROGRAM. Coaches are responsible to see that their student athletes are signed out from Extension properly and DO NOT remain on the school grounds unsupervised.

On MINIMUM DAYS, each student is required to leave the school grounds immediately at 12:30 p.m. or report to the Extension Program.

SCHOLARSHIPS FOR GRADUATES

Scholarships are given annually to graduates accepted to Catholic high schools in Salinas. These are issued according to the individual requirements of the donors, i.e. Christian living, grade point average, and the grade records for seventh and eighth grade. Applications are distributed to graduates at the appropriate time. Parents are asked to encourage their graduate to apply.

V. OPERATING PROCEDURES AND SCHOOL POLICIES

ACCIDENTS



Students are to inform the faculty member in charge of any injury occurring on school grounds or at school-related activities. The faculty member shall file an accident report with the office staff and school administration. The report shall be completed by the staff member who witnessed the accident or is the first on the scene of the accident.

ADMINISTRATIVE TEAM AND FACULTY RESPONSIBILITIES

Madonna del Sasso School utilizes a team approach to the management of the school. Faculty and administrative team members are empowered to make decisions and implement policy in their clearly specified areas. A detailed list of all faculty, administration, and staff with all curricular and extra-curricular responsibilities, as of press time, is provided on page 1 of this handbook. Administrative team positions for 2010 - 2011 are: Pastor, Principal, Assistant Principal, Bookkeeper and the Director of the Preschool. The Principal serves as the chief administrator of the school and when he is absent the Assistant Principal administers the school.

The following chain should generally be followed when students or parents have questions or concerns:

- the teacher, coach or activity moderator involved
- the Athletic Director for athletic matters
- the Bookkeeper for financial matters
- the Principal
- the Pastor

Generally speaking, a member of the administrative team will become involved in a student or parent concern only if efforts to address the matter at the previous level have proven to be unsuccessful. Students and parents are always welcome to bring a very serious concern to the Principal or Assistant Principal directly.

APPOINTMENTS/COMMUNICATIONS WITH FACULTY AND STAFF

Appointments with the Principal or any member of the faculty/staff are to be requested at least 24 hours in advance by a note or phone call. Problems/complaints should be discussed with the person(s) involved before consulting the Principal.

Teachers are not to be disturbed during class time under any circumstances, nor are they to be expected to be available for a “spur of the moment” conference. Due to weekly faculty meetings, no conferences can be scheduled on Wednesdays.

Teachers need their break time. Parents are asked NOT to ask to see teachers on break nor to come to the Faculty Room during these break times or lunch times.



ATTENDANCE

Absence/Tardiness

Regular attendance at school is essential to consistent learning. Students who are tardy for any reason are to report to the office **WITH A NOTE EXPLAINING THE REASON FOR BEING TARDY.**

Parents are requested to call the school office between 8:00 and 8:30 a.m. if a student will be absent for the day. The school office staff will attempt to call parents to verify an absence if a call has not been received. A note is still needed when the student returns to school. The note for absences should include: 1) child's name; 2) dates of the absence(s); 3) reason for absence; 4) signature of parent or guardian.

Parents are encouraged to support the school's emphasis on academic success by not scheduling vacations or elective medical care during school hours or by supporting loss of class time for work, cosmetic care, recreation, or lack of motivation. The school reserves the right to deny granting an excused absence, even with a parental note.

Medical and dental appointments should be made after school whenever possible. Doctor and dentist verification of appointments, or note stating the same, is needed for a recorded **MEDICAL EXCUSE**. Students **MUST** return to school immediately after appointment or the absence will **NOT** be marked as a medical excuse--it will be recorded as a regular absence. Excessive absences or tardies, even if necessary and excused, may result in no grades recorded on the quarterly report card. The school reserves the right to deny granting an excused absence, even with a parental note.

Early Dismissals

A student will not be excused from school before the end of the school day without a note written by his/her parent requesting early dismissal. The note is to include an explanation for the dismissal, specific time, date and parent signature, if permission is granted. The student will be excused by office staff after an authorized adult has signed the "release" book in the school office. All students arriving after 8:45 a.m. or leaving early must be signed in/out in the school office by an authorized adult.

BADGES

All visitors must check in at the school office and get a visitor's badge. All visitors on campus are required to wear an identifying badge. **Anytime you are on campus for ANY REASON, other than dropping something off in the office and then leaving, a BADGE IS REQUIRED.** Badges must be returned when leaving the campus.

BICYCLES/SKATEBOARDS/SKATES/SHOESKATES



Students may ride bikes to school. All bicycle riders must wear a helmet. Bicycle riding on the school grounds is not permitted at any time. Students must walk their bicycles while on school grounds. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR DAMAGES OR THEFT OF BICYCLES AND URGES STUDENTS TO KEEP THEM LOCKED.

NO SKATEBOARDS, SKATES OR SHOESKATES WILL BE PERMITTED ON THE SCHOOL PREMISES.

BIRTHDAYS

Parents are welcome, after notifying the classroom teacher, to send a treat for the class on their child's birthday (cupcakes, doughnuts, or cookies ONLY). DO NOT send flowers, cake or punch, balloons, or singing telegrams (see "PARTIES" p. 24).

COMPUTER USE AND TECHNOLOGY POLICY

The use of computer services and related technology at Madonna del Sasso School is a privilege, not a right. Students are expected to make responsible, ethical, and appropriate use of computers and information services, such as the internet, at all times. Network and computer services include: use of personal and school computers, use of the internet, use of e-mail and use of all associated software. Students should realize that these services are limited and costly and that time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Madonna del Sasso School's rules of conduct apply to information services in very particular ways:

- students may not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority;
- students, faculty or staff may not unlawfully copy software or information;
- students, faculty or staff may not use software illegally;
- students will learn to cite properly all information that is required from electronic sources and used in their assignments;
- a student is held responsible for all activity conducted on his/her account or under his/her password.

Madonna del Sasso School holds specific expectations for students at each grade level for how they use their computer during official school hours and after school in either the classroom or the computer lab. Game playing is not permitted on any school-owned computer, server or network system, without proper permission for educational purposes.

Students may not access, input or forward any inappropriate, sacrilegious, violent, vulgar, profane, defamatory, or other offensive data.



Failure to comply with these standards or acceptable use of Madonna del Sasso School's technology may result in suspension or expulsion and the loss of privileges for the use of computers/technology.

DISCIPLINE

Disciplinary Report

If a child is involved in a serious breach of discipline, a disciplinary report will be sent home. The Disciplinary Report Form must be signed by a parent and returned to school the following day. A child who fails to return the signed Disciplinary Report Form may be placed on "in-school" suspension and the parent will be contacted.

Detention

Failure to comply with school or classroom rules could mean detention and perhaps suspension. Students may be kept up to 10 minutes after school for extra help, make-up work or for disciplinary reasons. Parents will be notified by phone should it be necessary that students remain more than 10 minutes.

Suspension

Suspension is a disciplinary action which prohibits the student from attending school for a limited period of time, not to exceed five school days.

The following conduct may result in immediate suspension:

- Fighting on school premises before, during or after school
- The use of abusive language -- in action, by speech, or written word
- Vandalism -- students and their parents shall be responsible for all damage to equipment or school property caused by their student
- Theft
- Repeated infractions of school rules
- Other inappropriate conduct.

Suspension may be handled "in school" at the discretion of the Principal or Assistant Principal.

Expulsion



Students may be expelled from the school for certain serious misconduct.

The following offenses committed by students while under the jurisdiction of the school may be grounds for expulsion:

- Actions gravely detrimental to the physical, moral or spiritual welfare of students, teachers or the school
- Assault or battery, or any threat of force or violence directed toward any personnel or student, or their property
- Possession of a weapon and/or assault with any object which can be used as a weapon
- Use, sale or possession of tobacco, narcotics or alcohol
- Vandalism to school property
- Theft
- Habitual truancy
- Habitual profanity or vulgarity
- Continued willful disobedience.

The school has the right to suspend or expel a student immediately for serious actions. However, the following procedures will be normally followed:

- Automatic suspension
- A student/teacher conference will be held and parents will be formally notified of the misconduct and consequences
- If adequate improvement is not shown within a reasonable time, a second conference with parents, student and administration will be scheduled
- The Superintendent will be notified
- The final decision will be made by the Principal in accordance with Diocesan guidelines.

ELECTRONIC DEVICES

Students are not allowed to bring electronic devices, including, but not limited to: cellular phones, pagers, tape recorders, radios, Walkmans, iPods, or electronic devices of any kind to school, except as requested and/or permitted by their teachers (e.g. calculators, cameras, dictaphones, electronic dictionaries and spellers) for curricular use. Items may be confiscated by the classroom teacher or an administrator, to be returned at his or her discretion.

EMERGENCY DRILLS



A planned procedure for evacuating the buildings in case of emergency is in effect at the school. Drills will be held and conducted in the manner recommended by the appropriate authorities.

EXTRA-CURRICULAR ACTIVITIES

Students have an opportunity throughout the year to be involved in non-classroom learning experiences, including but not limited to those listed below. Students and parents should be aware that students' participation in extra-curricular activities is a privilege, not a right.

Extra-curricular activities include:

Athletics	Intramural Sports
Boy and Girl Scouting	Music lessons
Christmas Program	Student Council
Faith and Liturgy events	Yearbook

FOOD/SNACKS

Gum chewing or eating sunflower seeds or peanuts, etc. with shells will not be allowed on campus. This includes after school sports events. Snacks may be eaten only in the designated eating areas (see "LUNCHES" on p. 22).

FUNDRAISING/COLLECTION/DISBURSEMENTS/ADVERTISING

No collection of funds, disbursement of flyers/posters, or advertising of any kind for any purpose may take place without the pre-approval of the Principal, including field trips, retreats, social events, dances, charitable purposes, team/club apparel, ticket sales, activities, athletic equipment, educational materials, etc. All such funds must then be deposited to the school office, including proper descriptive labels of all necessary information for deposit and accountability. No fundraising project of any kind may be initiated without the pre-approval of the Principal.

LOST AND FOUND

The children's belongings **MUST BE LABELED** -- lunch pails, sweaters, jackets, book bags, shirts, etc. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST ITEMS.** We will keep items found, but recovery will be impossible without proper labels since all uniform items are alike. Please mark them with a permanent laundry pen or stitching. Unmarked items will be placed in the Lost and Found located next to the Faculty Room. If unclaimed after a reasonable waiting period, they will be given away to others in need.



LUNCHESES

Parents bringing lunches to the school are requested to bring them to the school office. **DO NOT TAKE THEM TO THE CLASSROOM.**

Lunches and snacks may be eaten only in the designated eating areas. Those areas are the breezeway area next to the classrooms for snacks during recess time. Lunch areas are the picnic tables behind the office for grades 5 - 8 and between the library and room 1 for grades 1 - 4. Eating on the playground blacktop (except at the designated picnic table area) or on the field is prohibited. Students are expected to leave the eating areas clean and free of debris.

MEDICATION

In general, all prescription medication must be stored in the school office and administered only under a physician's orders with a signed authorization from the parent or guardian. Students are not permitted to have medication in their possession at school. For prescription medication, there is only a very limited exception in the case of medical necessity where the child's physician orders that the student carry the medication on his or her person (e.g. asthma or allergies).

For over the counter medication, a physician's order will not be required. However, the medication must be stored in the school office and the parent must sign an authorization for the child to receive the medication.

For all medications, prescription and over the counter, the "Physician Order and Parental Authorization to Administer Medication" Diocesan form (two pages) must be on file in the office for EACH medication that could be administered. This form must be completed each year. The form is available on our school website (madonnadelsasso.com).

Parents must understand that none of the Catholic Schools has a nurse on duty and that the medication will be administered by non-medically trained school personnel. The Diocese of Monterey encourages parents to come to the school to administer medications if necessary during the school day.

For prescription medication, the physician must specify the medication, dosage, method of administration and schedule for any medication to be administered to a student. Whenever the medication, dosage or dosing schedule changes, the school will require a new order from the physician and an authorization signed by the parent or guardian. In any event, the physician's order and parent's authorization must be renewed annually. The schools will not accept the directions on the medication container label as a substitute for the physician's order.



- Medication must be brought to school by the parent or guardian.
- Medication must be brought to school in its original container.
 - If it is prescription medication, it must be in the container labeled by a licensed pharmacist.
 - If it is over the counter medication, it must be in its original packaging.
- All medication must be kept in the office and the student must go to the office for the administration of prescription or over the counter medication.
 - The only exception to this rule is if the physician orders that, because of medical necessity, the student must have the medication on his or her person.
- A new Diocesan form must be signed whenever the medication, dosage, dosing schedule or method of administration changes. The school will not accept the container label as a substitute.
- The parent must pick up any unused medication at the end of the school year when the physician's order expires.

PARKING LOT

The safety of our children is paramount, and a few minutes saved are not worth the life of a child. Please always exercise extreme caution driving in the parking lot. The counterclockwise traffic pattern (indicated by the arrows on the pavement) must be observed at all times. Children are not allowed to be picked up outside of the parking lot area. Parents must not give their children instructions to meet them outside of the school premises, e.g. Santa Teresa Way. This is directly against school policy, and more importantly, endangers the children.

Parents and/or those allowed to pick up students should PARK in designated areas and walk over to pick up their children in front of the Student Activity Center.

PARTIES

We acknowledge that the responsibility of parties outside school hours belongs to the students' parents. While the school cannot forbid or regulate parties in the home, parents are strongly encouraged to give thoughtful consideration to the effect this socializing has upon the academic progress and social conduct of students involved, before and after the event. Parents are also encouraged to think very seriously about adequate chaperoning and the responsibility that it entails.

No party invitations will be allowed to circulate at or through the school unless the student's ENTIRE class is included and then only with permission from the classroom teacher involved.



PICTURES

From time to time, agents of the school may take still pictures and videos of students throughout the building, grounds and in extra-curricular activities. The school reserves the right to use these pictures for internal publications (yearbook, newsletter, etc.), school promotional materials or advertisements or commercials, or for media release for student awards, etc. Parents who do not agree to the school's policy on use of pictures must indicate their request that the child's pictures are not to be used for any/all of the above mentioned purposes on the photo release form and return it to the office by the end of the first week of school.

PLAYGROUND EQUIPMENT

Students are expected to follow special directions regarding the use of designated play areas -- field, play structure, swings and blacktop. Sports equipment may be brought from home; however, the school is **NOT RESPONSIBLE** for any lost, stolen or damaged items. Students may bring games for sharing on rainy days at recess and lunch breaks, with the permission of their teacher.

PLAYGROUND RULES

Students are to be guided in their behavior on the playground by a spirit of respect for one another, for their adult supervisors, and for the property of other students and of the school. The safety of all persons should be the guiding factor on the playground. Students are to remain in areas where the playground supervisors may see them at all times. When the bell rings, students are to stop and line up immediately.

Football, soccer balls and Frisbees are allowed on the field only. Upper grade basketball courts may have one ball per court and 12 or fewer students per court in any given organized game. Lower grade basketball courts may have two basketballs per court.

Eating is allowed in the designated eating areas only. Those areas are the breezeway area next to the classrooms for snacks during recess time. Lunch areas are the picnic tables behind the office for grades 5 - 8 and between the library and room 1 for grades 1 - 4. Eating on the playground blacktop (except at the designated picnic table area) or on the field is prohibited. Litter should be disposed of in the trash cans provided.

In keeping with the school philosophy, all persons are to be treated with respect. Offensive language, aggressive play, bullying and fighting are not allowed.

SAFETY/SECURITY

Madonna del Sasso School places the utmost priority on providing a safe environment for students, faculty and staff. The community atmosphere in the school fosters a sense of comfort



and security for all students and families. The school fosters a climate that facilitates communication which can curb difficulties before they can happen. Students and parents have an affirmative obligation to make school officials aware of any potential breach of school safety and security.

The school has linked all rooms with telephones, computer informational technology and an internal communication system. School officials and staff remained linked throughout the day by a portable radio system. The single entrance available to the public on the north side of campus is monitored by staff and administration as is reasonably possible. The faculty maintains supervisory responsibility for students before, after and during school hours.

Teachers supervise the children from 8:00 - 8:15 a.m. on the play yard, and from 3:00 - 3:15 p.m. in the front of the Student Activity Center at dismissal. Procedures have been instituted to see that all visitors report to the office for a visitor's badge. Unused areas are kept secure. The school has a lock-down plan and an evacuation plan in the event of a crisis or natural disaster. School officials work closely with local civil authorities for added security. Police and local authorities are briefed as to any potential breach of safety/security. School officials rely heavily on their experience and advice regarding how to address any situations which may arise. The school is served by the Salinas Police Department, Monterey County Sheriff's Department, Salinas Fire Department and Emergency Medical Service Teams.

SCHOOL PROPERTY

The administration and staff will not condone or allow malicious mischief of the school or surrounding properties.

Students will be expected to pay for any damage to the building, furnishings, or books. The amount will depend on the cost of repair or replacement. Students will be charged for books lost for more than one week.

SEARCH PROCEDURES

School officials will exercise their right and duty as administrators of a private, religious school to search the possessions of students, if they have reasonable cause to believe the student may be in possession of any form of contraband. Enrollment in the school implies student and parental consent for such searches. These include search of possessions in desks, cubbies, book bags, pockets, shoes, personal property, etc. As the school is private property, such searches may be necessary to protect the health and safety of the school community. Any student who refuses to cooperate with such a search will be subject to dismissal.



SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical contact of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic material which is not necessary for school purposes.”

No student, faculty or staff shall be subject to sexual harassment as a Catholic school community member.

Any student or staff member who believes that he or she is being sexually harassed shall report immediately such information to school administrators. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the Principal.

No student or staff member shall receive any retaliation or disciplinary action for reports of sexual harassment made.

STUDENT DIRECTORY INFORMATION

The school keeps a listing of all student names, addresses, parent/guardian names, and home telephone numbers. The school normally uses this as an internal document. Families who do not wish any of this information to be published must submit this request to the school office by September 1. This directory may not be used to generate mailing lists or promote commercial or political activities. Those who do so are subject to payment of civil damages.

STUDENT RECORD CHANGES

Parents should notify the school office at the time of any changes to address, phone, or work information. It is the responsibility of parents to notify the school of any change of custody of a student, and to present the appropriate legal documentation for said changes.

SUBSTANCE ABUSE POLICY

Madonna del Sasso School is committed to keeping the school community free from drugs. Our students do not tolerate the presence of drugs in their school and report them to administration if they see them.



For the safety and welfare of all of our students, the possession, arrangement to obtain, use, sale, distribution of, possession with intent to distribute, being under the influence of, evidence of the use of, or continued presence with those who use alcohol and/or illegal drugs and/or controlled dangerous substances and any other inappropriate substances, look-a-like drugs, gasses, etc., or the misuse of legal drugs is strictly forbidden. Students may also not be in possession of paraphernalia designed for the use of above: clips, pipes, rolling papers, pouches, bags, empty alcohol containers, etc. Any student involved in these activities is subject to dismissal from the school and the notification of law enforcement.

Students who freely disclose difficulties with these substances to school authorities at a time when they are not the subject of a discipline investigation will not be subject to school discipline (unless they are in possession or under the influence at that time) and will be handled through a counseling protocol, where parents will be strongly encouraged to seek professional services.

The administration reserves the right to require a student to pass a medical drug test if there is reason to suspect drug use. In this case, the student may be required to submit to such a test to be eligible for continued attendance at the school. Parents will be charged for the testing if results are proven positive for drug use.

Definitions

Controlled Dangerous Substances: as defined in the state criminal code. They include but are not limited to: marijuana, heroin, methamphetamines, and anabolic steroids. The term “controlled dangerous substances” shall also include alcohol.

Under the Influence: a student is judged to be under the influence whenever s/he exhibits physical or physiological symptoms (including but not limited to, unsteady walking, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions), which are commonly associated with the use of controlled dangerous substances.

Possession: is defined as knowingly or purposely obtaining or possessing, actively or constructively, a controlled dangerous substance or drug paraphernalia:

- on or off school property
- on the person
- in an accessory (included but not limited to purse, book bag, gym bag, etc.)
- in a cubby or desk; and
- in a private or school owned vehicle of transportation

Constructive possession: refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if s/he does not have physical possession of the item. For



example, a person who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution: is defined as sharing, selling, or dispensing a controlled dangerous substance

- on or off school property
- with or without receiving payment, and
- to individuals enrolled or not enrolled in the school

Possession with intent to distribute: applies regardless of whether or not a student intended to receive payment

- to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school; and
- to distribute the controlled dangerous substance on or off school property

Smoking

Students who use, sell, or possess tobacco products on school grounds, athletic events, etc. will be subject to suspension. Students who remain present with those who are smoking will be considered to be smoking.

Madonna del Sasso School is very attentive to health issues and government laws as to smoking/chewing tobacco. Students and employees are not allowed to use tobacco in any form on campus or at school activities, etc., at any time. This standard also applies to areas in the vicinity of the school and around neighboring homes. Students are also not permitted to be in possession of smoking materials: lighters, rolling papers, empty cigarette packs, etc.

TELEPHONE CALLS

Students are not allowed to come to the phone during school hours. A message will be taken and communicated by the office personnel in case of emergency. In the case of illness, the call informing the parent will be made by office personnel. In all other circumstances, the child should call from the classroom phone at the discretion of the teacher.

TEXTBOOKS

Many textbooks are provided for student use. Students who damage or lose these books will be charged a minimum of 50% up to full cost of the text, the price of which is subject to the determination of the teacher.



VISITORS

During school hours, all visitors must first report to the school office for a visitor's pass, which is a plastic, colored badge on a lanyard to be worn for public view around the neck.

Anytime you are on campus for ANY REASON, other than dropping something off in the office and then leaving, a BADGE IS REQUIRED. Badges must be returned when leaving the campus.

Students who wish to bring a student visitor (from another school) for a day must receive permission from the school administration and teachers **at least one day in advance**. The visiting student must also submit a "Letter of Request" from his/her parents, asking the school to have their child on campus for the day. This letter must be submitted at least one day in advance.

Students may not fraternize with unauthorized visitors before, during or after school. Students should not be involved in any arrangements to meet visitors on campus before, during or after school. Students will be held accountable for all unauthorized visitors with whom they have arranged to come on campus.

VI. DRESS STANDARDS

UNIFORMS

Each student is required to be in complete uniform and neatly groomed during school hours. Students not in proper uniform **MUST** have a note. Replacements to uniforms should be completed as soon as possible. Uniform colors shall be noted as navy blue and white; trimming in gray, yellow and/or black are also permissible and shall thus be noted as uniform colors also. All uniforms may be purchased from the official school uniform supplier (Joypers in Salinas, on South Main Street).

BOYS AND GIRLS

Shoes: Shoes must be **solid** navy, white, black, gray or brown. Trim in uniform colors should be kept to a MINIMUM. "Tennis" shoes are acceptable provided they conform to the color and trim requirements. Shoelaces in any other color than the uniform colors are not acceptable.

Socks: All socks or footed tights must be in **solid** uniform colors.

Belts: Navy blue, black or brown belts (leather or woven) must be worn by boys at all times and also by girls when opting to wear the uniform slacks or shorts.



Sweater (optional): Navy V-neck pullover, vest or cardigan. **These must be purchased from the official school uniform supplier. No other V-neck pullover, vest or cardigan is allowed.**

Jackets: The official school jacket is **mandatory** for outer wear. **This must be purchased from the official school uniform supplier. No other jacket is allowed**

Sweatshirt: The official school sweatshirt may be worn in the classroom as a substitute for school sweater. **A fleece hooded jacket is also available.** Sweaters **OR** sweatshirts are allowed for school pictures.

Hair: Hair must be in its natural color; extreme fads in hair styles will not be accepted. Boys' hair must be worn close to the neck.

Jewelry:

Girls: The use of jewelry is discouraged. If earrings are worn, they should be no larger in diameter than standard lead pencil eraser; no more than two per ear; pearl, silver, gold, navy blue, white, birthstone. For safety reasons, **NO LOOPED EARRINGS OR EXCESSIVELY LONG DANGLING EARRINGS** are acceptable.

Boys: Boys may not wear earrings of any kind OR excessive jewelry.

Scarves: For safety reasons, scarves of any kind are not allowed at any time during the school year.

GIRLS

Jumper: Plaid – Grades K through 4 (not mandatory) – must be worn at a respectable length. (Not to exceed 2 inches above the top of the knee cap.)

Skirt: Plaid or navy front pleated – Grades K through 8 – must be worn at a respectable length. (Not to exceed 2 inches above the top of the knee cap.)

Skort: The girls may also wear the navy blue “skort” purchased through the supplier instead of the jumper, skirt or shorts/slacks.

Shorts/Slacks/Leggings: The uniform walking-length navy shorts must be purchased through the school uniform supplier. Full-length slacks may be any brand navy twill, which must fit properly at the natural waistline. Khaki colored shorts/slacks are an option for 6th, 7th and 8th grade girls only. **Solid color navy or black ankle-length leggings without decorative items such as lace, etc., may be worn under the uniform skirts. Excessively tight, low-rise or capri pants are not allowed.** Sweatpants are also not allowed.

Blouse: White cotton—open, pointed collar, long or short sleeve—or turtlenecks in white or navy blue. White, grey or navy blue short sleeve polo shirts with or without school monogram



are also acceptable. Blouses must be tucked in at all times. A white, grey or navy blue short sleeve polo shirt may be worn for school pictures.

MAKE-UP, NAIL POLISH, ACRYLIC NAILS OR TIPS, LIP GLOSS/LIP STICK OR CHAP STICK MAY NOT BE WORN. STUDENTS WILL BE ASKED TO REMOVE ANY MAKE UP, LIP GLOSS/LIP STICK OR NAIL POLISH. If Chap Stick is needed for a health issue, please send a note with your child.

UNDERGARMENTS MAY NOT BE OF A DIFFERENT COLOR OTHER THAN UNIFORM COLORS IF THEY CAN BE SEEN. Ex: wearing a short sleeve uniform shirt, but wearing a long sleeve shirt under it and it is not the white, navy blue or grey color of the uniform shirt.

BOYS

Slacks: Any brand navy twill, which fit properly. Navy cords are also acceptable. No “baggy” or cargo pants. Belts must be worn. Khaki colored slacks are an option for 6th, 7th, and 8th grade boys only.

Shorts: Brand purchased through the school uniform supplier ONLY in navy or khaki colored. The khaki colored shorts are an option for grades 6th, 7th and 8th only.

Shirts: White, grey or navy polo with or without school monogram or a turtleneck in white or navy blue. Shirts must be tucked in at all times.

FREE DRESS DAYS

On occasion students may be allowed to wear apparel other than the uniform. The opportunity to do so is a privilege, and as such the same standards of grooming and modesty apply to free dress clothing as to the uniform.

Casual free dress: On “regular” free dress days, students are to wear neat, clean, play clothes which meet standards of modesty and appropriateness for school.

Students are NOT allowed to wear the following at any time:



- Clothing which is extremely tight, see-through, or contains offensive symbols or writing (e.g. drugs or alcohol ads).
- Shorts which are shorter than the uniform “walking short” length
- Skirts which are shorter than 2 inches above the top of the knee cap (uniform length).
- Tank tops or bare midriffs.
- Hats with inappropriate logos or slogans (hats are not allowed in the classroom).
- Clothing that is excessively oversized.

Semi-formal free dress: On occasions which may require more formal attire, boys are to wear a collared shirt (and tie, if requested) and dress trousers and shoes. Girls may wear dresses or skirts which must be at the respectable length described above, or they may also wear an appropriate dressy top with sleeves and dress slacks and shoes.

NOTE: Students who come to school in inappropriate attire will be required to notify their parents immediately and will not be allowed to return to class until they are properly attired.

VII. PARENT INFORMATION

ADVISORY BOARD

The Advisory Board serves the Pastor and the Principal in an advisory capacity. Matters critical to the functioning of the school are considered during the monthly meetings. The first thirty minutes of each meeting are open to allow interested parents to participate. Parents planning to attend are asked to call the school or a Board member prior to attending. Board meetings are usually held on the second Wednesday of each month in the Faculty Room.

HOME AND SCHOOL ASSOCIATION

The Home and School Association exists to foster a sense of community and to emphasize the connection between home and school. All parents of students enrolled in Madonna del Sasso School are members of the HSA. The HSA operates under the auspices of the Advisory Board. The chairperson of the HSA steering committee is an ex-officio member of the Advisory Board.

HOME AND SCHOOL ASSOCIATION MEETINGS



Home and School Association meetings/activities are an important part of the parental involvement with the school and attendance at each event is strongly encouraged. The meetings provide an opportunity to keep abreast of school and HSA activities, share concerns, meet other parents and offer suggestions or ask questions. As an added incentive, the class with the largest number of parents in attendance at each meeting receives \$25.00 from the HSA and parents may earn one service hour per family for attending each meeting.

NOTICES TO PARENTS

The weekly bulletin, which contains important time-sensitive information, will be emailed. Please make an effort to read it each week to keep abreast of weekly news items. Some paper copies of the weekly bulletin are also available in the office. Other notices are sent with the youngest child the first school day of each week. The monthly school calendar and the tuition statement will be sent at the beginning of each month. Email blasts about topics not included in the weekly bulleting are also sent to all parents as needed.

PARENTS VISITING THE CLASSROOM

Parents may visit their child's classroom while it is in session. Arrangements must be made with the teacher at least twenty-four (24) hours in advance of the visit. Visitors are required to check in and out with the office staff and to wear a visitor badge during their entire visit. Parents are asked not to bring children with them and to stay for a maximum of 30 minutes.

QUIET TIME

To create the best atmosphere for home study, parents are encouraged to establish Monday evening through Thursday evening as a quiet time for their students. Loud music and television should be excluded from this time.

ROOM HELPERS

Room Helpers are any adult family members who commit to help a homeroom teacher and/or respective Room Parents with various events: class gatherings, field trips, seasonal celebrations, presentations, workshops, etc. When visiting, they are to abide by the procedures established for visiting parents listed above. After coordinating with the appropriate homeroom teacher, helpers should not remain in the classroom longer than 45 minutes per session, unless otherwise indicated by the teacher. Room Helpers are not permitted to assist teachers in the assessment and evaluation of curricular learning (i.e. testing, grades, academic records, etc.).

ROOM PARENT



A Room Parent is any adult family member who assumes the responsibility of the lead Room Helper. The Room Parent commits to help a homeroom teacher in acquiring resources and coordinating other Room Helpers to donate time, talents and sometimes supplies for the purpose of organizing special events such as: class gatherings, field trips, seasonal celebrations, presentations, workshops, etc.

SERVICE HOURS

Madonna del Sasso Parish School cannot provide quality education at the relatively low cost it does without significant donations of time and expertise from the school parents. More significantly, parents involved in school activities communicate the value of education to their children and in turn the students' educational achievement is enhanced.

The Service Hours requirement is an attempt to establish some minimum goals for each family's involvement with the school. These minimums can be exceeded without authorization. However, at the minimum:

- **Each family is required to provide 25 service hours per year.** The service hour cycle begins the first day of summer vacation and ends the last day of the school year. Hours worked during the summer will apply to the upcoming school year.
- Service Hours performed in proximity of our school children require a mandatory fingerprinting process. Please see school office for more information.
- Assistance in time, talent, or material which benefits Madonna del Sasso School can be credited to service hours. Service is to be performed by an adult, 18 years or older. When the service is part of a school event, the chairperson of the event must sign the confirmation slip and forward it to the school office within two weeks of the event in order for proper credit to be tracked by the HSA service hours recorder.
- Inquiries about recording of service hours should be directed to the service hour recorder, not the school office staff.
- In recognition of the value of family involvement to the school and to the children, each service hour is credited at \$30.00. Therefore, families which fall short of the 25 hour minimum will be assessed \$30.00 per each hour not completed by the last day of school. The assessment for uncompleted hours will be posted the tuition account and is payable before July 1.

There are several positions that are so valuable to the school and require enough time that they earn the maximum service hour credit. Among those positions are:



- Home and School Association Steering Committee Member
- Advisory Board Member
- Overall Chairperson (or committee chair) of School Fund Raiser/Event
- Coach
- Head Scout Leader (i.e. person who is registered with the respective Boy or Girl Scout Council as the troop leader of record of a Madonna sponsored troop; assistant leaders shall record time hourly).

All other service to the school will be credited on an hourly basis recorded on the gold service hour confirmation slips. Hours should be recorded to the nearest quarter hour. Slips must be signed by the chairperson and turned in within two weeks of the event in order to receive service hour credit. Office assistants covering during the secretaries' lunch break will also be credited on an hourly basis, as approved by the office staff.

Playground supervision will be credited on an hourly basis per the sign-in sheet in the office. The recorder will track hours from the sign-in sheets; it is not necessary to fill out a separate gold slip.

Supplies donated to the school may be credited toward service hours at a value of \$30.00 worth of materials per every hour. In order to receive credit for donated items, receipts must be attached to the gold confirmation slip signed by the teacher or chairperson of the event or activity.

VIII. FINANCES

FINANCIAL AID

Limited financial aid is available for assistance in cases of need. Requests for aid are processed through Private School Aid Service in early April. Forms may be obtained through the school office. Moneys are distributed at the recommendation of that agency. Requests must be renewed annually. In recognition of an award of financial aid, families receiving financial assistance are required to perform 10 additional service hours beyond the 25 hour minimum.

TUITION RATES AND FEES

Tuition rates for the 2010 - 2011 school year, as established by the School Board, with the approval of the Pastor, are:

MADONNA DEL SASSO SCHOOL



PRESCHOOL:

2 DAY (Tu/Th)
\$2,105.00

3 DAY (M/W/F)
\$2,700.00

5 DAY (M-F)
\$4,305.00

K - 8:

KINDERGARTEN
1 CHILD
2 CHILDREN
3 CHILDREN
4 CHILDREN

PARISHIONER

\$3,720.00
\$4,370.00
\$8,520.00
\$12,670.00
\$16,820.00

NON-PARISHIONER

\$4,305.00
\$5,065.00
\$9,870.00
\$14,680.00
\$19,485.00

See page 5 for criteria to qualify for the parishioner tuition rate. Families who do not meet these criteria will not be able to take advantage of the parishioner rate. Discrepancies regarding parishioner status should be addressed to the Parish Office.

A non-refundable registration fee of \$400.00 per student is due in full by March 1 to reserve space in class for the following school year, unless prior arrangements have been made with the Principal. Payments will be applied to the oldest balances first. All accounts must be brought current prior to acceptance of the registration fee for the next school year. Students will be taken from waiting lists if current families do not re-register by March 1.

Eighth grade students will be charged a \$150.00 graduation fee, payable by the end of the first quarter. Diplomas and final report cards will be released once all accounts are paid in full.

TUITION STATEMENTS AND PAYMENTS

Statements

Statements will be sent home with the youngest child during the first week of each month. Please review statements upon receipt and direct any questions on a timely basis to the School Bookkeeper at 424-7813, ext. 12 between 8:15 a.m. and 12 noon.

Payments

Tuition is due in full on July 1. However, as a service to our families, a 10 month payment plan is available, with payments due on the first of each month, beginning July 1. The registration fee only is due March 1, with the ninth payment due April 1, and the tenth payment due on May 1. Payments received after the 10th of the month will be assessed a late fee of 15% of the overdue amount and the privilege of paying monthly may be revoked. In the event of revocation, the remainder of the annual tuition will be due and payable immediately. If accounts become past due, the student may not be allowed to attend class.



Payments may be deposited in the designated box in the office or mailed to the school address (20 Santa Teresa Way, Salinas, CA 93906). We ask that separate checks be written out for tuition (payable to MDS School), extension (payable to MDS Extension) and preschool (payable to MDS Preschool).

Returned checks for any school-related payment or fee (i.e. tuition, extension, hot lunches, etc.) will be assessed a \$20.00 fee upon the first occurrence. Cash to cover the returned check and the returned check fee should be delivered to the School Bookkeeper within three business days of bank notification. If there is an additional occurrence, the fee will increase to \$30.00, and the privilege to make payments by personal check will be revoked. Payments would then be made either in cash or by cashier's check or money order.

In signing the tuition contract, parents agree to pay Madonna del Sasso Parish School the annual tuition and all applicable fees per the above tuition rate schedule. **NOTE: If the child withdraws before the end of the school year, the entire remaining tuition balance is immediately due and payable.**

All accounts are to be cleared by June 1 unless special arrangements have been made with the Principal. Students will be automatically dropped from enrollment for the next school year when this policy is not carefully followed.

IX. PRESCHOOL

PHILOSOPHY

Our Preschool offers a safe, nurturing environment enriched with Christian values, while providing developmentally appropriate programs, for children ages three to five. Madonna del Sasso Preschool is a place where children can make friends, explore, discover, create and grow through religion, language arts, art, music and movement, and science and math to provide a quality foundation for the child's lifelong learning.

GOAL

The goal of Madonna del Sasso Preschool is to assist and support our school families in providing a secure, loving environment for their children. This goal is achieved by blending cognitive, emotional, social, spiritual, and physical development, to allow each child to reach his/her potential.

ADMISSION POLICY



Children range in age from at least 3 years of age by September 1, to entry into kindergarten, and must be toilet trained before starting preschool.

Copies of birth and baptismal certificates for all Catholic students and birth certificates for non-Catholic students must be presented at the time of registration.

A physical examination along with certification of required vaccinations (3 polio, 4 DTP, 1 MMR, the Hib and Hep B series) must be presented at the time of registration, together with a tuberculin test or waiver from the child's physician on the physician's report. **THE ABOVE DOCUMENTS MUST BE ON FILE BEFORE THE CHILD CAN ATTEND SCHOOL** (California state law requirement).

A non-refundable registration fee of \$300.00 must be paid at the time of registration, payable to "Madonna del Sasso Preschool".

A child will not be fully registered at Madonna del Sasso Preschool until the parent/guardian has agreed in writing to uphold the educational philosophy and goals of the school stated in the admission agreement.

A child may be removed from school due to: failure to meet financial obligations; consistent behavioral problems on part of the enrolled student; actions on the part of family members of the enrolled student that negatively impact the school; and consistent tardiness in picking up the student.

The Department of Social Services has the authority as the child daycare licensing agency to inspect and audit child or facility records and interview children or staff without prior consent. In addition, the Department has the authority to observe the physical conditions of the preschool program and site to ensure absence of abuse, neglect, or inappropriate placement of children.

DAILY PROCEDURES

Each person who signs the child in and out of Preschool must sign his/her full legal name in the designated book. Families are responsible for informing other adults who pick up the child of this policy, which is required by state law [section 101229.1 (a) (1)], and is the record of daily attendance. Failure to comply with this policy will result in a \$20.00 fine per infraction. Each person who signs the child in and out of Preschool must wear the designated badge at all time while on campus.

If someone other than the parent/guardian is to pick up a preschool student, written authorization to the director or staff on duty must be included on the emergency card or in a separate note.

Please call the office to notify the school if the child will be absent due to illness or family vacations.



EXTENDED CARE

Preschool extended care will not be available during the school year.

OBLIGATIONS OF PARENTS OR GUARDIANS

- A parent/guardian shall:
- Bring the child to the school building upon arrival and sign his/her full name on the appropriate register.
- Sign the child out on the appropriate register before removing the child from the school grounds.
- Notify the director at ext. 19 or via e-mail when someone other than those named on the emergency information card will be picking up the child.
- Notify the director at ext. 19 or via e-mail when the child will be absent.
- Attend a conference when asked to do so by the director.
- Read and abide by the handbook of Madonna del Sasso Parish School.
- Complete a volunteer service hours minimum, as indicated in the Madonna del Sasso School handbook.
- Return the forms listed below, filled out completely, and copies of the indicated documents before the child starts school:

Admission Agreement	(white)
Emergency Information	(pink)
Consent for Medical Treatment	(blue)
Physicians Report	(goldenrod)
Pre-Admission Health History	(yellow)
Personal Rights	(gray)
Parent's Rights	(green)
Proof of Immunization	(lavender)
Child Sexual Abuse Prevention Pamphlet	(white)
Baptism Certificate	
Birth Certificate	

DISCIPLINE POLICY



Discipline in the Catholic school is considered an essential aspect of Christian development and moral guidance. The discipline policy at Madonna del Sasso Preschool strives to provide a healthy atmosphere conducive to learning and personal growth. Appropriate conduct at Madonna del Sasso Preschool means having a positive, respectful attitude toward staff, visitors, and fellow students.

Children need to know what we expect from them; therefore, our teacher and aides use positive and preventative methods of discipline to maintain an atmosphere of love, acceptance and order. Our objective is to help the children learn to exercise self-control, to respect the rights of others, and to express their feelings in an appropriate manner. The three guiding rules to achieve this objective will be: children may not hurt themselves; children may not hurt others; and children may not destroy property. If there is a consistent concern about a child's behavior, a meeting will be arranged for the parents, teacher/director and principal to discuss the situation. Corporal or unusual punishment will not be allowed at Madonna del Sasso Preschool under any circumstances.

ILLNESS AND MEDICATIONS

Sick children may not attend school. If a child becomes ill at school, it is the parent's responsibility to pick the child up as soon as possible after notification from the preschool. The staff will post notices of any contagious illness that may occur. **YOUR CHILD MUST BE FREE OF A FEVER OR VOMITING FOR 24 HOURS BEFORE RETURNING TO PRESCHOOL.**

FOR ANY MEDICATION to be given to your child at preschool, a request slip must be signed and dated by the parent. The medication must be prescribed by a doctor and in its original bottle with the child's name, prescribed dosages and instructions appearing on the bottle. PLEASE hand the medication to a staff member when signing in the child.

CLOTHING

Uniforms are not required at Madonna del Sasso Preschool. The children will be actively involved with various materials at preschool and at times things may get messy. We ask that the children come to school in comfortable, washable play clothes, and tennis shoes. Every child should have an extra change of clothes at school. **PLEASE SEND A LABELED JACKET OR SWEATER FOR YOUR CHILD EACH DAY.**

SNACK

The children will be provided with a healthy snack each day. The students will generally participate in the preparation of their snack. The parents are asked to sign up to bring snack for the class.



VACATIONS AND HOLIDAYS

Madonna del Sasso Preschool will follow the yearly calendar of Madonna del Sasso Parish School. A monthly preschool newsletter will be sent home that will list the holidays, if any, for that month. The yearly school calendar is available in the main office.

X. ATHLETICS

“Every athlete exercises discipline in every way. They do it to win a perishable crown, but we an imperishable one.” -1 Cor. 9:25 (New American Bible)

Madonna del Sasso School strives to promote opportunities for students to grow in physical stamina and commitment to community through team building in its after-school sports programs. Conscious of the growing need for athletes and spectators who demonstrate honorable and sportsmanlike conduct, MDS School athletes, parents and coaches are held to the highest standards of faith and community consistent with the teachings of Christ.

MDS School participates in interscholastic athletics at the Junior High level as part of the Mission Trail Junior Athletic League (MTJAL). League schools are:

- | | | | |
|------------------------|---------------------|------------------------|-------------------|
| Buena Vista | Carmel | Gambetta | Madonna del Sasso |
| Monterey Bay Christian | | Moss Landing | Pacific Grove |
| Palma | Prunedale Christian | Sacred Heart (Salinas) | San Benancio |

The league sports include boys’ and girls’ volleyball, boys’ and girls’ basketball (grades 7-8), soccer, track and field, tennis and golf (grades 6-8).

Grades 5 and 6 basketball, volleyball and soccer are organized through the City of Salinas Recreation Department.

All athletes are required to have fees and registration requirements completed and approved before they are permitted to participate in any athletic activity.

ACADEMIC ELIGIBILITY

To be eligible to participate in extra-curricular sports, students must maintain a “C” average of at least a 74% in all subject areas. Participation in school sports is a privilege, not a right.

To be eligible for the first semester (fall sports) students must have passed from the previous school year. A previously eligible student will not be eligible to try out for a winter sport if he/she earns less than a 74% (“C”) average in all subject areas in the first quarter. To be eligible for extra-curricular sports for the second semester (spring sports), a student must have earned at



least a 74% average in the first semester. A previously eligible student will lose eligibility for the remainder of the school year, if he/she earns three or more failing third quarter grades.

This eligibility policy meets and exceeds the regulations of the California Interscholastic Federation (CIF). Eligibility may be reviewed by the Principal.

ATHLETIC AWARDS

A certificate of participation will be presented to each participant of an extra-curricular athletic team, providing the participant completes the following requirements:

- Commits to the highest standards of Christ through faith and community in participation in athletic events and contests
- Faithfully attend and participate in ALL practices and games
- Conducts himself/herself in accordance with the league's Code of Sportsmanship

Participation awards for grades 1 through 6 will be presented to eligible team members by the coach. Participation awards for MTJAL student-athletes will be presented at the Athletic Awards assembly in the spring.

The following special awards may be presented to junior high players for each sport:

Volleyball and Basketball

Most Valuable Player

Best Player Defense

Best Player Offense

Coach's Choice (based on sportsmanship, most inspirational, most improved)

Golf

Most Valuable Player

Sportsmanship

Most Improved Player

ATHLETIC COUNCIL

The Athletic Council assists the school athletic program and administration in an advisory capacity, and in securing logistical needs entailed in various athletic contests. The Council meets once per month and the first 20 minutes of each meeting are open to allow interested parents to participate. Parents planning to attend are asked to call the school or Athletic Director prior to attending.



COACH'S DUTIES AND RESPONSIBILITIES

- Conduct oneself according to the school's mission and philosophy.
- Promote Christian values that enhance a strong athletic foundation.
- Nurture the student-athlete's growth of character and self-esteem.
- Develop a positive parent/coach/athlete relationship.
- Promote respect, good sportsmanship, and obedience towards authority figures by treating student-athletes, parent, opponents and game officials with respect.
- Instruct each student-athlete as to the rules of the sport through regular practices and game competition.
- Maintain constant supervision of student-athletes until all of them have been picked up; students should never be left alone after practices or games.
- Check students in and out of school extended care before 6:00 p.m., as needed.
- Communicate with the Athletic Director regarding games and practice schedules.
- Confirm game dates and times with other league schools when necessary.
- Organize car pool transportation to and from games.
- Encourage 5th/6th grade families to bring their own student-athletes to athletic events, as is customary.
- Maintain inventory of all team equipment.
- Insure proper registration and emergency information for each student-athlete before he/she is permitted to practice,
- Coaches will be responsible for completing and abiding by a Student Activity Center (SAC) use agreement form.

SPORTSMANSHIP

The following is the statement of the Mission Trail Junior Athletic League Code of Sportsmanship by which all schools abide.

- We treat the teams and spectators of visiting schools as our guests.
- We avoid rowdiness, profanity, or uncouth actions of any nature.
- We respect our school campus and those of other schools, and avoid derisive action or words toward them.
- We enthusiastically support our fans and respect the fans of our opponents.
- We respect skillful and courageous performance by all participants in the athletic contest, and at all times refrain from unsportsmanlike remarks to or about visiting team members and spectators.
- We will be modest in victory and gracious in defeat.
- We will be proud of the teams and coaches that represent our schools, and encourage them to display the finest in sportsmanship.



- We remember that we represent our school and community and that we value good conduct, and will discourage behavior that will bring discredit to our school or community.
- We remember the fine heritage of American sports and athletics and the opportunities for sportsmanship they afford us.
- We remember that an athletic contest is only a game -- not a matter of life or death for player, coach, school, spectator, official, or community.

Any person (athletic department, staff or faculty member, student-athlete, parent, fan or spectator associated with a member school) who causes a disruption at an athletic activity will be escorted from the site and subject to arrest.

Any student-athlete who is ejected from a contest must meet with the Principal the next school day to explain him/herself. The student-athlete will be subject to consequences up to and including dismissal.

XI. EXTENSION PROGRAM

Madonna's School Extension program serves parents of our school by caring for their children Monday through Friday during non-school hours (7:00 a.m. - 6:00 p.m.). Established holidays will be noted on the monthly calendar. Opportunity for study, organized play time, and continuation of Christian living principles are a part of the regular full schedule.

Children are not allowed to be on the school ground unsupervised. Therefore, students who arrive at school before 8:00 a.m. or remain after 3:15 p.m. are **REQUIRED** to attend the School Extension, and families will be charged accordingly. Children checked into Extension **MUST** wear a yellow identification badge in an easily observable place during the entire time that they are in the care of the Extension staff.

Extension employees need to know which children are to attend the Extension Program after school each day. The procedure is designed to protect the children. If a child who is expected does not report to the Extension facility, the director is then able to make the proper inquiries.

Parents must inform the school Extension Director when a child will be attending the program. Children who will be present every day will be expected as a normal course. Teachers will mark an "attendance" sheet for Extension each morning in the classroom. If you need to call during the day to have your child attend Extension, the office staff will inform the student and Extension director. An emergency card **MUST** be completed for the Extension office before the first day of attendance. Please update the emergency cards as needed.

EXTENSION FEES

MADONNA DEL SASSO SCHOOL



	Hourly	Monthly	
		GR. 1-8	GR. K-8
1 Child	\$5.00	\$225.00	\$280.00
2 Children	\$10.00	\$450.00	\$505.00
3 Children	\$15.00	\$675.00	\$730.00
4 Children	\$20.00	\$900.00	\$955.00

The system of payment at the Madonna Extension calls for purchase of service/care in hourly or monthly increments. This is a pay in advance requirement with checks payable to “Madonna del Sasso Extension”. Families choosing the hourly system will purchase service/care in increments of 5, 10, 20 or 30 hours. If unused, these can be carried over from month to month.

Children are in the care of the Extension program as of 3:00 p.m. unless they are signed out by an adult for a specific event (i.e. sports, Scouting, etc.)

Access to the School Extension may be refused to any family who has not purchased hours. Payments may be made at the school office or the Extension office. If fees are not paid in a timely manner, the student may be dropped from the program.

EXTENSION STATEMENTS

Extension statements will be sent home with the youngest child during the first week of each month. Please review statements upon receipt and direct any questions on a timely basis to the School Bookkeeper at 424-7813, ext. 12 between 8:15 a.m. and 12 noon. Charges may be disputed up to 60 days from the end of the month that the charge was posted. After that time period has passed, a charge will stand as is.

Extension fees are summarized and posted to the extension accounts twice a month. The posting date of the 15th represents the total usage from the 1st through the 15th of the month. The posting day of the last day of the month represents the total usage from the 16th through the last day of the month. The date on the extension statement is the posting date and not necessarily the date the child utilized the program.

SPECIAL PROVISIONS AND PROCEDURES

- Parents or guardians must sign the child out indicating the time of pick up on the form provided before picking up their child. They must also make verbal contact with the employee on duty at that time.
- Personnel will not permit the child to leave the facility unless it is to a parent, guardian, or to persons whose names are listed on the emergency card.



- There is a penalty for tardy pick-up of \$2.00/child for every minute after 6 p.m., payable immediately to the Extension supervisor on duty. **Consistent delinquent payment or late pick-up could result in the loss of service.**
- Written permission must be submitted by the first day of the activity for your child to participate in any after-school programs. Time spent in “after-school activities” will not be charged, as long as notation is made on sign-out sheet.
- Children are not encouraged to bring toys from home. Madonna del Sasso School will not accept responsibility for lost or broken items.

STUDENT RESPONSIBILITIES

- Students are expected to report to School Extension promptly. They may NOT remain with their classroom teacher after school without notifying Extension personnel.
- Students need to make immediate contact with a Supervisor upon arrival.
- Students who are enrolled in both Extension and after-school activities are to report to Extension BEFORE reporting to the activity (sports, band, etc.).
- It is the student’s responsibility to have with them all materials necessary to complete homework assignments. The staff has no way of knowing what assignments have been given.
- A change of clothing is recommended. Students must keep track of his/her belongings. Be sure they are labeled.

The policies that have been set forth in this handbook are in keeping with the school’s philosophy and mission statement. Parents are expected to read and review this handbook, and discuss it with their children. **Parents are required to sign a statement that they have read it and agree to be governed by its provisions.**

No handbook can cover all of the particular incidents or questions which will come up in the course of a school year. The information presented is an attempt to convey to parents and students a reasonable idea of the expectations of the school. **The Principal has the right to amend the handbook when necessary.** Parents will be given prompt notification if changes are made.