

# SCHOOL PHILOSOPHY

## **Mission Statement and Philosophy**

We are a Catholic Parish School, and are a ministry of the larger Catholic Community of Saint Finbar Church. We encourage all school families to become active, stewardship parishioners who worship together as a family, and participate in the ministries of the parish community. Our students are guided to an understanding of the dignity, uniqueness and value of each person, with a special emphasis on the less fortunate. We strive to create an atmosphere where spiritual, intellectual, psychological, social, physical and aesthetic growth can take place within each student. Our extensive Enrichment Programs and strong Catholic Identity strengthen this atmosphere. We envision that this anticipated development and growth will result in our graduates pursuing the Sacrament of Confirmation, and staying connected to their faith through the parish Youth Group. We trust that the formation of our students received here at the school will enable them to become productive and effective Catholic leaders for today's society who model Christ by serving each other and the world in love.

## **School Wide Learning Expectations**

### ***Solve problems:***

Students will learn to solve problems both inside and outside the classroom. Besides solving problems incorporated into the curriculum, students will learn how to solve other problems. This includes learning how to communicate with classmates and other students to resolve conflicts peacefully. Students will also know that problems that they may have with teachers and/or the principal can be discussed and resolved. Students will know how to compromise and adapt to change.

### ***Think creatively and independently:***

Students will think creatively and independently to complete projects, do classroom assignments, be active participants in discussions and to solve problems. Again, this creative and independent thinking extends beyond the classroom and out into the everyday situations a student may face.

### ***Follow your faith:***

We not only teach the prayers, beliefs, and doctrines of our faith, we call upon students to live their faith. Students should remember the lessons of God, Our Father, and Jesus, Our Lord, and use them as a guide or inspiration when making hard decisions. Even the youngest student can ask himself the simple question, "What would Jesus do?" We expect our students to follow their Catholic morals and values in everyday life. Students will make prayer a regular part of their lives, not only at school, but at home and with family.

***Interact with others:***

Students will learn to work as a team with classmates. They will learn to compromise, to “give and take”, for the best outcome. Students will realize and come to understand that we are all different individuals called upon to work, live, and get along with one another. By interacting with others, students will learn to accept others’ strengths, weaknesses and differences. Students will be able to communicate with others effectively through written and spoken words, as well as by listening to what others say.

***Nurture your beliefs:***

What we have started in school does not end here. Beyond the classroom, students will continue their religious education through attendance at Sunday Mass, completion of Confirmation preparation and reception of the Sacraments. Students will also continue their service work by helping those in need. Because students have learned to appreciate the diversity of others and have realized their own self worth, they will be able to stand up for what they believe in without fear of peers, pressure or ridicule.

***Brighten the world with your gifts:***

Students will recognize that God has given each of us wonderful, unique gifts. Students will learn to be proud of these talents they possess and use them to their fullest. These talents can be used for classroom work, for the benefit of the school, or for the simple enjoyment of others. Students will also appreciate the gifts and talents of others.

***Achieve your potential:***

Students will produce quality work that they can be proud of. They will set goals for themselves and work toward achieving those goals. Students will learn that “good enough” is not acceptable. Students will recognize their capabilities and strive toward meeting those capabilities.

***Respect self and others:***

Students will respect themselves by making responsible choices regarding their own safety and wellbeing. They will respect others by using proper manners, by accepting and appreciating the diversity of others, by being considerate and compassionate, and by taking full responsibility for their actions.

**Rationale**

The statement of philosophy is revised annually in order to meet the challenge of educating children in a changing world. More specifically, we strive to assist and encourage each child to become a contributing member of the world community and most importantly to grow in his/her spiritual life.

## **SLE Rubrics**

### **Solve Problems**

- Compromise
- Adapt to change
- Solve disagreements peacefully
- Talk about it

### **Think Creatively**

- Do your OWN work
- Be a leader-not a follower
- Try something new
- Be unique

### **Follow Your Faith**

- Ask, what would Jesus do?
- Pray often
- Live the Good News
- Go to Mass every Sunday

### **Interact With Others**

- Participate in class
- Get along with classmates
- Work as a team
- Ask questions
- Welcome all classmates
- Be a good listener
- Use technology & social media responsibly

### **Nurture Your Beliefs**

- Read the Bible
- Stand up for what you believe
- Serve as Jesus did

### **Brighten the World with Your Gifts**

- Celebrate others' talents and gifts
- share & develop your gifts
- Use your talents to make the world a better place

### **Achieve Your Potential**

- Be proud of your work
- Do your best- always
- Know that "Good enough" isn't good enough

### **Respect Self and Others**

- Have a positive attitude
- Be considerate
- Respect authority
- Take responsibility for your words and actions
- Use good manners (please, thank you, excuse me)

## **Goals and Objectives**

### **Spiritual Goals**

*To provide opportunities for spiritual growth and faith experiences:*

- a. Teachers will strive to develop a spirit of prayer in every student by incorporating a variety of prayer experiences.
- b. Teachers will integrate Christian values and morals in all areas of the curriculum.
- c. Teachers will participate in and provide opportunities for students to actively participate in weekly Masses.
- d. Teachers will incorporate the use of a variety of teaching modalities to enhance religious experiences such as Biblical reenactments, videos, prayer services and sacramental experiences.
- e. Students are encouraged to live out the Gospel Message by completing required Service Hour projects and by participating in charitable donation drives.

### **Intellectual Goals**

*To provide a well balanced curriculum:*

- a. Teachers will meet often to evaluate and enhance the curriculum. The Curriculum Coordinators for each subject area lead faculty meetings, and provide resources for all staff members.
- b. The school follows the California State Standards and the new Common Core for each academic area. These standards have been enhanced by the Los Angeles Archdiocese Department of Catholic Schools to reflect Roman Catholic values.
- c. STAR Enterprise Testing results are used to evaluate student progress, and make adjustments to the curriculum.
- d. Teachers address the individual learning styles of each student, and make accommodations whenever possible.
- e. Teachers will supplement the curriculum in order to meet the needs of the students by utilizing the Independent Learning Center, the Technology Enrichment Class Room, Computer Lab, and audio-visual materials.
- f. Teachers will enrich their classes through field trips, guest speakers, and the use of other community resources.
- g. Teachers will attend in-services, classes and meetings in order to upgrade and sustain their professional growth.
- h. Teachers will communicate through a variety of methods in order to inform parents about the progress of their child's work.

### **Psychological Goals**

*To encourage the development of a positive self-image and self-respect within each student:*

- a. Teachers will show respect toward each student and be available to discuss problems privately with students.
- b. Teachers are conscious of the fact that some students need encouragement in order to join class discussions, and each teacher strives to give equal attention to all students.
- c. The disciplinary philosophy of the school uses positive reinforcement to reward good behavior along with negative reinforcement when behavior policies are violated.
- d. Teachers are trained to recognize when a student needs special attention. In these cases the administration makes outside professional referrals.
- e. Both teachers and students are trained to recognize and address child sexual abuse through the Virtus (staff) and Good Touch Bad Touch (student) programs.
- f. All parents and volunteers are required to read and sign the Archdiocesan Guidelines for Interacting with Minors.

### **Sociological Goals**

*To guide students to an understanding of their Catholic Christian commitment to the world:*

- a. Teachers will discuss with the students the needs of the global community and their responsibility toward these needs.
- b. Teachers will encourage the students to help with charitable projects many of which are located in our local Burbank community.
- c. Teachers will encourage the students to have respect for one another's person and property.
- d. Teachers will use public and/or community services to enhance the curriculum and promote growth and development.
- e. The principal will serve as liaison between the school and the wider community.
- f. Teachers and principal will provide opportunities for guest speakers from the wider community to enhance the curriculum.
- g. Teachers will provide opportunities for students to participate in student government.
- h. The school sends a student representative to serve on the Burbank Youth Board.

### **Physical Goals**

*To create an atmosphere where healthy physical growth can take place:*

- a. An office assistant is available to help with emergency first aid.
  - b. The school provides opportunities for families to participate in general health screening throughout the year.
  - c. Health, safety and physical education are provided for each student in grades K-8.
  - d. Health and nutrition standards are taught in each grade.
- The staff receives training in CPR, First Aid, and Disaster Preparedness.

## **Aesthetic Goals**

*To provide opportunities for the development of an artistic sense as well as, to enhance the individual talents bestowed by God.*

- a. Teachers will create opportunities for artistic expression within and outside the classroom.
- b. Teachers will provide opportunities for music appreciation and musical expression in the classroom.
- c. Teachers will invite guest speakers and artists to supplement and enhance the music curriculum.
- d. Teachers will showcase students' projects, class work and fine arts creations.
- e. The school celebrates the artistic gifts of the students each Spring at Fine Arts Night.

## **Catholic Identity**

"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illuminated by the light of faith and having its own unique characteristics...an environment permeated with the Gospel spirit of love and freedom." *Religious Dimension of Education in a Catholic School, The Congregation for Catholic Education, Rome, 1988*

### **The Catholic Identity Factor**

The school is Catholic, approved by the Local Ordinary (Canon 803), providing authentic Catholic teaching, opportunities for community worship and participation in the Sacraments, and promoting evangelization and service to the community.

Following are the indicators of the Catholic Identity Factor. The full text is available on our website:

**Indicator:** The school has a mission statement and a philosophy statement which indicate the integration of the Roman Catholic Faith into all aspects of school life.

**Indicator:** The school provides regular opportunities for the school community to experience prayer and the sacraments.

**Indicator:** The school uses a Religion curriculum and instruction that is faithful to Roman Catholic Church teachings, and meets the requirements set forth by the USCCB.

**Indicator:** The formation of teachers for catechetical and instructional competence is ongoing.

**Indicator:** The school maintains an active partnership with parents whose fundamental concern is the spiritual and academic education of their children.

**Indicator:** The school helps students develop a service-oriented outreach to the Church and civic community after the example of Jesus who said, “I have given you an example so that you may copy what I have done to you.” (John 13:15)

**Indicator:** There is widespread use of signs, sacramentals, traditions and rituals of the Roman Catholic Church throughout the school.

**Indicator:** All school personnel are actively engaged in bringing the Good News of Jesus into the total educational experience.

### **School Student Non-Discrimination Policy**

The 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 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, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

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.

### **Diversity Policy of Saint Finbar Parish School**

The administration of Saint Finbar Parish School recognizes that our students come from a variety of family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church.

The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. However, acceptance of any child for enrollment in the school does not imply approval of or condone any parental living situation that may be contrary to Church teachings.

The primary purpose of Saint Finbar Parish School is the education of young people in order to assist them in their academic, personal and spiritual growth.

Parents and guardians who enroll their children understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus and at school sponsored events, every adult has the responsibility of supporting the school's mission by demonstrating appropriate conduct and acting as a positive role model to our students.

### **Schedule for the School Day**

. 6:45	Morning Care Begins
. 7:30	Teachers arrive
. 7:30	Gates are opened. Both valet service and supervision begin.
. 7:45	Students line up for Morning Assembly.
. 7:50	Assembly begins. Gates are locked.
. 8:15	Early 5 Recess
. 9:30	Kindergarten Recess
. 10:15 – 10:30	One through Eight Recess
. 11:00 – 11:45	Early 5 Lunch
. 11:30 - 12:20	Kindergarten Lunch
. 11:45 – 12:20pm	First and Second Lunch
. 12:00 – 12:40	Third through Eight Lunches
. 1:30	(Tuesday) End of school day.
. 2:50	End of school day.

Tuesday dismissal is at 1:30.

### **Before School: Valet Service (Cars Only)**

If you are using the Valet Drop Off Service, come south on Keystone, and enter the parking lot through the Keystone Gate. Proceed through the traffic cones to the spot where children are assisted out of the car. Exit by making a RIGHT TURN ONLY out the Oak Street Exit.

**The Keystone Valet Service is for cars only. Student and families are asked not to walk through the valet lines on Oak Street and Keystone Street; this poses a serious safety threat.**

### **Before School Procedures: Pedestrian Gate**

**Students and families not using the valet service MUST enter through the pedestrian gate located on Myers Street. The Myers Pedestrian Gate is only for:**

- \* **Students who walk to school.**
- \* **Parents who park their cars, and walk their child into school.**

**Myers Street is a loading and unloading zone from 7:00am to 9:30am.**

The gates are locked at 7:50am. Students arriving after that must use the Olive Ave Entrance, and receive a late pass to enter class. ONLY tardy students are allowed to enter through the office.

### **After School Procedures**

Cars are not allowed on campus so parents must park before picking up their children after school. Oak Street is the only gate used for after school dismissal.

Students in Grades Early Fives through Second must be picked up from their classrooms. All other students can leave their classrooms when dismissed by the teacher.

Gate supervision lasts 20 minutes after the last bell; the gates are locked at 3:10pm and supervision ends at this time. On Tuesday the gates are locked at 1:50pm. Students may not wait outside the school gates, or “hang out” in the office to be picked up. Remaining students will be checked into the After School Program and charged \$15.00. This is a serious issue of safety. If a student has practice, tutoring, etc., parents must make arrangements or pay the \$15.00 fee.

If a child has the parent’s permission to walk home or walk to an area off campus, the appropriate forms must be completed and on file in the school. Students will then be issued an Off Campus Pass. Once a student leaves the school grounds, he/she may not return.

### **Liturgy Schedule**

Daily Mass is offered at 8:00 am in the Parish Church. All parents are invited to attend with their students’ class.

Class Mass days are as follows:

Monday: Grades 1 and 2

Wednesday: Grades 3, 4, and 5

Friday: Grades 6, 7, and 8

Once a month grades K-8 attend liturgy together (please consult the school calendar for these dates). There are no class Mass days on All School Mass weeks.

Daily Mass is not optional. Missing Mass can result in a lower Religion Grade.

### **Daily Procedures and Policies**

#### **Attendance**

We begin each day with prayers at the outdoor Morning Assembly at 7:50 am. If a student is absent, a parent must call between 7:30am and 9:00am to inform the office. This is also the time to request homework assignments for the absent student. If the

parent knows the night before that the child will not be in school, please leave a message on the voice mail (818-848-0191 and press 1 or ext. 801). A student who will be out for an extended period must get pre-approval from the principal and teacher (s).

**The term Excused Absence is no longer used; a student is either Absent or Present.**

### **Returning From An Absence**

**When a student returns from an absence, he/she must bring a note from the parent to the office before being readmitted to the classroom.** Form Absence Notes are sent out at the start of the year for you to photocopy, and additional Form Absence Notes are available in the office. This note should be brought to the office prior to 7:50am.

Even if the child fails to bring a note from the parent, he/she still needs to report to the school office to be readmitted to class. When your child is absent, please make arrangements for his/her work to be completed.

**When a student is absent for more than 10 days during a grading period, he/she may not receive grades.**

Any student who is required to use crutches must have a doctor's note and must remain on the bottom floor for classes until he/she no longer needs crutches.

### **Tardy**

Please get your child to school on time. Entering the classroom late gets the child's day off to a bad start and is very disruptive to the teacher and other students. Students who are tardy more than 3 times in a trimester will receive a consequence (detention for 3<sup>rd</sup>-8<sup>th</sup>). This can range from detention to losing credit for the class. This will be strictly enforced.

**There is no such thing as an excused tardy. The child is either On Time or Tardy. A student arriving more than 30 minutes late in the morning will receive a half-day absence and will be considered tardy.**

### **Picking Up Students Early**

When picking your child up early from school for any reason you must send in a note with your child **in the morning and have them bring it to the office before school starts.** Early Pick Up Notes are sent out at the start of the year for you to photocopy, and additional Early Pick Up Notes are available in the office. Students will not be released during school hours to anyone other than the parent unless the parent has provided a written request for that day.

In the event of an emergency, please call the school office 30 minutes prior to pickup so we can have your student in the office waiting for you.

**The child leaving before the last 30 minutes of the school day will receive a half-day absence.** Please do not interrupt classes for any reason while school is in session. Please check in with the office when you arrive at school.

**Truancy**

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.  
.....

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

**Appointments**

It is very disruptive to have students coming and going throughout the day.

**Please keep any student appointments made during school hours to a minimum. Students leaving the school grounds must always be checked in and out at the office by a parent/guardian.**

**Communication with office**

We have paperless communication – we are green! Every Wednesday you will receive an email via our Gradelink System which will contain a pdf of all the information you will need for the week. If we are requesting something to be returned, please send it in with your child the next day (Thursday).

School Office Phone Number: (818) 848-0191  
Fax Number: (818) 848-4315

Email Address: finbar4545@yahoo.com

Website: [www.saintfinbar.org](http://www.saintfinbar.org)

Facebook: Sanit Finbar Parish School (please LIKE us!)

App: Saint Finbar Parish School (free download at the Apple Store)

### **Emergencies**

- a. It is imperative that the office has current emergency information. **Please fill out the required forms and update them when necessary. Children will only be dismissed to those people listed on the emergency forms.**
- b. **Please do not send a sick student to school. It only diminishes his / her learning and spreads the illness among classmates and teachers.**
- c. Medication must be accompanied by recent written permission of an attending doctor. Please ask the office for the official form to be completed by the doctor. (see Medication Section below).
- d. Fire drills are practiced on a monthly basis and under the guidance of the Burbank Fire Department. We are monitored via a two-way radio through the Burbank Unified School System.
- e. **We are in compliance with the Archdiocesan emergency directives. Students will be kept at school during an emergency until an authorized adult (18 or older) signs them out. If your child's last name starts with A through L use the Keystone Gate for an emergency pickup; students M through Z use the Oak Gate.**
- f. In case of natural, local, regional or national emergency, please listen to your radios. We will follow local public policy.

### **Medications**

The school will not furnish medications. All medications administered at school shall be provided by parents.

A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.

Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.

The student shall come to the office for medication.

Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk

without an epi-pen or inhaler on his or her person, consideration will be given for a variance.

Students may not be given medicine prescribed for other family members.

The medication regulations apply to both prescription and non-prescription medications.

Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

### **Restrooms**

For the safety of our children, all students, staff, and visiting adults have designated restrooms:

Early Fives through Grade Two	Restrooms outside of main office.
Grades Three through Five	Restrooms off of the playground.
Grades Six through Eight	Restrooms on the second floor.
Staff/Adults	Faculty Lounge.

Please use the assigned restrooms while on campus. Adults should never enter student restrooms. If a student requires help, a staff member should be notified.

### **Additional School Regulations**

- a. Students may use the office phone only in case of an emergency. Forgotten lunches, schoolwork, or permission slips do not constitute an emergency.
- b. Students must pay for lost or damaged books. All hardcover books must be covered from grades 3 through 8.
- c. Chewing gum is never allowed. This includes before or after school time, as well as at school functions.
- d. Fines or detentions may be imposed for any of the above infractions.
- e. No personal play equipment is allowed on campus at any time (no electronic games, hand held games, collectable cards or trinkets). Cell phones are an exception; please read the following cell phone policy.

## **Cell Phones**

Saint Finbar is a Cell Phone Free School, meaning students can not have cell phones on campus.

## **Lunch**

**Please make sure that your child comes to school with a lunch. Please do not drop off your child's lunch later in the day; this is very disruptive for the front office.**

- a. Our lunch program is run by *Choicelunch*. For information, please visit their website ([www.choicelunch.com](http://www.choicelunch.com)).
- b. Candy, gum and soft drinks are not allowed on campus.
- c. Nutritious snacks should be provided for morning recess, or students may purchase snacks from the kitchen during morning recess.
- d. Fast food is not permitted.**
- e. If a student does not have a lunch, classmates will be asked to share with him/her, or the school can provide a *Choicelunch*.
- f. Students are not allowed to receive deliveries from outside food vendors.

## **Field Trips and Transportation**

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Field Trips are not optional. Except for perhaps end of the year picnics, all field trips have an educational purpose and are part of the curriculum. Missing a field trip will result in the student either having to do an alternative assignment and/or could result in a lower subject grade.

All field trips must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants should have appropriate identification and travel documents.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.

- Parents may not bring non-school age children on field trips.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bit kit must be included in any area where there may be poisonous snakes.

### **Transportation**

- Transportation may be by personal car, school or chartered bus or van, or walking.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, Virtus Trained, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school one day before the field trip.
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

### **Student Accident Insurance**

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

### **Uniform Policy**

Students are required to be in complete uniform every day.

### **Girls**

#### **Mass Day Attire**

K-4<sup>th</sup> : Girls must wear a white blouse with uniform jumper, navy tie and navy blue v-neck sweater, v-neck vest or cardigan. Sweaters must have the St. Finbar logo.

5<sup>th</sup> -8<sup>th</sup> : Girls must wear a white blouse with uniform skirt, navy tie and navy blue v-neck sweater, v-neck vest or cardigan. Sweaters must have the St. Finbar logo.

#### **Regular School Uniform**

Girls may wear white, navy or grey polo shirt with St. Finbar logo OR a white blouse.

They may wear navy long pants, navy walking shorts, skort, uniform jumper (K-4), uniform skirt (5-8). The skirt, jumper or skort must be no shorter than 2 inches above the top of the knee.

All girls must wear solid white, navy, or black socks. Socks must cover the ankles. Knee length socks are permitted. White, black, or navy tights may be worn, BUT no leggings may be worn.

### **Boys**

#### **Mass Day Attire**

K-8 : Boys must wear a white tailored dress shirt, long navy uniform pants, a navy tie, and navy blue v-neck sweater, v-neck vest, or cardigan. Sweaters must have the St. Finbar logo. (Black or navy belt must be worn in grades 2-8.)

#### **Regular School Uniform**

Boys may wear white, navy or grey polo shirt with St. Finbar logo OR a white dress shirt.

They may wear navy long pants or navy walking shorts. (Again, navy or black belt must be worn in grades 2-8. All pants and shorts must be worn at the waist level. **No oversized pants/shorts are permitted**)

All boys must wear solid navy, white, or black socks. Socks must cover the ankles. Knee length socks are permitted.

### **All Students**

**Shoes:** School shoes must be white, navy, black or grey tennis shoes or Vans. Dress shoes are encouraged on Mass Days. The only exception is for Kindergarten and First Grade which allows cartoon characters to be on shoes. Shoelaces must be white, navy, black or grey only. Shoes must be tied at all times. Boots are not an appropriate school uniform shoe; open-toed or open-back shoes are also not appropriate school uniform shoes.

### **P.E. Uniform**

All students must wear the official Saint Finbar P.E. uniform purchased at Crown Uniform.

### **Jackets and Outwear**

St. Finbar jackets, sweaters, or sweatshirts are the only acceptable outer wear allowed in the classroom. In extreme weather, students may wear other outerwear BUT students will not be allowed to wear them in the classroom.

### **Hair**

Hair must be well-groomed and not dyed. Extreme hairstyles (as deemed by the principal) are not acceptable. For boys, hair must be above the shirt collar and well above the eyebrows. For girls, no hair extensions are allowed.

### **Jewelry/Make-up/Nail Polish**

Only bracelets or necklaces that are religious in nature are allowed to be worn. Girls only may wear stud earrings; only one stud earring per lobe is allowed.

No make-up or nail polish is allowed to be worn in school.

No tattoos of any kind are allowed.

Students will be given a uniform infraction for violating any of the above regulations. Consequences will be determined by the principal.

### **Spirit and Pride**

Spirit and Pride days occur approximately two times per month (see calendar for exact dates). On those days students can wear the Spirit and Pride tops that are available for

purchase through the *Prepsportswear* link on our website. Regulation school bottoms must be worn with the Spirit and Pride tops.

### **Uniform Infractions**

For grades 4<sup>th</sup>-8<sup>th</sup>, students receive two uniform infractions, or warnings, per year. They receive detention on the third infraction.

### **Free Dress**

Free dress should always be appropriate, modest, and in good taste. At all times, you are representing your Catholic school.

Dressy jeans, capris, leggings and walking shorts (just above the knee) are acceptable. Short shorts are not allowed. Low cut jeans or baggy pants worn below the waist are not permitted.

All shirts and blouses must have sleeves. Skirts and dresses with high slits or a low-scooped neckline are not permitted. Off the shoulder, backless dresses, or clothes that reveal the midriff are also not allowed..

T- shirts or any type of shirt with an inappropriate message or violent graphic image are not allowed.

For safety reasons, backless or flip-flop type sandals are not allowed. Boots are acceptable. If a student has P.E. on a free dress day, make sure he/she has appropriate shoes.

Students who violate the free dress policy will lose the privilege of future free dress days.

### **Grades and Academics**

Grading Scale: (1-8 grades)

95 and above	A
90 through 94	A-
87 – 88 – 89	B+
83 – 84 – 85 – 86	B
80 – 81- 82	B-
77 – 78 – 79	C+
73 – 74 – 75 – 76	C
70 – 71 – 72	C-
67 – 68 – 69	D+
63 – 64 – 65 – 66	D
60 – 61 – 62	D-
59 and below	F

Grading Scale: Kindergarten

Mastered concept	M
Meets expectations	S
Needs more time to develop	T

**Report Cards**

Distribution of Report Cards:

- 1<sup>st</sup> Trimester:** Given out during Parent-Teacher Conferences November 21 & 22, 2016.
- 2<sup>nd</sup> Trimester:** Distributed at the March 14, 2017 PTO Meeting at 6:30pm.
- 3<sup>rd</sup> Trimester:** Available for pick up from the school office June 19, 2017.

**Improvement Notices**

Student grades can be accessed via the Internet using Gradelink. Please contact the office for your individual password and other information regarding Gradelink. You can check your child’s progress as often as you wish via the Gradelink website. Improvement Notice Forms are distributed half-way through each semester to verify that parents have checked the grades online.

**Parent-Teacher Conferences**

Formal Parent-Teacher Conferences are held at the end of the 1<sup>st</sup> Trimester. Additional conferences will be arranged as needed during the school year and parents will be notified. Parents and teachers should communicate with each other as often as necessary to eliminate difficulties and look for solutions to learning challenges. Any parent who wishes to meet with a teacher for any reason must call or make an appointment via email. **Please be respectful of the teachers’ time.**

**Homework**

Assigned homework should be an extension of the day's concepts and be fully explained. The students are required to hand homework in on time. It should be neat and legible. Each assignment should have the proper heading on it: **Name, Date and Assignment**.

### **Homework Times**

The amount of time spent nightly doing homework will vary. Generally it will follow these estimates. Please remember some students may require more time.

Kindergarten (20 minutes).  
Grades 1 and 2 (30 minutes).  
Grade 3 – 6 (1 hour).  
Grades 7 – 8 (2 hours).

Grades 1 – 8 have assignment books. Parents should check these books each evening. Long-range assignments are given throughout the year. Please be aware of the time frame given to the student for completion of such projects.

### **Christian Service Hours**

This is an integral part of our training for the students.

- \* Grade 5 must complete 10 hours of service.
- \* Grade 6 must complete 15 hours of service.
- \* Grade 7 & 8 must complete 25 hours of service.

Service Hours must be completed at prepared venues, and students are responsible for keeping track of hours served. **Hours are checked mid-year. Final hourly forms are due at the end of May. These Service Hours are required for graduation, and the final Knott's and Disney field trips (Grades 7 & 8).**

### **School Discipline**

The directives in this handbook, together with the additional classroom, school and playground rules, which are not given here, are intended as a means to ensure order, safety, and an environment in which teaching and learning can take place.

**St. Finbar Parish School** aims to create an atmosphere, which is enlightened by the Gospel spirit of charity, love of God and neighbor. Therefore, great emphasis is placed on respect. Students must show respect to priests, teachers, parents (their own and others), staff members, volunteers, visitors and one another.

Property, whether it belongs to the school or other students, must be treated respectfully. When a student is a constant cause of disruption in class, it may be necessary, after consultation, to transfer the student to a new learning environment.

One special aim at St. Finbar Parish School is to help each student develop self discipline and personal accountability to such a degree that Catholic Christian conduct will be his / her normal behavior. We know we share this aim in common with parents. We realize we can count on your cooperation. Each teacher has his/her own set of classroom rules along with rewards for compliance, and consequences for violations. These guidelines are distributed and explained during Back to School Evening.

Discipline is said to be attained in the classroom or school when students work cooperatively with the principal, teachers and their companions toward the attainment of the class and school objectives. The Principal may suspend or expel students for misconduct when other means of correction fail to bring about proper conduct.

### **Harassment, Bullying And Hazing Policy**

The 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 impeding 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 indirect, such as spreading rumors that cause victims to be socially isolated through intentional 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 also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks (Facebook).
- 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, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment.
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome.
- Reporting 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 and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **Internet/Facebook**

Students and families may not post videos, pictures or messages under a heading or title of St. Finbar. No student or parent may broadcast on the Internet and associate it with St. Finbar School, Church or Parish Community without permission. Also, students' pictures may NOT be on the Internet without written permission from the parents. Students and/or parents may not use their Facebook to say anything negative about anyone in the school community. This is considered "cyber-bullying" and will not be tolerated within this school community. Violations of this very important safety issue will result in disciplinary action.

### **Playground Rules**

The first bell is called the Freeze Bell; when it rings, all students stop what they are doing, and stop playing with play equipment. When the second bell rings all students should be lined up. All playground rules are based on Christian sportsmanship, fair play, and the reasonable resolution of disagreements. Hands and feet should be kept to oneself. Students must ask for assistance if a problem persists. These rules also apply to After School Care, as well.

- a. Students must stay in designated areas.
- b. Students may not talk to strangers outside the schoolyard.
- c. Students are not allowed to bring personal play equipment to school; including before, during or after school and in the After School Program. This includes hand held games, computer games, spinning tops, etc.
- d. Students may not bring Pokemon or any other type of play cards on campus.

### **Detention**

Detention is normally the consequence for violating school rules. Teachers hold their own detentions in their classrooms from 3:00pm to 3:30pm. Serious violations receive a School Detention which is from 7:00am to 7:30am in the 4<sup>th</sup> Grade Classroom. Parents will receive written notice one day prior to a child's detention.

### **Conditions of Suspension**

1. Any of the reasons listed for expulsion with mitigating circumstances is adequate cause for suspension of a student.
2. Saint Finbar Parish School has Zero Tolerance for hitting, bad language, sexual harassment, talking back, and disrespect. Students can be suspended immediately (parents will have to come and pick up the child) for such violations.
3. The principal may schedule a conference with the suspended student's parents to discuss matters pertinent to the suspension, especially the means by which the parents and the school can cooperatively encourage the student to improve behavior.
4. A Disciplinary Report, written by the Principal, will accompany each suspension. This report will then be placed in the student's file.

### **Expulsions from School**

The following offenses committed by children while under the jurisdiction of the school are reasons for expulsion:

1. Continued willful disobedience, talking back, or disrespecting any student or adult.
2. Open persistent defiance of the authority of the teacher.
3. Habitual profanity or vulgarity.
4. Smoking or having tobacco.
5. Use, sale, or possession of narcotics.
6. Willfully defacing school property (writing on desks, graffiti, etc).
7. Stealing
8. Use, sale, distribution or possession of any alcohol for beverage purposes on or near the school premises.
9. Excessive tardiness, absenteeism or truancy.
10. Assault or battery or any threat of force or violence directed toward school personnel or students.

### **Behavior Outside of School**

A student may be suspended or expelled for inappropriate behavior that takes place outside of school (after school, weekends, over summer, etc). Our students represent the entire Catholic Community of Saint Finbar while off campus, especially when in school uniform, so proper behavior is expected.

### **Parental or Guardian Initiated Expulsion**

A student can be asked to leave school if a parent or guardian is not cooperative. This includes consistent violations of school policies, insulting or abusive language towards a staff member, a negative attitude, negative comments posted on the web or email with reference to school personnel, students, and/or the spreading of rumors. It is a misdemeanor to verbally abuse a teacher in public or when other parents or students are present.

### **Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults**

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or 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. **These concerns may not be posted on Facebook or any other online site.**
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults 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, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

### **Parent/Student Complaint Review Process**

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

#### **School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

**Digital Suggestion Box:** The school has a digital suggestion box, which can be accessed online. This box can be used for compliments, suggestions, or concerns.

### **Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter. However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

### **Process for Conflict Resolution**

*Matthew 18:15-17 “If your brother sins against you, go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that ‘every fact may be established on the testimony of two or three witnesses. If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector.”*

1. If I have an issue I will take it to the source.
2. I will direct others who are coming to me with an issue, to go directly to the source.
3. I will not assume your motives.
4. I will check my perceptions of the matter with the appropriate person.
5. I will communicate with respect verbally and nonverbally.
6. I will be open to receive feedback and correction as gracefully as possible.
7. I will strive to trust and give others the benefit of the doubt to the best of my ability.
8. If a resolution cannot be reached between the two parties and either party wishes to pursue the issue, an appropriate third party, such as a ministry leader, staff member, principal, or pastor will meet with the parties involved.
9. Once a resolution has been reached or a decision made, all parties will respect/trust the decision-making process.

### **Tuition**

**St. Finbar Parish School** operates primarily on the income it receives from tuition. Therefore, it is extremely important that tuition payments arrive on time. When tuition is not received as expected, the regular operations of the school are placed in jeopardy.

All families **must use** Facts Tuition Management Program if choosing not to pay tuition in full.

### **Missed/Returned Payments**

Your account will be assessed \$25.00 for returned items and late payments.

### **Outstanding Balances**

Families with tuition balances can have the education of their child interrupted and/or have their account forwarded to a collection agency.

### **Stewardship Families**

Families registered at **St. Finbar Parish Church** who meet the following criteria are considered Stewardship Families:

1. Students are baptized in the Roman Catholic Rite.
2. Parents and students attend Sunday and Holy Day Masses at St. Finbar Church.
3. A \$25.00 or more per week (\$1,300.00 per year) donation via the St. Finbar eContribution Program. Go to [www.stfinbarburbank.org](http://www.stfinbarburbank.org) and click on eContribution to register.

Contributions are evaluated once per year to determine eligibility for the following school year. In order to receive the Stewardship Tuition Rate for the 2016-2017 school year, your contributions for the 2015 calendar year must be a minimum of \$1,300.00 (\$425.00 for families starting in the current school year).

If you are experiencing difficulty in payment of your monthly tuition, the following policy will be in effect:

- \* Always inform the office and FACTS in a timely fashion; this saves added penalties.
- \* If you choose not to notify FACTS or the school office and your account is 2 months in arrears, your child will be asked to leave Saint Finbar until the situation is remedied.

### **St. Finbar School 2016-2017 Service Hours Obligations**

20 hours of general service to the school:  
(Families will be charged \$20.00 per hour for general service hours not completed).

6 hours at the annual St. Finbar Parish Fiesta:  
(Families will be charged \$50.00 per hour for fiesta service hours not completed).

**26 total service hours are required.**

**Parents must attend a minimum of two PTO Meetings (excluding Back to School Night), or be charged \$20.00 per meeting.**

Families are required to purchase \$50.00 of Opportunity Drawing Tickets at the Fiesta.

10 hours of general service to the school may be substituted by purchasing goods at a value of \$20 per hour. For example, if you purchase \$20 worth of drinks and paper goods for an event at the school, you may get credit for 1 general service hour. No more than \$200 of goods may be purchased towards general service hours.

There are many ways to complete your service hours. Please contact you child's teacher, or our Vice-Principal, for service hour opportunities. Your physical presence at the school in the form of Service Hours is very important to your child. Field Trips are a popular way of earning service hours, but the maximum number of hours for credit may not exceed 5 hours for the school year. Of course, you are welcome to attend as many field trips as your schedule permits. Please see the grade level teacher for more details.

Service Hours must be completed by May 19, 2017.

Unless otherwise approved by the Principal, all school service hours, and Fiesta service hours, must be completed by the parents of the student.

### **Good Will Fundraising Opportunities**

Saint Finbar School does not have a fundraising requirement! We still have Good Will Fundraisers throughout the school year which will be for the good of the school in general. Revenue from these funds enables us to invest in curricular and capital improvements, along with keeping our costs down for all of our families.

We have two types of fundraisers: Ongoing Fundraisers that take place all during the school year, and school wide fundraisers that occur three times throughout the school year.

#### **Ongoing Good Will Fundraisers throughout the School Year:**

**eScrip:** go to [www.eScrip.com](http://www.eScrip.com) and register your cards.

**Amazon:** click on the Amazon Banner on our website before placing your orders.

**Ralphs Community Contribution Program:** register at [www.Ralphs.com](http://www.Ralphs.com) or see Mrs. Gjonaj.

**Box Tops for Education:** clip the Box Top for Education labels found on many items.

**Silent Auction:** each year we have a Silent Auction during the Fiesta.

### **Parent Teacher Organization**

The PTO's purpose is to promote parental involvement for the school's programs, and to advise, support and assist the school when called upon.

### **PTO Meetings**

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

**Parents must attend a minimum of two PTO Meetings (excluding Back to School Night), or be charged \$20.00 per meeting.**

All grade level teachers and the administration are present. **Parents receive two service hours for attendance.** Please remember to sign in with your child's teacher.

Please make every effort to attend the PTO Meetings. Along with prayer, information, and fellowship, we often have very interesting guest speakers. These meetings are important to help increase communication and build our faith community.