

**VISITATION
CATHOLIC SCHOOL**

**PARENT- STUDENT
HANDBOOK**

*VISITATION CATHOLIC SCHOOL
A CATHOLIC TRADITION OF EXCELLENCE*

*Junior Kindergarten
Kindergarten through 8th Grade*

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SINCE 1947

VISITATION CATHOLIC SCHOOL

PARENT- STUDENT HANDBOOK

Pastor
Principal

Fr. William J. Brelsford
Mr. Christopher P. Watson

*The principal reserves the right to amend this handbook during the school year.
Parents will be notified if/when changes are made.*

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SECTION 1000: SCHOOL PHILOSOPHIES

Mission Statement (1010)

Visitation School provides its students with a Catholic education in a Christ-centered and child-centered environment, where Christ is the reason for its existence, the model of its faculty and the inspiration of its students.

Statement of Philosophy (1020)

The purpose of Visitation School is to focus on the basic truth that the aim of Catholic education is the education of the whole child. The faculty believes that each child is endowed by God with special talents and gifts and that it is the duty of each educator to help the child discover and develop these gifts.

In the school's Faith Community, many people are working together: priests, parents, teachers, students and the entire parish community. It is recognized that "Parents must be acknowledged as the first and foremost educators of their children." (1 Documents of Vatican II.) The faculty, therefore, works in partnership with the parents, in the pursuit of the school's goal.

The faculty adheres to the three-fold purpose of Catholic education by the teaching of doctrine, the building and experiencing of community and being of service to others. The faculty believes that students must have instruction in this knowledge and be directed to contribute to the Faith Community, looking to Christ as the center of all that is of value in this life and in the next.

Religious Education Goals

Aware of the responsibility as Catholic educators, the faculty is responsible to God for the spiritual well-being of students entrusted in their care. The faculty aspires to:

1. instill among members of the school community, lasting spiritual and moral values,
2. guide students toward an awareness of the beauty of God's graces,
3. prepare students to become responsible Christians, accountable to God, themselves and others, and
4. lead students toward the building of a Christian Community of Faith, based on the realization that Christ lives within each person.

The faculty aspires to implement these goals by:

1. instructing students in the basic truths of the Catholic faith, encouraging frequent reception of the Sacramental life of the Church,
2. forming within students correct conscience according to the teachings of the Catholic church and the proclamations of the Bishops' Commission,
3. permeating the academic structure with Christian concepts so that students may become responsible Christians, and
4. instilling within students a spirit of sharing and love for

themselves and for all others.

Intellectual Goals

Realizing that the intellect is a gift of God, through the academic program, the faculty endeavors to:

1. bring each student to the realization that he/she must grow in knowledge in order to find his/her place and to sustain himself/herself in the changing world of today,
2. provide a climate wherein each child may grow creatively, according to his/her own unique skills, and
3. instill a foundation of academic excellence in such a way that will enable the student to meet with success in secondary education as well as participation in continuing education.

The faculty aspires to implement these goals by:

1. assisting the student to evaluate knowledge in the light of Christian morality, by reaching and accepting decisions that have been made within the realm of Christian teachings,
2. creating an atmosphere of learning which will develop and perpetuate self-inquiry, and
3. stimulating self-motivation and analytical thinking.

Social Goals

Since all mankind exists in community, the faculty endeavors to:

1. assist the student to recognize the worth of all peoples thus appreciating and accepting individual differences in cultural, economic and religious backgrounds,
2. encourage the student to share with the less fortunate, thereby becoming more aware and open to the needs of others, and
3. help the student gain self-awareness and develop as a responsible Christian in daily interactions with others.

The faculty aspires to implement these goals by:

1. providing opportunities which will encourage the student to participate in service to the school, parish and the community,
2. leading the student to a familiarity with and imitation of the life of Christ, the prime example of unselfish love, and
3. establishing through the Faith Community among students, faculty, parents and priests, a sense of social togetherness which has as its end result, a spirit of unity and acceptance of all of God's people.

Physical Goals

Recognizing the various pressures on students today, and in order to provide for their physical needs and general good health, the faculty endeavors to:

1. provide regular classes of Physical Education,
2. foster a healthy attitude of competition,

3. respect the uniqueness of each one's physical ability, and
4. foster a respect and care for one's body.

The faculty aspires to implement these goals by:

1. providing a basic Physical Education Program,
2. promoting and supporting athletic activities and competition by encouraging good sportsmanship, and
3. providing a variety of health services and screening programs.

Emotional and Psychological Goals

Cognizant of the fact that educators must attend to the emotional and psychological needs of the students, the faculty endeavors to:

1. create a climate enabling students to reach their full potential,
2. provide psychological and emotional assistance for the students in need, and
3. guide students to take responsibility for their own actions and behavior.

The faculty aspires to implement these goals by:

1. providing an environment of love and trust,
2. recommending avenues of assistance for emotional and psychological concerns, and
3. directing and encouraging students to choose positive self-direction in behavior.

Inclusion Program (1030)

Acknowledging that every student is a child of God and is deserving of an opportunity for a Catholic education, Visitation School strives to accept all students for whom an appropriate program can be designed and implemented.

SECTION 2000: SCHOOL POLICIES

Admissions

Statement of Non-Discrimination (2010)

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

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

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission

and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Admission to Visitation School (2020)

Visitation School gives preference in admissions to registered members of the parish. Parents, whose children are enrolled in the school, must subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school.

Registering New Students (2030)

A baptismal certificate, birth certificate and immunization records must accompany registration of new students. Children transferring from another school must bring their report cards from their last school. The registrar from the previous school requests health records and transcripts. Emergency cards and proof of physical examination must be submitted to the registrar prior to the first day of school. These forms will be kept on file in the business office.

Entrance Age (2040)

Children entering Kindergarten should be five (5) years of age on or before September first of that year. All Kindergarteners must have the required State of California's Child Health and Disability Prevention Program Examination (CHDP) completed prior to the beginning of first grade.

A child entering First Grade should be six (6) years of age on or before September first of that school year. All First Graders, and any student new to the school, must have completed the required State of California's Child Health and Disability Prevention Program Examination (CHDP).

Visitation School will accept any child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child admitted to Visitation School will continue in the school based upon his/her academic, emotional and physical needs and the resources available to the school in meeting those needs. The final decision in this matter will be determined by the school administration.

Probationary Period (2050)

Occasionally, students are accepted into Visitation School on a probationary basis, usually for one term. This probationary period allows the faculty and administration to determine whether an appropriate educational program can be offered to each student. It also gives the student time to become adjusted to a new school, and meet the school's expectations. Families will be contacted if the school is unable to meet the unique requirements for any given student.

Child Abuse Reporting Obligation (2060)

In accordance with archdiocesan policy and California law, school staff members are obligated, under penalty of law, to report the "reasonable suspicion" of physical abuse,

emotional abuse and/or deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

School Organization

Administration (2070)

The pastor is ex officio the chief administrative officer of the parish school. However, the immediate direction and supervision of the school program is delegated to the principal. The assistant principal is a delegate of the principal, and serves on the school administrative team.

Chain of Command (2080)

The school, in conjunction with the archdiocese, has established a communication chain of command in order to ensure that questions and/or concerns are handled in a timely and respectful manner. All parents are asked first to contact the teacher when an issue arises with a student. If further discussion is required, the principal may be included. The pastor is available for consultation, if necessary.

Office Hours (2090)

The school's office hours are from 7:15am to 3:15pm on regular school days (Monday - Thursday) and until 1:00 on Fridays and minimum days. The office is closed on all school holidays.

Parent/Teacher Conferences (2100)

Conferences with teachers may be arranged by appointment for either before or after school. Twenty-four hours advance notice is suggested. Impromptu drop-in, and after school visits are strongly discouraged, as they do not allow the teacher the appropriate amount of time to prepare for the conference and, therefore, do not afford the parent quality time.

Parent Support

Code of Conduct (2110)

(Department of Catholic Schools Administrative Policy #9-1)

The student's interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be easily resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an expressed condition of enrollment that the student behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the students and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Disruption or Disorder by Parents, Guardians, or Other Family Members (2110.1)

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child(ren)'s continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child(ren) in the school.

Parental Involvement (2120)

In order for the school to operate effectively, it is essential that there be a spirit of cooperation, trust and support between the school and the parents. It is for this reason that we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced by Visitation School.

Under normal circumstances, a child would not be deprived of a Catholic education on grounds relating to the attitude of parents/guardians. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents/guardians might so diminish the effectiveness of the school that continuation of the child in the school would not serve the school community. Should a manifested lack of agreement reach the point where the school deems that the necessary and appropriate respectful relationship no longer exists, the family will be asked to withdraw the student from the school.

Parent/Faculty Association (PFA) (2130)

Parents are encouraged to become involved in the school by serving as a member of the Parent/Faculty Association (PFA), or by volunteering to support the efforts of the association. Meetings are held regularly to plan activities and activities that support the school.

(Parent/Faculty Association Mission Statement)

The Parent-Faculty Association of Visitation Catholic School strives to have a good working relationship with the School Administration, Faculty, and Parish by sharing responsibility for the education of the children in the Catholic Faith and by committing to educational excellence, so that each student may reach her/his full potential as a responsible citizen, life-long learner, and faithful follower of Jesus Christ.

Room Parents (2140)

Room Parents for each individual class support the teacher(s) with special classroom activities and events that are scheduled by the school. In addition to classroom support, the Room Parents assist the school administration with other areas of student interest and safety.

Parent-School/Community Involvement (2150)

Parents/guardians have the primary responsibility for the education of their children (*1 Documents of Vatican II; Visitation School Philosophy*). It is the role of the school to support and complement this parental function.

The school's primary expectation of the parents/guardians is an active and ongoing support of the religious formation, which the school seeks to develop in the children. Parents/guardians may do this by celebrating Mass together on Sundays and special days, and by being informed about the religious concepts being taught by the school.

Additional Expectations (2160)

The school has additional practical expectations of the parents/guardians. Tuition and fees do not cover the cost of education at Visitation School. The difference between the income from tuition and fees and the expense for operating the school is considerable and is made up through the fundraising efforts of the Office of Development. Proceeds from these events help to keep tuition affordable. Parents/guardians are expected to further assist the school by volunteering and supporting the events planned by the Office of Development, and fulfilling the required service hours agreement.

Minimum Responsibilities (2170)

The minimum responsibilities of parents/guardians include: (1) attending church regularly, (2) contributing to the parish, (3) being willing to volunteer to build a strong school community, (4) keeping lines of communication open by using the school's chain of command system, and (5) supporting the educational programs of the school by fostering good study habits at home and at school.

General Policies

School Hours (2180)

The Department of Catholic Schools annually issues the official school calendar.

Daily Schedule (2180.1)

Monday - Thursday	7:50am - 2:50pm
Friday	7:50am - 12:20pm

Early Dismissal (2180.2)

Occasionally, the school is in session for a minimum day; on these days dismissal is at 12:00 noon, 10:00am or 10:30am. There is no lunch on minimum days. Parents should take note of minimum days that are printed on the school calendar.

Supervision of Students (2180.3)

Students should arrive at school between 7:30 and 7:50am, and be picked up promptly at dismissal, unless other arrangements are made with the Day Care Office. Students who are not picked up within 15 minutes following dismissal will be required to attend the Extended Day Care Program, and the family will be charged for the student's time spent in Day Care. No student is allowed on the school premises unsupervised.

Tardiness (2180.4)

Tardiness is disruptive to the normal school schedule and routine, and causes teachers and office personnel to take time away from their regular duties to tend to the late student. Tardy students also disrupt the learning environment when entering a classroom late, as the teacher's attention is taken from the entire class. In addition to being disruptive, being tardy is disrespectful to teachers, office staff and other students.

With this in mind, and believing that it is the responsibility of the parent/guardian to see that their child arrives on campus at a time that permits them to be with their teacher/class at 7:50am for morning prayer and announcements, the following consequences will be given for tardiness:

After the third tardy in a trimester, parents will be charged \$20 for every tardy thereafter. Families with more than one child will be charged for the first child tardy only on any given day. To avoid any additional school expense in monitoring a tardy policy, the tardy fee must be paid the next school day before the student can re-enter class. A tardy form will be sent home each time a student is late for school, with a request for payment after the third tardy.

After five tardies, a conference will be held with the parent/guardian to determine if the habitual tardiness problem can be remedied, or if another school setting might be more appropriate to ensure that Visitation School maintains its priority in fostering an environment conducive to learning and good Christian behavior.

Students who are habitually tardy may be reported truant to the local public school district.

Emergency Closing (2180.5)

Visitation School has established a very detailed protocol in the event of an emergency which follows archdiocesan, state and federal guidelines. In the event of an emergency, or school closing, parents will be notified through the emergency telephone system and/or by other forms of communication.

Absences (2190)

Parents must notify the school by 8:30am on any day that a student will be absent from school. Telephone absence excuses will not be accepted from anyone but the child's parent or guardian. *Upon returning to school, a student who has been absent is required to present, a written excuse signed by his/her parents, or guardian stating the reason for the absence. (State of California Education Code).*

Students, who are absent due to illness, need to take the opportunity to rest and recuperate. It is the student's responsibility to obtain all missing work from the teacher(s) when he/she returns, and it is his/her responsibility to coordinate missing work and to follow each teacher's dates for when missed assignments and tests are to be made up.

Following an extended absence, assignments may be requested when parents call the school office; the assignments will be made available at the end of the day. Any missing assignments in the marking period will be computed as “Incomplete” when the marking period ends. Work missed during a suspension period may not be made up for credit.

Students who are to be excused during school hours for medical, dental or personal appointments must present a written note for approval prior to the appointment. All students leaving school during school hours for appointments or illness must check out with the business office staff. Medical and dental appointments should be made outside of school hours whenever possible.

Students are not allowed to attend school functions on any day that they are absent due to illness or suspension.

Accidents, Illnesses and Injury (2200)

Visitation School provides insurance to cover accidents while students are on school property, traveling to and from school, and when the child is participating in school-sponsored, supervised activities. Insurance forms are available in the business office and must be filled out and processed as directed as soon as possible.

Accidents occurring on the school grounds or during school related activities are to be reported promptly to the business office. Those of a minor nature will be treated by school personnel or volunteers with reasonable care.

Parents/guardians will be notified immediately of any serious injury or sudden illness that occurs during school hours. Parents who need to pick up their child due to illness or injury are asked to do so in a timely manner.

If the student’s injury or illness is serious enough to require medical attention, and parents or guardians cannot be reached, the student’s emergency care authorization form will be reviewed and arrangements will be made for treatment, as authorized therein. The emergency care authorization form is to be completed by parents before the opening of school each year (received in summer mailing). Once completed and returned to school, it is filed for future reference. For this reason, it is very important that parents notify the business office when there are any changes in the family’s emergency plans and/or contacts.

In the event that the school cannot reach parents/guardians or other authorized emergency care providers, Visitation School reserves the right to select emergency care providers with no liability attached to such decisions. Steps to provide necessary emergency care may include, but are not limited to, the following:

***contacting a parent or guardian (2200.1)**

***calling one of the emergency contacts (2200.2)**

as listed on the family’s emergency form

***calling the paramedics, if necessary (2200.3)**

(Please note that students who require transportation to a hospital by ambulance will be accompanied by a Visitation staff member; any expense incurred will be paid by the child's family)

Appointments (2210)

Doctor and dental appointments should be arranged after school whenever possible. A written note is required for a student to be excused for a medical or dental appointment and presented to the homeroom teacher. The child must be picked up at the business office. In order to be legally excused for the time away from school, the law requires that students have a note from the doctor's office when returning to school after an appointment.

Attendance (2220)

At no time during a school day are students allowed to leave the school grounds, even during recess or lunch, except when parents or guardians have made prior arrangements. The school assumes no liability for instances where students leave the premises in violation of the above policy. Failure to comply with this policy may result in suspension or expulsion from the school.

Bicycles, Skateboards and Walking to/from School (2230)

Students are discouraged from riding bicycles to school as the campus does not have a safe place for bicycle storage. Skateboards, roller blades and scooters are not to be ridden on the school grounds at any time, with the exception of advance permission for special events.

Students who are walking by themselves, to and from school, must have a letter of permission to do so signed by the parents. This letter will be kept on file in the business office.

Cell Phones (2240)

Students may not carry cell phones. They must remain turned off and in their backpack until after school hours. (7:30am - 3:00pm Mon. - Thurs.; 7:30am - 12:30pm Fri.). Students having an emergency during school hours may ask for permission to use a school telephone.

Computer Acceptable Use Policy (2250)

The following Archdiocesan Guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks). Parents are required to explain these policies to their child/ren.

Guidelines for Use of School Computers and Other Technology (2250.1)

*All school technology systems, all information stored on them, and all work performed on them, are governed by school policies and are subject to school supervision and inspection.

*The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.

*Students may only use the system at school under the direct supervision of a staff member.

*Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.

*The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

*Students using school computers and/or related technology systems may not:

*Violate any school conduct or educational rules.

*Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.

*Agree to meet with someone they have met on-line without their parent's approval and the presence of a parent at any meeting.

*Use obscene, defamatory, disruptive or threatening language.

*Harass, insult or attack others.

*Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.

*Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes; if there is any doubt, students must consult with their teachers.

*Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.

*Employ the network for commercial and/or political lobbying purposes.

*Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.

*Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.

*Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communication systems.

- *Alter, without authorization, the startup screen or the desktop, or download applications that will subvert these functions.
- *Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- *Re-post a message that was sent privately without permission of the person who sent the message.
- *Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- *Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- *Use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- *Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

Guidelines for Use of Personal Computers and Other Technology (2250.2)

- *Students using personal computers and/or related technology systems may not:
 - *Threaten the safety or reputation of the school, its staff or students.
 - *Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
 - *Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
 - *Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
 - *Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
 - *Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
 - *Enable unauthorized person to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

Violations of Policy (2250.3)

Consequences for violating any of the school's computer/technology system policies may include, but are not limited to:

- a. suspension or permanent loss of access to computer/technology system
- b. disciplinary action, including suspension or expulsion, depending on

the seriousness of the offense, at the principal's discretion, and
c. involvement of law enforcement agencies.

Parents and students are expected to follow the appropriate chain of communication when resolving technology system related problems. Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communications. The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

Emergency Drills (2260)

Visitation School conducts emergency drills on a regular basis. Should an emergency occur, students are to remain at the school, under the teacher's guidance, until picked up by a parent or guardian.

Family Trips (2270)

Due to the importance and breadth of information presented in the classroom each day, the school discourages students from missing school for any reason, except for health reasons. In the event of absence due to a family trip, it is the responsibility of the student to make up all class work, assignments, and tests missed as a result.

Field Trips (2280)

No student will be permitted to go on a field trip, unless a permission slip, signed by a parent has been returned to the school. A separate permission slip must be returned to the school for every field trip. Permission for a field trip will not be given verbally. The administration must be notified in the event a student is unable to attend a field trip. Alternative instruction will be arranged for the student while the class is on the field trip.

Forgotten Items (2290)

Students may not call home for forgotten homework. It is the responsibility of the student to bring homework to school on the day it is due or bring it late the next day. To minimize classroom interruptions, any forgotten items (lunches, books, etc.) brought to school during class time must be left in the business office, and not taken to the classroom. It is the student's responsibility to come to the business office at recess, or during lunchtime, to collect forgotten items. No parent may visit a classroom during school hours unless the teacher and/or principal have granted permission for this visit.

Health Screenings (2300)

Visitation students are periodically screened for vision, hearing, scoliosis and dental health. Results of these screening examinations are recorded in the students' files and information is also sent home to the parents.

Immunizations (2310)

No child will be admitted to school without a record of compliance with current immunization requirements, as mandated by the State of California.

Lost and Found (2320)

All items should be permanently labeled. Uniform items that are turned in as lost will be temporarily kept in the business office. If, after a reasonable period time, the article is not claimed, it will be donated to charity.

Medical Records (2330)

California law requires specific health screening procedures for all children entering school for the first time. New students entering Visitation School must present a report of health exam, and a copy of the child's immunization record which will be kept on file in the school office. Returning students who have attended Visitation School must have their medical records kept current.

Medications (2340)

No medication (prescription or over-the-counter such as Tylenol) shall be given to students by school personnel without written physician and parent consent. A Request for Medication Form is available in the school office. Any medication brought to school must be in its original container, with the child's name on the container, and the dosage to be given clearly stated. Students are not permitted to keep medications in the classroom, nor in their backpacks.

Non-Traditional Families (2350)

Divorced or separated parents must file a court-certified copy of the custody section in the divorce or separation decree, with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing on a timely basis.

Parties (2360)

Mixed parties (boys and girls) are strongly discouraged. (Archdiocesan policy).

Pets (2370)

Pets are not allowed on campus at any time without prior authorization from the administration.

Responsibilities of the Student (2380)

Students are responsible for observing school safety rules when coming to, or going from school. They must also obey all playground rules and respect the directives of the supervisors on duty. Students are also responsible for the materials they are issued in the classroom; therefore, they are responsible for the replacement cost of any lost or severely damaged books

School Property (2390)

If school furniture or equipment is destroyed, or deliberately damaged, the student will be required to replace said damaged item. Damage to, or loss, of loaned textbooks or classroom library books will be paid for by the student. Each student is responsible for

having his/her hard covered textbooks covered at all times. Textbooks are not to be written in or pages folded down.

School Telephone Use (2400)

No student may be called to the school telephone, except in cases of emergency. If there is a need to contact the student during the school day, a message may be left with the business office. Students who must call home regarding school-related business, must use the telephone in the business office and have the permission of the teacher and office personnel. Faculty and teaching staff are unavailable to receive phone calls during the school day. Parents may leave a voice mail message for any staff member.

Student Store (2410)

Students in Grades K-4 may earn Good News Tickets by exercising good behavior in the classroom and on the playground. They may redeem their tickets on a monthly basis at the Good News Store for small items such as stickers, bracelets, pencils, etc.

Traffic Procedures (2420)

Parents must adhere to the following traffic procedures that have been implemented to provide for the safety of all while at school:

General Guidelines (2420.1)

Students may be dropped off beginning at 7:30am. Arrangements must be made with Day Care for any student who needs supervision before this time. The school is not responsible for any student who arrives on campus before 7:30am, and is not registered to attend Day Care.

Morning Drop-Off (2420.2)

The following procedures must be used for the morning drop-off:

- *Parents who are only dropping off children, and not parking, should enter through the Liberator entrance gate and pull up alongside the orange cones. There will be morning drop-off volunteers to direct the cars, and open doors for children arriving along the lane. Vehicles exit the lane through the Liberator Avenue exit gate.
- *Parents who desire to park on the yard must enter through the Emerson Avenue entrance gate and park in the designated parking stalls near the church.
- *Upon departure, parents who have parked in the yard, must exit the parking lot on Liberator Avenue.
- *Pedestrians who are entering the school grounds after parking outside the yard, or walking to school, must enter through one of the two pedestrian gates. These gates are designated as the small entrance near the Day Care office (on Liberator Avenue) or the entrance near the church (on Emerson Avenue). Pedestrians may NOT enter through the traffic gates!
- *All students must proceed directly to the junior high yard and

wait for school prayer/other directive from their teachers.

Afternoon Dismissal (2420.3)

The following procedures must be followed for the afternoon pick up:

- *Cars should enter through the Liberator Avenue entrance gate and follow the traffic lane (marked by orange cones) to pick up children along the lane. Children who are ready upon arrival will meet parents along the lane grouped by class.
- * If students have not been dismissed yet upon arrival, parents should park in the lot near the church, by entering through the Emerson Avenue gate.
- *Teachers will be on duty to direct students and drivers.
- *All pedestrians must exit the campus through the Liberator Avenue pedestrian gate near the Day Care office). No pedestrian should enter or exit through the traffic gates.

Visitors (2430)

Upon arrival, all persons visiting the school should enter through the Emerson Avenue entrance (between the hours of 8:00am - 2:30pm) and check in with the business office to obtain proper authorization to be on the school premises (visitor's badge). Parents who wish to confer with teachers are asked to schedule an appointment through the business office.

Student Records (2440)

Student records are considered legal documents and are securely kept in the business office.

Access to Student Records (2440.1)

Any student's parents or legal guardians have the right to inspect all of their child's school records, in the presence of the principal or his/her designate.

Release of Student Records (2440.2)

Upon request, official transcripts are mailed to the receiving school. Transcripts are never given to parents, guardians or students for delivery to the school. Progress reports may be given to the student's parents or guardians upon request. A nominal fee may be required for these services.

SECTION 3000: SCHOOL UNIFORM POLICY AND DRESS CODE

Philosophy (3010)

Research has proven that a student's personal appearance has a direct affect on his/her attitude, behavior and general success in school. The faculty believes that students show respect for the school, others and themselves, when they dress appropriately for the day.

General Information (3020)

Visitation School's student dress code is based on modesty, neatness, good taste, practicality and safety. The school reserves the right to regulate against unbecoming fads or fashion trends. Any clothing or accessories that are, in the opinion of the faculty, not in accordance with the above stated philosophy are not permitted while in school, or at any school functions.

All students must appear neat, clean and well-groomed at all times. Clothing should be in good condition and appropriate for the occasion. Uniforms are to be worn every day. In an emergency situation, if a student is unable to be in full uniform, a note of explanation is required.

Purchase of Uniform Items (3030)

From the first day of school, to the last day of the school year, all student clothing should be purchased from the following approved uniform vendor:

School Uniformity
2109 West Whittier Boulevard
Montebello, CA 90640-4012
Tel: (323) 726-0882

Parents are responsible for ensuring that their children are dressed and groomed in accordance with the Visitation School dress code and policies.

Parents will be notified in advance of special days that are arranged for the uniform company to be at the school for the purchase of uniforms. Special orders with the uniform company may be taken over the telephone.

General Uniform Requirements for Boys and Girls (3040)

Shirts/Blouses:

Blouses/shirts must be tucked in at all times.

White turtlenecks may be worn under blouses/shirts.

Pants:

Pants must be neatly hemmed and belted.

No low rise or cargo pants are allowed.

Shoes/Socks:

Solid black, navy, grey or white shoes.

Optional black New Balance brand uniform shoe recommended.
Navy or white socks.

Sweater/Sweatshirts/Jackets:

Only uniform sweater or a PE sweatshirt may be worn in classrooms.
During cold/rainy weather, other jackets may be worn outside only.

PE Uniforms:

Any combination of: sweatpants, sweatshirts, shorts/walking shorts; PE T-shirt/knit uniform shirt is permitted.

Grooming:

No strongly -scented cologne or any other strongly-scented hair products are permitted.
Hairstyles that are unbecoming, bizarre, distracting, or otherwise inappropriate are not permitted.
Only the student's natural hair color may be worn.
Hair must be clean and neatly combed.
Spiked hair may only be one inch in length from the scalp.

Other:

Only Visitation hats may be worn, unless permission is given.
No unnatural markings, such as tattoos, are allowed.

Specific Uniform Requirements for Boys (3050)

Navy blue twill or cord pants
Navy blue walking shorts
White or blue knit shirt with school logo

Boys' hair must be trimmed above the shirt collar, eyebrows and ears.
No earrings may be worn.

Specific Uniform Requirements for Girls (3060)

Grades JK - 4 blue plaid jumper
Grades 5 - 8 blue plaid skort/skirt
Grades JK - 8 navy blue walking shorts
Navy/white tights or leggings may be worn.
Skorts/jumpers may not be shorter than 2" above the knee.

One pair of stud earrings may be worn on lobe only.
Thin bracelets or necklaces are permitted to be worn.
Make-up is not allowed; only clear nail polish may be worn.

Special Occasion Dress Code (3070)

Special dress arrangements may be announced during the school year in order to celebrate certain holidays and events. Unless specific guidelines are sent home, the stated out of uniform guidelines below will apply. At all times, students are required to dress in a manner that is comfortable and appropriate for an entire day of school activities. Shoes must be worn at all times.

Plan #1:

Uniform bottoms, appropriate tops and accessories.
No shirts with logos, sleeveless shirts, or crop tops.

Plan #2:

Appropriate tops, bottoms and accessories.
No shirts with logos, sleeveless shirts or crop tops.
No bike shorts, leggings as pants, or short shorts.

School Mass Dress Code (3070.5)

Boys

Grades JK-8 Navy blue twill or cord pants
White or blue knit shirt with school logo
Grades 2-8 Belted pant

Girls

Grades JK-4 Blue plaid jumper with blouse
Grades 5-8 Blue plaid skirt or skirt with blouse
Grades JK-8 Navy/White tights or leggings may be worn

Dress Code Violations and Consequences (3080)

It is the right and responsibility of the faculty and administration to regulate against unbecoming or inappropriate fads or fashion trends. Students who arrive at school, and are in violation of the uniform requirement, may receive a Uniform Notice which will require immediate correction. The administration and faculty reserve the right to require a student to return home to obtain alternative dress in the event that he/she arrives at school in more serious violation of the dress code. Three (3) Uniform Notices will result in a detention and may result in the loss of future special dress privileges.

SECTION 4000: FINANCIAL OBLIGATIONS

Fees:

Curriculum (4010)

The curriculum fee covers the costs of curriculum materials including textbooks, paper, art supplies, etc. The fee is due at the time of registration.

Emergency/Disaster (4020)

The emergency/disaster fee is non-refundable, and must accompany the registration documents that are submitted to the school. The fee covers the costs of replacing perishable items and medical supplies that might be needed during an emergency.

Field Trip (4030)

A fee is assessed for class field trips to cover the cost of the trip including transportation. Financial aid is available for any family who might qualify.

Graduation (4040)

A graduation fee for eighth grade students is assessed in the spring of their eighth grade year. The fee covers the costs of the graduation and graduation breakfast.

Kindergarten Testing (4050)

A fee is assessed for the testing/screening of new students who wish to enter kindergarten. The fee is non-refundable and is due at the time of testing.

Registration (4060)

The registration fee is non-refundable and must accompany the registration documents submitted to the school. The fee covers items such as the processing of registration documents, student accident insurance, and diocesan fee assessments.

Room Parents (4070)

A nominal room parent fee is assessed at the beginning of each school year to cover the costs of classroom celebrations and birthday gifts to teachers.

Sacramental Preparation (Parish) (4080)

A fee is assessed by the parish to cover the cost of materials for the preparation program for the Sacraments of Reconciliation and First Communion.

Sports (4090)

Students participating in CYO sports are assessed a fee to cover the costs of the sport, including uniforms, game fees and referees.

Tuition:

Delinquent Payments (4100)

The tuition collection service company charges a late fee for past due payments; insufficient fees are assessed for returned checks.

Methods of Payment (4110)

Tuition may be paid annually (3% discount included), or with payment arrangements made with FACTS Tuition Management. Information on payment methods is available at the time of registration.

Refunds (4120)

No refunds are given for tuition and fees for the current school year; refunds are given for curriculum fees paid in advance through FACTS Tuition Management.

Re-Registration (4130)

The re-registration process for continuing students begins at the spring mandatory parent meeting. All re-registration materials are sent home at that time (for parents whose accounts are in good standing).

Non-Payment of Tuition (4140)

Non-payment of tuition normally results in the withdrawal of the student from the school. In special emergency circumstances, limited tuition assistance is available for families who qualify.

Visitation School's Development Program:

Fundraising Goal Requirement (4150)

The fundraising goal is assessed (in conjunction with the development fee) in order to supplement the basic educational program of the school. The money raised to meet the fundraising requirement covers, in part, programs such as Gateway to Art, Spanish, Guidance Counseling, and the Learning Center.

Service Hours Requirement/Buy-Out Option (4160)

Parents (all but new parents) are required to contribute 30 hours of service to the school each school year. New parents are asked to contribute a minimum of 15 hours during their first year. Opportunities for service to the school are communicated regularly through the monthly family envelope. (Parents may choose to participate in the buy-out option instead of contributing hours of service.)

Development Fee (4170)

A development fee is assessed (in conjunction with the fundraising goal) in order to supplement the basic educational program of the school. The development fee covers, in part, programs such as Gateway to Art, Spanish, Guidance Counseling, and the Learning Center.

SECTION 5000: COMMUNICATIONS

Family Directory (5010)

For the convenience of Visitation families, an annual family directory is published for each class, containing names, addresses, telephone numbers, and e-mail addresses for each family, (unless directed otherwise by the family). The Room Parents organize and distribute the class family directory.

Lines of Communication (5020)

Several lines of communication are available to Visitation School parents as follows:

Emergency Telephone Message System (5020.1)

Visitation School has an emergency telephone system that allows the principal to contact all parents within a few minutes. Parents need to make certain that the information on their emergency cards is always current so that the system for communicating to school families in the event of an emergency is efficient.

Mandatory Parent Meetings (5020.2)

The school schedules several mandatory parent meetings during the school year. The purpose of these meetings is to communicate important information to all parents. Parents who do not attend the mandatory meetings, or who do not have a family representative attend for them are assessed a non-compliance fee.

Monthly Family Envelope (5020.3)

At the beginning of each month, parents receive a letter from the principal, and other miscellaneous information in the monthly family envelope. Parents are asked to examine the contents of the envelope and keep necessary reminders handy. Any correspondence which requires a reply should be returned in the same envelope on the following day. A parent or legal guardian signature on the front of the family envelope assures the school that the information has been received.

Parent-Teacher Conferences (5020.4)

Conference(s) with teachers may be arranged by appointment for before and after school hours. Twenty-four hours advance notice is recommended. Arrangements should be made through the business office.

Red Emergency Envelope (5020.5)

When the school finds it necessary to communicate written information regarding an emergency or matters of safety, parents will receive the information in a red envelope; oftentimes it might be coordinated with a telephone message.

Voice Mail (5020.6)

Visitation staff members have access to the school's voice mail system, and check for messages regularly. A voice mail directory is available; the system is available 24 hours a day. The school's main telephone number is (310) 645-6620.

Publicity (5030)

Visitation School is proud of the many accomplishments of its students, faculty, staff and parents. These accomplishments may draw the attention of outside news media, including newspapers and television. The school reserves the right to use photographs of Visitation students in school-related activities for publication in the media including, but not limited to, newsletters, brochures, presentations, etc.

School Guidelines for Publication of Pictures and Information (5030.1)

From time to time, the school may wish to publish examples of student projects, photographs of students/families, or other work on an Internet accessible World Wide

Web, or in other media. Students' projects, photographs, and other student work posted on the Internet, or in other media, will not include any students' names.

Website (5040)

Visitation School maintains its own website providing information for the school community and general public.

SECTION 6000: RELIGIOUS EXPERIENCES

Altar Servers (6010)

Students are invited and encouraged to participate in altar serving for Visitation Parish. Altar server training begins in the fifth grade. Students provide altar service at weekend liturgies, funerals, and school masses.

Reconciliation Services (6020)

Visitation School provides two formal Reconciliation Services for students in addition to the celebration of First Reconciliation for second graders. Reconciliation Services are scheduled once during Advent season and once during the Lenten season.

Sacramental Preparation (6030)

Families of students preparing for the sacraments of First Communion and First Reconciliation must participate in the Sacramental Preparation Program of the parish.

School Liturgy (6040)

Since religious education is an integral part of a child's growth, the school celebrates monthly Liturgies. Other paraliturgical celebrations are held at various times throughout the school year.

Student-Parish Choir (6050)

All students are invited to participate in the student/parish choir. Members of the choir may sing at school and/or parish liturgies.

Sunday Mass Attendance (6060)

As a Catholic school, the faculty recognizes that there is no greater opportunity for parent directed religious education than being present at the celebration of Saturday evening or Sunday Mass. It is essential to the school's mission, and the partnership that the faculty and parents have, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are expected to follow through consistently on this most serious obligation.

SECTION 7000: ACADEMIC PROGRAM

School wide Learning Expectations (7010)

A graduate of Visitation School is an:

ACTIVE CATHOLIC

- Goes to Mass and receives the sacraments
- Prays every day and helps to prepare liturgies
- Understands right from wrong
- Values and respects life
- Treats others as he/she wants to be treated
- Is committed to living as a good Catholic

CRITICAL THINKER

- Knows how to read, write and compute math correctly
- Thinks about how to analyze and solve problems
- Discusses reasons for opinions and ideas
- Asks questions and uses imagination
- Remembers and uses skills learned

RESPONSIBLE PERSON

- Is kind and respectful to everyone
- Follows the words of Jesus and the Gospels
- Accepts and appreciates differences in people
- Exercises, eats properly, stays clean and plays fairly
- Accepts responsibility for choices and actions

ACTIVE LIFELONG LEARNER

- Uses time wisely
- Participates in learning activities
- Wants to do well and be successful
- Desires to attend high school and college

EFFECTIVE COMMUNICATOR

- Expresses feelings and ideas appropriately
- Is a good and active listener
- Asks for help
- Uses technology for learning
- Reads, writes and speaks with confidence

Curriculum (7020)

The courses of study for Visitation School embrace the education and development of the whole child. The school will assist the students in forming the tools for developing the right understandings, attitudes, and habits, not only in connection with subject matter areas, but also in each and every school/life experience. The school curriculum areas include:

- *Religion
- *Language Arts
(Reading, Literature, Composition, Grammar, Handwriting, Spelling)
- *Mathematics
(High School Algebra)
- *Science/Health/Safety
- *Social Studies
(History, Geography, Civics)
- *Spanish
- *Technology
- *Music
- *Art
- *Physical Education/CYO Sports

A notice of classroom supplies needed is sent to parents in early August. Students must bring all the necessary items to school on a daily basis. If needed, teacher may require additional supplies during the school year. Students are required to maintain supplies throughout the entire year, and school books are to be covered at all times.

Learning Center (7020.1)

The Learning Center strives to educate and develop the unique potential of all learners. The specific purpose and mission of the Learning Center is to:

- *provide remediation and/or enrichment interventions for all learners who demonstrate a need
- *promote and enhance students' confidence related to their academic performance,
- *support teachers' instruction, and
- *complement the programs of the school.

Grading Policy (7030)

The administration and faculty of Visitation School measure total student performance in classwork, homework, test performance, class participation, and work on special projects. Therefore, written grades will be given so as to keep students and parents/guardians aware of performance. The school strives to provide parents/guardians with an account of each student with as much accuracy as possible. Parents should keep in mind that teachers' styles and methods differ, and so do their policies in assigning grades. Parents who have questions about a student's grades with respect to past records, or his/her behavior should contact the teacher for further explanation.

Diocesan Grading Scale (7040)

Visitation School follows the Archdiocesan Grading Scale:

INTERMEDIATE GRADES (4-8)

A	93 - 100%	C+	80 - 84%
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B+ 90 - 92%
B 87 - 89%
B- 85 - 86%

C 75 - 79%
C- 70 - 74%
D 65 - 69%
F 64% & below

PRIMARY GRADES (1-3)

O = Outstanding
G = Good
S = Satisfactory
NI = Needs Improvement

KINDERGARTEN GRADES

M = Demonstrates expected development
X = Demonstrates emerging skill
T = Needs more time to develop
No = Not expected at this time

Academic Probation (7050)

Any student having two grades below a C- (69%) in an academic trimester will be placed on Academic Probation. The status of the probation will be reviewed at the time of the Interim Report. If the student has improved to a better than C- (69%) he/she will be removed from academic probationary status. It is the student's responsibility to obtain a Probation Release Form from the business office, and have it signed by his/her teachers.

If the student fails to raise his/her grade(s) to above a D, provisions will be made with the student and the student's parents that will better facilitate his/her education. This may include tutoring, enrollment in another school more suited to that student's particular needs, or other action deemed necessary by the principal, faculty and parents.

Academic probation prohibits the student from participating in any extra-curricular activities during the probation period. This includes, but is not limited to, any athletic team or service organization (Student Council, Forensics, Sports Awards Night, etc.)

Homework (7060)

After school work planned to meet the needs of the students has an essential place in the educational program at Visitation School. Homework is assigned to:

- *reinforce concepts and skills that have been taught in class,
- *foster students' creativity and discipline through enrichment, projects or research, and
- *train the student to work independently and to accept responsibility for completing an assigned task.

The estimated time allotments (what the average child in the grade is expected to accomplish for the time period) for homework are as follows:

- Grades K - 2 not to exceed one-half hour (Mon. - Thurs.)
- Grades 3 - 5 not to exceed one hour (Mon. - Thurs.)
- Grades 6 - 8 not to exceed two hours daily.

Testing (7070)

The school administers the following tests annually:

***Developmental Screening-Kindergarten (7070.1)**

All incoming kindergarteners are tested for readiness (social, emotional, physical) to begin formal schooling.

***Assessment of Catholic Religious Education (ACRE) Testing (7070.2)**

The Assessment of Catholic Religious Education (ACRE) Testing is administered for the evaluation of students' religious concepts and attitudes.

IOWA Tests of Basic Skills (7070.3)

The *IOWA Tests of Basic Skills* are given for the assessment of achievement. The standardized testing program follows the direction of the Department of Catholic Schools. The purpose of testing is to obtain an objective estimate of the child's ability and progress, and to see how this achievement compares with national and local norms.

Academic Integrity (7080)

It is expected that Visitation students understand and practice academic integrity and honesty. Any form of academic dishonesty will not be tolerated.

***Academic Plagiarism** – Using someone else's exact words or paraphrasing ideas without giving credit is academic theft. Material from the *Wikipedia*, *Spark Notes*, pre-generated essay sites, or any literary summary/analysis websites are unacceptable material. Likewise, copying or allowing copying is a form of plagiarism. Simply putting your name on work completed by another classmate, an Internet source, or a parent also counts as cheating. Therefore, the consequences are severe:

1. An automatic **0** on the assignment.
2. A conference with the principal, the teacher, student and the student's parent(s).
3. A suspension, which can range from 1 day to 3 days since the Visitation Honor Code has been broken.
4. The earning of a D for both the Work Habits and Behavior grades at the end of the trimester.

Students must follow the Modern Language Association (MLA) format on citations or see the teacher for help on developing his/her own thoughts from the given information.

Reporting Student Progress (7090)

Student progress is communicated through several mediums including interim reports, report cards, standardized tests, and parent-teacher conferences.

Gradelink (7090.1)

Gradelink is an on-line grading, attendance and school information system. Visitation School families can access their student's grades, performance, conduct, teacher comments and up-coming assignments on-line. Gradelink offers "Automatic Grade Monitoring" which allows parents to automatically receive e-mails about their student's current progress.

Report Cards (7090.2)

Report cards are sent home every trimester (November, March and June) and must be signed and returned to school the following day. Grades on report cards are based on the Archdiocesan grading scale, and a key is listed on the card for easy interpretation. Letter grades are given beginning in the fourth grade.

Promotion (7090.3)

To be promoted, a student must pass the required competencies for their respective grade level. At the end of the school year, students who have exhibited a spirit of cooperation, and effort in conduct/studies, will be invited to return to Visitation School for the following year. (Visitation School does not have a retention policy.)

Awards (7100)

Students of Visitation School may be eligible for several awards. Listed below are the criteria for awards qualification in each category:

Honor Roll - (Grades 1 -8) excellent grades and conduct

(Grades 4-8: must have all A's and B's)

(Grades 1-3: must have all O's and G's)

Citizenship - dedicated service and exemplary behavior within the school community, as evidenced by consistently being a Christian role model who is loyal, respectful and responsible.

Improvement - improved work and effort

Perfect Attendance - no absences or tardies for the trimester (medical appointments excluded).

CJSF - honorary status (grades 7,8 - see below)

Calif. Jr. Scholarship Federation (CJSF) (7100.1)

Visitation School is a member of the California Junior Scholarship Federation (CJSF). CJSF is a statewide honor society that promotes high standards of scholarship, service and citizenship in grades seven and eight. There are several academic benefits for students who join CJSF. For example, a CJSF Honor Member receives special recognition at graduation, and a stamp on his/her permanent school record card. This means that when transcripts are sent to high schools, honorary status is recognized. Students need to apply the first trimester of their seventh and eighth grade year.

Boys Town Social Skills (7110)

Visitation School has adopted the Boys Town Social Skills curriculum for all students in an effort to provide them with techniques that will enable them to recognize when, where or with whom to use a particular skill. The skills types include social, emotional management, academic, and ethical/moral skills. The goal of the program is to teach students how to develop competencies to perform tasks in a socially acceptable manner.

Family Life Program (7120)

Family Life education is intended to provide a comprehensive view of human development and behavior, personal relationships, and management of resources. The purpose of formalized Family Life education is to inculcate Catholic values, virtues and attitudes which relate to the current family life of the student. Formal instruction on the subject of human reproduction through an orderly and comprehensive development of the topic is considered the responsibility of the parents.

SECTION 8000: STUDENT SERVICES

CYO Sports Program (8010)

The Catholic Youth Organization (CYO) administers the after school sports program of Visitation School. The mission of CYO is to assist Catholic elementary schools in their efforts to instill Catholic values and educate the whole child. Through CYO, student athletes have opportunities to compete with athletes enrolled in other Catholic elementary schools. These activities provide young people with a wholesome outlet for physical energy, while at the same time, strengthening their spiritual and social values. Students who are not on academic/disciplinary probation are eligible to participate in CYO sports.

All school families are encouraged to attend the CYO games. Students and parents are expected to exhibit Christian sportsmanship at all practices and games. Christian sportsmanship includes respecting the rules of the fields and gyms at other schools.

Guidance Counseling Program (8020)

The Guidance Counseling Program helps students achieve maturity in their relationship with God, self, others, and with all of creation. Guidance focuses on three main areas of student development: academic, personal/social, and career. At Visitation School, guidance counseling is both developmental and preventative, and is integrated within the total school program that is coordinated with Loyola Marymount University. Credentialed school counselors, as well as graduate student interns from Loyola Marymount University, work in partnership with the school's counselors, teachers and administration to provide guidance counseling opportunities for the students. Services of the Guidance Office include individual counseling, group counseling, group guidance, consultation, and referrals. Parental permission is required for both individual and small group counseling. A wide variety of topics can be addressed with school counselors, including issues of self-esteem, study skills, stress management, conflict resolution, etc.

Hot Lunch (8030)

A hot lunch service is available Monday through Thursdays from the Great American Lunchbox Company. All hot lunches and milk/juice must be pre-ordered directly from the company. Students who do not wish to order hot lunch must bring their own lunches to school. Parents are asked not to bring fast food lunches to school.

Student Council (8040)

The student government of Visitation School provides services to the school and parish community. It also develops a sense of responsibility in the students, and gives them experiences that enable them to become effective leaders in a democratic process and in a Christian community. The Student Council holds school elections, installs classroom representatives, and sponsors various activities and events each year that involve and benefit the entire student body. A faculty member acts as an advisor to the Student Council.

Student Service Hours - Grade 8 (8050)

Service hours for students are viewed as an effective and relevant experience to reinforce Jesus' command to serve others. In keeping with Visitation School's Philosophy of giving to others, eighth grade students are required to participate in twenty (20) service hours for school, and school-affiliated events, with a minimum of five (5) hours, dedicated to the Office of Development.

Students involved in the California Junior Scholarship Federation (CJSF) are expected to complete additional service hours as prescribed by the CJSF program.

School Pictures (8060)

Each year an approved portrait studio takes photographs of all the students in the school. Parents or guardians are given an opportunity to purchase these photographs if they wish to do so. No obligation is attached to this offer. Package prices, prepared by the studio, are provided in advance to all families.

Supplementary Insurance (8070)

All students at Visitation School are covered by archdiocesan student accident insurance. This insurance provides benefits for students injured at school, on the playground, while participating in athletic contests, and while directly going to, or coming from, school sponsored activities. Student accident insurance forms are available in the business office.

SECTION 9000: DISCIPLINE

General Student Rules (9010)

Students at Visitation School are expected to:

1. show respect for God, others, self, and property,
2. use appropriate language and voice control,
3. be responsible and prepared with work and materials,
4. keep hands, feet, and objects where they belong, and
5. follow directions and specific school rules as stated below.
 - a. Arrive on the school grounds no earlier than 7:30am; students who must arrive earlier are to report to Day Care. In the afternoon, students should wait for parents inside the playground, and report to the school office if a delay in pick-up exceeds ten minutes. Students, whose parents have not arrived by 3:00pm (Mon. - Thurs./12:30pm Fri.) will be sent to Day Care and parents will be charged a fee. Students who have permission to walk home after school, are to go directly to their after school destination as directed by their parents/guardians.
 - b. Follow the Uniform Dress Code as stated in this Handbook.
 - c. Obtain permission to bring toys, games, radios, electronic devices or sports equipment to school.
 - d. Stop all activities when the bell rings, and then walk quietly in line to classrooms without disrupting other classes.
 - e. Eat only in designated areas, and scheduled times; eating in classrooms is prohibited.
 - f. Refrain from chewing gum on the school grounds, and in the classrooms.
 - g. Remain on campus if involved in after school activities from school dismissal, until the end of the activity, or proceed directly to designated practice/games.
 - h. Refrain from climbing walls, fences and tables.
 - i. Stay in designated areas during recess and lunch; be responsible in maintaining a clean playground.
 - j. Remain outside of school buildings at recess, lunch or after school, unless permission is given to enter the school buildings.
 - k. Refrain from running or making loud noises in hallways.

Classroom Discipline/Rules (9020)

Classroom rules are communicated to all students in each classroom. Disciplinary actions may vary according to the age and the circumstances at hand.

Parent/guardians are asked to support the entire school discipline plan by directing their children to respect it so the learning environment may remain pleasant and free from disruption.

Harassment/Bullying/Hazing (9030)

Visitation School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- *Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- *Physical harassment: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- *Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- *Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be exclusion. Whether the bullying is direct or indirect the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students may also be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This may include, but is not limited to:

- *Sending mean-spirited text, e-mail or instant messages.
- *Posting inappropriate pictures or messages about others in blogs or on Web sites.
- *Using someone else's user name to spread rumors or lies about someone.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause mental harm, to any student or other person.

It is the student's responsibility to:

- *Conduct himself or herself in a manner that contributes to a positive school environment.
- *Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- *If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- *Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- *As appropriate the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Approved Disciplinary Measures/Sanctions (9040)

Discipline in the Catholic school is an essential aspect of Christian development. Its purpose is to:

- a. provide a classroom situation conducive to learning,
- b. educate students to an appreciation of the importance of developing responsibility and self-control,
- c. re-direct disorderly tendencies, and
- d. help build a sense of community.

The faculty of Visitation School believes that all students have the right to learn in a distraction-free environment, and that no student has the right to cause unnecessary disruptions in the classroom. To this end, and with this goal in mind, the teachers will develop a set of expectations for student conduct, will make those expectations known to the students and available to parents/guardians, and will establish a system of positive rewards which may include:

- a. verbal and/or written praise and recognition, and
- b. special rewards or privileges.

Since the teacher represents the parent in the classroom, there must be a genuine unit of purpose and practice between them. Never, under any circumstances, question the authority of a teacher in front of your child anymore than you would expect the teacher to question yours. If a matter arises and you feel that you need to say something to your child, say something noncommittal until you can meet with the teacher, and discuss the matter. If you call the school office, an appointment with any teacher can be arranged for you.

Approved disciplinary measures that may be assigned by the teacher, include, but are not limited to:

- *conference with student

- *conference with parents/guardians
- *assignment of special age appropriate tasks
- *denial of specific privileges
- *behavior improvement letter
- *restriction
- *detention
- *suspension
- *probation
- *expulsion

Disciplinary Procedures (9050)

When a student is disruptive, school personnel may consider several factors before determining a course of action, including the student's physical and emotional well-being, the student's learning style and needs, and the home/school environment of the student.

Behavior Improvement Letter (9050.1)

The *Behavior Improvement Letter* is designed to inform parents that a situation had occurred that required corrective action. It is intended to foster communication between the school and parents in order to modify and improve the student's behavior. The completion and return of the *Behavior Improvement Letter*, signed by the parent/guardian and the student, indicates that:

- a. the letter and its message have been received,
- b. both student and parent(s) understand the infraction, and the school's policy concerning the behavior, and
- c. an agreement exists with the parent and child to actively work toward respecting school policies.

Failure to return a properly signed *Behavior Improvement Letter* on the following school day may result in an after school Detention.

After School Detention (9050.2)

Students who receive a Detention as a consequence of unacceptable behavior will stay after school from 2:55pm to 3:25pm (on Tuesdays and Thursdays). Students must go directly to the designated classroom after dismissal. Repeated detentions may result in a Disciplinary Probation Period (to be determined by the principal), or, may indicate a need to evaluate a student's continuance at Visitation School.

Disciplinary Probation Policy (9060)

Any student having a grade of D or below in Conduct after one academic trimester will be placed on disciplinary probation until the next Interim Report. At that time, the student must have earned a Conduct grade of C- or higher to be removed from probation. If a student fails to raise the Conduct grade to a C- or higher, stipulations will be made with the student, and the student's parents, that will better facilitate the behavior of the student. Stipulations may include counseling, enrollment in another school more suited to the student's needs, or other action deemed necessary by the principal, faculty and parents.

Suspension Guidelines (9070)

Serious offenses by students warrant immediate suspension (i.e., fighting, defiance, willful disrespect, profanity, stealing, cheating, etc.) In the case of suspension, parent(s) will be notified as soon as possible, and will be required to come to the school immediately to pick up their child. The school's policy on suspension is as follows:

- *The principal/acting principal shall determine the nature and duration of the suspension period.
- *All school work must be completed, but no credit will be given.
- *The report card Conduct grade for the trimester will be recorded as a "D" (poor).
- *Following the suspension period, a meeting with the student and parent(s) may be required.
- *The student may be placed on disciplinary probation period for a period of time to be determined by the principal/acting principal. No participation in any extra-curricular activities is allowed during the disciplinary probation term. These extra curricular activities include, but are not limited to, sports teams, Student Council, Sports Night, Student Appreciation Day, Junior Olympics, and any end of the year class picnics.
- *Each situation will be considered on an individual basis according to age appropriateness and other factors.

Expulsion Guidelines (9080)

The following acts by students are grounds for expulsion (*Archdiocesan Administrative Handbook*):

- *actions gravely detrimental to the moral, physical and spiritual welfare of other students,
- *habitual profanity or vulgarity,
- *assault, battery, or any other threat of force or violence directed toward school personnel or pupils,
- *open or persistent defiance of the authority of the teacher,
- *continued willful disobedience,
- *use, sale, distribution, or possession of any alcohol or drugs on or near school grounds,
- *smoking or having tobacco,
- *major theft,
- *willfully cutting, defacing or otherwise damaging in any way any property, real or personal, while under the jurisdiction of the school,
- *habitual truancy,
- *public scandal while under school jurisdiction (to and from school sports activities, field trips, etc.)
- *leaving school grounds without permission,
- *forging signatures,
- *possession of weapons, and
- *other offensive or inappropriate behavior as determined by the faculty and principal.

Waiver of Disciplinary Policies (9090)

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters, and may, for just cause, waive any disciplinary action.

SECTION 10000: EXTENDED DAY CARE PROGRAM

Statement of Philosophy (10010)

The Visitation Day Care Program works in close partnership with school families by providing quality childcare both before and after school. The program is directed in conjunction with the philosophy of Visitation School. The Visitation Day Care Program aims to foster the spiritual, social, emotional, physical, cognitive and creative growth of its students.

Purpose Statement (10020)

The purpose of Visitation Day Care is to provide students with supervision before and after school, in a safe and nurturing environment.

Objectives (10030)

The objectives of the Visitation Day Care Program are:

- *to provide an extended care program within a Christian environment,
- *to create a sense of community and family atmosphere for children of different ages, cultural backgrounds and grades,
- *to provide a quiet atmosphere for the completion of homework assignments, with staff available to assist children upon request, and
- *to offer a variety of quality activities that will enhance the school curriculum.

Admission Requirements (10040)

Visitation Day Care provides services for those students who attend Visitation School and/or are members of Visitation Parish.

Registration and Emergency Forms (10050)

A Visitation Elementary School Day Care Program contract must be on file for each student attending the Day Care Program. The contract contains emergency information, as well as an indemnity release form, and must be kept updated with the most current information.

Hours of Operation (10060)

Visitation Day Care is a “before and after school program”. The hours of operation are as follows:

Fridays and minimum days:
Session 1: 12:20pm to 2:50pm
Session 2: 12:20pm to 6:00pm
Summer Day Camp: 7:30am to 6:00pm

A late fee of \$1.00 per minute will be assessed each time the parents or their authorized representative fail to pick up a child at the end of the day camp session at 6:00pm. This fee is due at the time the child is picked up from Day Care. Frequent lateness is grounds for terminating the student's participation in the Day Care Program.

Late Pick Ups (10070)

Students who are not picked up by 3:05pm will be required to attend the After School Day Care Program and will be charged the daily rate of \$15.00. Parents who are not able to pick up their children by 3:05 must make alternative arrangements. For their own safety, no students will be allowed on the school premises unsupervised. A late fee of \$1.00 per minute will be assessed after 6:00pm. All late pick up fees are payable at the time that the child is picked up from Day Care.

Tuition Schedule/Schedule Changes (10080)

Visitation Day Care is completely self-sufficient from the school and church and relies on a steady income to provide this service. Program costs are calculated for the year, and monthly tuition fees are set based on these figures. Tuition is due and payable on the 1st of each month. A two-week notice is required for any schedule changes, or withdrawal from the program. Parents who do not give timely notice will be liable for the entire contracted amount. Special financial arrangements may be requested.

Late Payment and Returned Check Fees (10090)

Visitation Day Care tuition is due and payable on the 1st of each month. A late fee of \$20.00 will be charged for any tuition turned in after the 15th of each month. A service charge of \$20.00 per check will apply to all checks returned by the bank for any reason.

Holidays and Vacations (10100)

Visitation's Day Care Program remains open most holidays. Holiday Day Camp is an optional program, and is scheduled through prior registration. An additional fee is charged for these full days. Tuition is calculated for the entire year, and paid in monthly increments. Those who do not sign up for Christmas or Easter vacation childcare will not receive a tuition break; this includes June fees.

Minimum Days (10110)

Visitation Day Care is open on all Visitation School minimum days.

After-School Activities (10120)

Students who take part in after school activities are not part of the Day Care Program, and will be supervised by a teacher, coach, or another adult. If a parent is unable to pick up the students once the activity is completed, the student will be sent to the Day Care, and the parents will be billed accordingly.

Discipline Policy (10130)

Visitation Day Care follows the same discipline policies of the school. Any child showing repeated disrespect for staff, property, or other children will be suspended from the program. The goal is for children to enjoy themselves while attending Visitation

Day Care. The discipline policy encourages respect for others, and acknowledges the dignity of all children. The staff recognizes the need for flexibility, and practices active listening. Children are encouraged to solve problems in a cooperative manner, using peaceful conflict resolution techniques that empower them to come up with creative resolutions. Students failing to report to Day Care when scheduled, or who leave the grounds for any reason without permission, will be asked to leave the program.

Emergency Policy (10140)

In the event a child becomes injured or ill, the parents/guardians will be contacted. If the parents cannot be reached, and the illness or injury is serious enough to require medical attention, the student's emergency contact information will be consulted, and arrangements made for the treatment authorized. It is imperative that emergency information be current at all times.

After-School Day Care Activities Schedule (10150)

- 2:50-3:30 Check-in, arts/crafts and inside play
- 3:30-4:30 Outside play activities and snack, indoor playtime.
(Students have free choice in the selection of activities.)
- 4:30-5:30 Homework time
- 5:30-6:00 Clean-up time, table games, computer center or library time.

Snacks (10160)

Visitation Day Camp provides all students with an afternoon snack. Students may also choose to bring their own snacks.

Change of Clothes (10170)

Children who wish to change into play clothes should bring a change of clothes with them. The child is responsible for keeping track of his/her own personal items. All items of clothing should be clearly labeled since students own similar items of clothing.

Personal Toys/Games (10180)

Children who wish to bring personal games/toys to Day Care may do so. It is the child's responsibility to keep track of his/her own belongings. No toy weapons or sharp objects may be brought to school. Day Care will not be responsible for any student's lost or broken play items.

Leaving Extended Care Without Permission (10190)

No student is permitted to leave the school grounds at any time, unless accompanied by a parent/guardian or their authorized representative. If a child leaves the school grounds without permission, and without checking out with the Visitation School Day Care staff, the parents will be immediately notified and the child will be terminated from the program.

VISITATION CATHOLIC SCHOOL
8740 South Emerson Avenue
Los Angeles, CA 90045
(310) 645-6620
www.visitationschool.org

Dear Parents:

It is essential for our students that Visitation Catholic School runs efficiently, in a spirit of cooperative partnership that is based on mutual respect, trust and support. It is with this in mind, that our *Parent-Student Handbook* was designed and implemented. It is important for you and your child to become familiar with the philosophy, policies and procedures that have been developed and are enforced by the school.

Please read and sign the agreement below, and return by **September 1, 2011**. This indicates that you and your child have reviewed the philosophy, policies and procedures of the school, and are willing to abide by them. It may sometimes happen that a family cannot be supportive of the school; should a lack of agreement develop wherein the relationship between the parents and the school is compromised, the family will be asked to withdraw their child from the school.

Thank you in advance for your anticipated cooperation!

Sincerely,

Mr. Christopher Watson
Principal

Date: _____

We, the undersigned, have read and understand the contents of the Parent-Student Handbook. We agree to abide by the stated philosophy, policies and procedures.

Parent/Guardian Signature

Name Printed

Student Signature

Name Printed