

A VISION FOR CATHOLIC SCHOOLS

AN ADVANTAGE FOR LIFE Jesus Christ is the foundation for our community, the Catholic Schools in the Archdiocese of Los Angeles. His call to teach is our inspiration; His image the model for our students. In partnership with parents, we prepare our students to become full and active members of the Catholic Church, to serve others, and to make a difference in the world. We commit our school to provide a quality education so that a Catholic Education is an advantage for Life.

***... BUILD A COMMUNITY OF FAITH**

We exist to enrich the Catholic Community, and invite everyone to become active disciples of Jesus Christ.

***... APPRECIATE PARENTS**

We recognize parents as the primary educators of the students in our care; we encourage their active role in our schools and parishes, and we appreciate their support.

***... UNDERSTAND THEIR GIFTS**

We encourage all students towards excellence, but most importantly to use their gifts and talents in service to others.

***... SHARE GOVERNANCE**

We seek community participation from those who share our vision, mission, and goals.

***... INTEGRATE THE TEACHINGS OF THE CHURCH**

We provide a unique opportunity for students to experience the gospel of Jesus Christ, and to bring Catholic beliefs and values into their lives and the world.

***... OFFER OUR SCHOOLS**

While we exist first for the Catholic community, we open our schools to all children who can benefit and to the extent that resources allow

***... PROMOTE PARISH LIFE**

We actively work to enhance the lives of Catholic parish communication.

***... EXPRESS CONCERN FOR OTHERS**

We have a special concern for the poor and disenfranchised.

***... FOSTER RESPECT**

We teach respect for self and others, qualities that develop into discipline and good behavior.

***... INVEST WITH CARE**

We use our resources wisely to ensure quality, and to be affordable to parents and our church.

***... LEAD BY EXAMPLE**

We are spiritually committed and professionally prepared so that we can lead by example, and show our special concern for each student.

***... SEEK FINANCIAL CONTRIBUTION**

We continue to challenge the Catholic community and others to provide the resources that allow us to continue our work.

Through our vision, our schools contribute to their neighborhoods and to the world so everyone a Catholic Education is an Advantage for Life.

Dear Parents, Guardians Faculty, and Students:

I would like to extend a very warm, heart felt welcome to all our new families and a very warm, and heart felt welcome back to our returning families. We are looking forward to a fantastic and productive school year. Our goal is to provide you the type of education that is a reality of school, which is truly Catholic. St. Robert Bellarmine School is committed to proving you with the kind of education, which through your entire lives, can be penetrated with the Spirit of Christ.

Understand that Jesus Christ is the reason for this school! He is the unseen but ever-present teacher in all classes, the model of its faculty, and the inspiration for its students.

This school year marks the 72nd anniversary of our school. Many changes have occurred since the school opened in September 1936. At the time, the total enrollment was 88 pupils. Computer Science did not exist, nor did Reading Lab, Advanced Math Lab, Spanish, Band, Drama, and Daycare. However, most of the subjects taught then are being taught today.

The Parent-Student Handbook has once again undergone revisions. It contains more information relative to St. Robert Bellarmine School's objectives, policies, regulations, and activities of the Parent Guild/Parent Teacher Organization. The school Calendar section is as complete as we could make it. Monthly calendars will be issued to update those contained herein.

I ask that you take the time to read the Handbook, Parent Agreement, and Harassment Policy. After reading, please sign and return the signature portion to the school, the statements at the end of the Handbook.

Once again, I welcome back those of you returning to St. Robert Bellarmine School and to our new families welcome to the St. Robert Bellarmine family. Together we can achieve an exciting and successful year.

Faithfully,

June M. Rosena, PhD
Principal

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Catholic Schools in the Archdiocese of Los Angeles.

St. Robert Bellarmine Catholic Elementary School

**154 North Fifth Street
Burbank, California 91501**

Office: (818) 842-5033

Fax: (818) 842-3246

Website: www.strobertbellarmineschool.com

2008-2009 Academic year

Accredited by:

The Western Association of Schools and Colleges

The Western Catholic Educational Association

Pastor	Reverend John Collins
Principal	June M. Rosena, PhD
Principal's Advisory Committee	Mrs. Caroline Behrens Mrs. Wyomi Fernando Mrs. Claudia Gleason Mr. Albert Rosena, Jr.
Dean of Discipline	Mr. Albert Rosena, Jr.
WASC/WCEA Leadership Team	Dr. June Rosena Mrs. Claudia Gleason Ms. Rachel Rufus Mrs. Theresa Coomes

Religion Coordinators	Mrs. Wyomi Fernando
Language Arts Coordinator	Ms. Rachel Rufus Mrs. Theresa Coomes
Math Coordinators	Ms. Rachel Rufus Mrs. Margaret Nardoni
Science Coordinators	Mrs. Margaret Nardoni Mrs. Theresa Coomes
Social Studies Coordinators	Mrs. Darlene Sheikhi Mrs. Caroline Behrens
Technology Coordinator	Mr. Albert Rosena Jr.
Drama/Speech Coordinator	Mrs. Caroline Behrens
Music Coordinator	Mrs. Cecelia Jeffries
Student Council Moderator/ Asst. Uniform Coordinator	Mrs. Donna Santa Cruz
Test Coordinators	Mrs. Caroline Behrens Ms. Rachel Rufus Mrs. Claudia Gleason Mrs. Theresa Coomes
A.C.R.E Testing Coordinator	Ms. Rita Brown
Reading Coordinators	Mrs. Caroline Behrens Ms. Rachel Rufus
Foreign Language Coordinator	Mrs. Rosalie Moya

School Faculty and Staff

Kindergarten A	Mrs. Deborah Mariscal
Kindergarten B	Mrs. Wyomi Fernando
Grade 1	Mrs. Claudia Gleason
Grade 2	Mrs. Xenia Renteria
Grade 3	Mrs. Caroline Behrens
Grade 4	Mrs. Susan Ibrahim
Grade 5	Mrs. Theresa Coomes
Grade 6	Mrs. Margaret Nardoni
Grade 7	Mrs. Darlene Sheikhi
Grade 8	Ms. Rachel Rufus
Computer Science	Mr. Albert Rosena, Jr. Mrs. Donna Santa Cruz
Spanish 2 nd – 8 th grade K – 1 st grade	Mrs. Rosalie Moya Ms. Rita Brown
Classroom Teacher Aides	
Kinder A	Mrs. Susan Ibrahim
Kinder B	Mrs. Anna Lucero
1 st Grade	Ms. Leila Jarjour
2 nd Grade	Mrs. Rita Brown
Jr. High	Mrs. Cindy Miller
Librarian/Reading Lab/Asst. Student Council /Uniform Moderator	Mrs. Cindy Miller

Office Manager/Administrative Assistant	Mrs. Shirley Rufus
Office Assistant/Health Supervisor	Mrs. Jeannette Diller
School Custodian	Mr. Jose Robles
School Bookkeeper	Mr. Rod Rosato
Yard Supervisor Safety/ School Disaster	Mrs. Rita Brown
Physical Education	Mr. Lance Alexander
Music	Mrs. Cecelia Jeffries
Band	Mr. David Etterbeek
Decathlon Moderator	Ms. Rachel Rufus
Extended Day Care	Mrs. Anna Lucero Mrs. Susan Ibrahim

St. Robert Bellarmine School History

St. Robert Bellarmine Parish began on December 12, 1907, when the first Mass was celebrated by Fr. James O'Neill in the Odd Fellows Hall located on San Fernando Road and Olive Avenue. At that time it was known as Holy Trinity Parish. The church was erected on the current school property in 1909 and was the first Catholic Church in the San Fernando Valley. St. Francis Xavier Cabrini frequently attended Mass there. In 1936 this church became the parish grammar school following the construction of the new church across the street.

The school opened in September 1936, with Grades 1 through 4, and had a total enrollment of 88 pupils. Five Sisters, members of the Sisters of Charity of the Blessed Virgin Mary located in Dubuque, Iowa, staffed the new school. By 1938 the school had an enrollment of 185 pupils in eight grades. In November of that year Bishop Cantwell blessed the school and renamed it St. Robert Bellarmine. The school continued to grow until, in 1955, it reached a maximum of 646 pupils occupying 12 classrooms.

In September 1969, due to a decline in enrollment, four classrooms were converted to other functions. These former classrooms became the Religion, Learning, Art and Music Centers. In September 1979, the Art and Music Centers became the Kindergarten classrooms.

At the start of the 1987-1988 school year a fundamental change occurred in the administration of the school. After 52 years of administration by the Sisters of Charity of the Blessed Virgin Mary, it was, and continues to be, administered by a lay principal, Dr. June Rosena. Today St. Robert Bellarmine has 12 classrooms: two Kindergarten Classes, Grades 1 through 8, Computer classroom, and Reading & Math Lab / Library & Spanish Classroom. The former Religion and Learning Centers are now the Computer / Learning Center and the Reading & Math Lab / Library. The Computer Center is equipped with the latest in Computer technology and software. All classrooms are equipped with television sets, videocassette recorders, tape recorders, and overhead / slide projectors in order to support teaching needs.

Mission Statement

Our mission at St. Robert Bellarmine Elementary is to emphasize moral values and ethical principles in our students' daily lives. By following the teachings of Jesus and demonstrating the six pillars of Good Character, our graduating students of St. Robert Bellarmine can be TRRFCC (terrific) human beings possessing:

Trustworthiness- to have integrity, to be honest, to keep promises and be loyal.

Respect- to let people know that their safety and happiness matter simply because they are fellow human beings.

Responsibility- to be accountable, exercise self-control, to have positive attitudes, to set goals, to be self-reliant, to be proactive and persistent, and to pursue excellence.

Fairness- to exercise moral standards when making decisions that effect others.

Caring- to show love, regard, gratitude and forgiveness for others.

Citizenship- to fulfill civic duties, to do one's share, to respect authority, and attempt to pursue civic virtues.

Our work is not only for students to achieve optimal academic growth, but to raise better faith-filled human beings by providing them the right set of values for life's journey.

Therefore, our message is to "Go with God!" Our students will be ever mindful of the "The Golden Rule: Do unto others as you would have done unto you". We will then send forth young citizens who will follow in the footsteps of Jesus.

School Philosophy

The statement of philosophy, developed and approved by the Principal and staff, Pastor and school board, is consistent with the needs of the community, the school families and the students served.

The basic responsibility of parents is the education of their children. The faculty and staff of St. Robert Bellarmine understand that this responsibility is extremely difficult to discharge in today's environment. Consequently, we believe that with parents and teachers working together, the children will:

- Be prepared to realize their full God-given potential.
- Have an atmosphere in which they can become self-disciplined and self-directed in their pursuit of the future.
- Be guided spiritually, morally, culturally, socially intellectually, and physically to be able to live confidently in the spirit of Christian life.
- Have those opportunities and encouragements to achieve the above.

We recognize that these goals are ambitious and require a scholastic program that must meet the requirements of a highly variegated student body. However, we are firmly committed to their accomplishment, keeping in mind the aims of the catholic education as stated by the Bishops of the United States: **“To Teach as Jesus Did: Imparting the Gospel Message, Building Community, and Giving Service.”**

There are six (6) definitive goals, which the faculty at St. Robert Bellarmine must achieve to be responsive to the Bishops' directive. They are: Spiritual, Intellectual, Psychological, Sociological, Physical and Aesthetic. To meet these definitive goals, the faculty at St. Robert Bellarmine has established the following objectives and course of action to be pursued for each:

Spiritual:

We believe a person of faith can interpret the Gospel message, develop principles of Catholicism and a Christian value system, and gain a strong sense of responsibility through:

- Beginning each school day with a spiritual communal service integrated with the morning flag salute
- Bible study and religious education in all classes

- Attending Mass every Friday and Holy days
- Recognizing bulletin boards which depict religious events
- Actively participating with the Parish/Clergy in school events and liturgies
- Encouraging peers/parents to become involved in helping others who are less fortunate by providing food, clothing, school supplies and sharing of resources, through various organizations
- Recognizing the importance of the “Right to Life”
- Demonstrating respect for each student’s uniqueness

Intellectual:

We believe a critical thinker can become self-disciplined and self directed in educational pursuits by:

- Contributing to an atmosphere conducive to learning
- Producing written/oral reports
- Being exposed to selected guest speakers
- Participating in city, state and national contests

Psychological:

We believe that a well-rounded person can grow and thrive in an environment conducive to wholeness and well being with an attitude of flexibility and openness through:

- Increasing self-esteem in peers through accentuating of their positive traits
- Complying with classroom discipline
- Creating and maintaining a secure and comfortable environment

Sociological:

We believe that a leader and communicator can develop a concern for social issues and a desire to respect one another by:

- Listening and viewing audio-visual broadcasts in the classrooms
- Participating in Student Council and Honor Guard, Academic Decathlon, California Junior Scholarship

program, and the Catholic Youth Organization Sports program

- Shaping awareness through literature, social studies, science and religion classes
- Providing assistance to schools/Communities who are in need
- Emphasizing importance of respect for each other God, Country, participating in prayer, Pledge of Allegiance during morning exercises.

Physical:

We believe that a well-rounded person can develop confidence in their physical ability together with a sense of respect and appreciation for their physical being by:

- Participating in a physical education program for all grades
- Demonstrating sportsmanship during physical play at recess, lunch, other school events i.e., Jr. Olympics, Walk-a-thon, drama, and sports.

Aesthetic:

We believe a well-rounded person can develop an appreciation of beauty in the world through:

- Active involvement in art, drama and music classes
- Using a wide variety of audio-visual material
- Participation in speech and drama
- Availing band instruction to students in grades 4-8
- Active participation in morning exercise; salute to the flag – Pledge of Allegiance, emphasis on God & Country.

School wide Learning Expectations (SLE)

The faculty and staff of St. Robert Bellarmine School, working together with the parents/guardians of the student body, believe these goals can be achieved.

A St. Robert Bellarmine Student will be....

Kindergarten – Fourth Grade

1.0 A person of faith who can

- 1.1 Show understanding for the Catholic faith and traditions.
- 1.2 Describe their own spirituality while respecting other religions.
- 1.3 Share their time and talents with others through helping others in need.
- 1.4 See and act against unfairness and discrimination.
- 1.5 Share happily in the growth of their spiritual life.
- 1.6 Be a full, active, and conscious part of their parish community.
- 1.7 Apply honest and ethical values to making choices.

2.0 A well-rounded person who can

- 2.1 Has self-control, can handle changes, is dependable.
- 2.2 Is responsible, helpful and patient - a role model.
- 2.3 Can complete tasks with ease, aide other children, teacher's helper.
- 2.4 Has character - respects others, understanding, reliable, honest, and truly leads others to please God and shines like a star.

3.0 A critical thinker who can

- 3.1 Name, measure, put in order, and create information.
- 3.2 Use the things that you have learned, and use them in a new situation.
- 3.3 Find out about a guess, spot favoritism, back up something you say, refer to, and make a guess.
- 3.4 Create and think about a guess.
- 3.5 Solve problems

4.0 A communicator who can

- 4.1 Communicate with all necessary senses, techniques
- 4.2 Use a variety of technologies and media.
- 4.3 Cooperate in all situations
- 4.4 Communicate clear, ideas to your audience.

5.0 A leader who can

- 5.1 Learn to think things through before we act.
- 5.2 Solve disagreements in a positive way.
- 5.3 Show respect and accept everyone in life.
- 5.4 Help others in our community who need it.
- 5.5 Think of new ideas and work with others to complete goals

Fifth Grade – Eighth Grade

1.0 A person of faith who can

- 1.1 Demonstrate an understanding of the Catholic faith and heritage.
- 1.2 Explain their own spirituality while respecting other belief systems.
- 1.3 Share their time and talents with others through service.
- 1.4 Identify and act against injustice and prejudice.
- 1.5 Participate willingly in the development of their spiritual life.
- 1.6 Be a full, active, and conscious member of their parish community.
- 1.7 Apply moral and ethical values to decision making.

2.0 A well-rounded person who can

- 2.1 Demonstrate behaviors that promote physical and emotional well-being.
- 2.2 Demonstrate an understanding of personal responsibility in the global community.
- 2.3 Demonstrate the ability and confidence to learn independently.
- 2.4 Demonstrate personal integrity.

3.0 A critical thinker who can

- 3.1 Identify, evaluate, organize, and synthesize information.
- 3.2 Transfer learned skills and knowledge to new situations.
- 3.3 Question assumptions, identify biases, support assertions, make references, and make predictions.
- 3.4 Develop and evaluate hypotheses
- 3.5 Develop solutions to problems.

4.0 A communicator who can

- 4.1 Read, write, listen, and speak reflectively and critically.
- 4.2 Present work using a variety of technologies and media.
- 4.3 Contribute effectively in collaborative situations.
- 4.4 Express ideas in a variety of contexts with poise, a command of language, a clear organization of ideas, and a sense of appropriateness to audience, purpose and context.

5.0 A leader who can

- 5.1 Develop self-discipline and accept responsibility.
- 5.2 Resolve conflicts constructively.
- 5.3 Show respect and acceptance of individual differences.
- 5.4 Give service to the community to improve the lives of others.
- 5.5 Initiate new ideas and work cooperatively to accomplish a goal.

St. Robert Bellarmine School Policies

Academic Probation Policy

Students of St. Robert Bellarmine who have been placed on ACADEMIC PROBATION will receive official notification before the fourth quarter of each school year. The notice for “*Recommendation of Teacher for Academic Probation*” will be reviewed by the teacher and principal and sent home for parent’s signature. The Academic Probation Policy states that students will be placed on academic probation for approximately **one** (1) month (September) for the following school year. Throughout the month of September (probationary month), teachers will notify the parents through telephone calls, and/or student’s written progress reports as to the status of the student. At the end of this time, there will be a meeting with the Principal, Teacher, Parent and Student. In the event that a student is having severe learning difficulties, it may be necessary to recognize that St. Robert Bellarmine may not be equipped to meet the needs of that student, and a transfer to another school would be in the student’s best interest. If it is found that the grade is above the student’s demonstrated achievement level, the student may be asked to return to the previous grade, if classroom space is available. Another option is that, the parents may be requested to withdraw the student from St. Robert Bellarmine School, again, in the child’s best interest. ***The final decision of returning the student to the previous year’s classroom or recommending a transfer remains with the Principal.*** Indeed, in order to instill responsibility in the student, parents need to communicate effectively, and support the teacher/Principal’s decision. We need to continue to foster open, honest, and direct communication with the school. This is vital in the formation process of developing responsible Christian leaders.

Admission Policy

It is the policy of the Los Angeles Archdiocesan School system to follow a pattern of open admission, regardless of race or creed. This policy, however, recognizes that parish needs have first priority, followed by Catholic students from outside the parish and then all other children as classroom space permits. In the admission of students to St. Robert Bellarmine School the order of priority is:

1. Classroom space.
2. Applicants whose brothers and/or sisters are currently enrolled in the school.
3. Applicants whose parents are **registered and contributing members of St. Robert Bellarmine Parish and active participants in the Parish community.**
4. Students from Catholic families relocating from other communities who have been attending Catholic schools.
5. Students from the local area that can demonstrate their intent and motivation are in accord with the aims of a Catholic education.
6. Students whose parents clearly demonstrate their support for the purpose and programs of the school.

***** All students entering St. Robert Bellarmine’s Kindergarten classes must be 5 years old as of December 1.*****

Bicycles / Skateboards / Roller Skates/Walkman/CD Players/Cell Phones

Students are **never** permitted to ride bicycles, skateboards, or roller skates on the school playground during school hours, nor are they permitted to bring skateboards, roller blades or roller skates on school premises. Walkman/CD Players are prohibited. Cell phones may not be used during school hours under any circumstances. If students possess a cell phone, it must remain with their teacher until the end of the day.

Any of the above mentioned articles may be confiscated and will be returned to the parent.

My-Space.com or any facsimile

The use of such websites are **FORBIDDEN**, while in attendance at St. Robert Bellarmine School
NO EXCEPTIONS!

Burbank Public Library After School Policy

St. Robert Bellarmine School is fortunate to have convenient access to the Burbank Public Library. Parents are asked to ensure their unchaperoned students be left in the library only as long as needed for homework or recreational reading, but may not leave school grounds until 3:05 p.m. ***All library rules of conduct must be observed***, and failure to do so will result in their being asked to leave. St. Robert Bellarmine assumes **NO** responsibility for any student left at any time in the library. It is strongly advised that no student be left in the Burbank Library unsupervised.

Earthquake / Disaster Policy

In the event of a major disaster the following procedures are to be followed:

1. **For the safety and security of the students the school gates will be locked.**
Authorized parties picking up students will enter the school yard only by way of the designated upper playground entrance on Orange Grove.
2. Students are released **only** to those persons listed on the student(s) Earthquake / Disaster card.
3. The authorized party must sign the release form with the designated staff member on the upper playground before the student(s) can be released.

Note: Please do not telephone the school office in the event of a major disaster, as phone lines may be busy and communication difficult!!

Faculty Meetings

Faculty meetings are scheduled throughout the year and their dates are noted on the monthly school calendar. On faculty meeting days, generally on Fridays, the students will be dismissed at 12:00 p.m. Please be prompt in picking up the students from the Cone Zone located on the upper playground.

Friday Early Dismissal

All Friday dismissal are at 12:30 p.m. reserved for Faculty Meetings, Curriculum Articulation Meetings, In-Depth Studies, WASC/WCEA Meetings, Evaluating and Staff Development In-Services. Please be prompt in picking up your child(ren).

Family Envelope

The Family Envelope has proven to be an effective means of communication between home and school.

Please:

- ~ Read the contents of the envelope when you receive it.
- ~ Sign the envelope to indicate that you have received it.
- ~ Have your child return the envelope to school ***the next day.***
- ~ Mark the necessary changes on your calendar – see monthly revised calendar.

Note: There is a \$5.00 charge, for each time the Family Envelope is lost or not returned to the school office.

Website:

The website has been designed as another form of communication and information. The site allows access to information regarding school activities, memos, homework and contacting teachers via e-mail. Information will be regularly update to keep you up to date with the latest information.

www.strobertbellarmineschool.com

Racial Discrimination Policy

St. Robert Bellarmine School admits applicants of any race, color or ethnic origin to all the rights, privileges, programs and activities generally accorded made available to students at the school. This includes administration of its education policies, admission policies, scholarships / loan programs, athletic and other school administered programs.

First Friday Mass

The Student body attends Mass on the first Friday of every month, wearing full **formal uniform attire** (See Uniform Code). The exact dates are noted on the monthly school calendar. Mass begins at 8:30 a.m. Parents and guardians are invited to attend mass with the students. **Students are required to be in full formal uniform attire whenever they attend a school Mass.**

Free Dress

A privilege attained by various fundraising events. Specific dates will have advance notice. **Non-appropriate** attire for such dates would include but are not limited to: baggy pants, tennis socks (peds), short shorts / skirts, tank tops, halter or crop tops as well as sandals or open toe shoes.

The Principal reserves the right to determine inappropriate dress.

Gender Discrimination Policy

St. Robert Bellarmine School does not discriminate against any applicant based on the applicant's sex relative to admission policies, educational programs and/or activities.

Grievance Policy

St. Robert Bellarmine School adheres to the grievance procedures set forth by the Archdiocese of Los Angeles Department of Catholic Schools. A copy of the Grievance Policy is available in the school office for review.

Harassment Policy

St. Robert Bellarmine School is committed to providing a learning environment free from harassment of any form. Harassment by any student, parent, or other persons is prohibited. Allegations are taken seriously, reviewed and investigated promptly and thoroughly in a confidential manner. A copy of our Policy is at the back of this book. Please sign and return to the School Office.

Homework Policy

It is the policy of St. Robert Bellarmine School to require homework of all students. The purpose of homework is to learn how to study, develop good study habits and reinforce the material presented in the classroom. Parents/ guardians can assist the faculty by encouraging systematic study habits in the students and by providing a quiet time and place for this effort and by encouraging its timely completion. The following lists the **approximate** time to complete homework by Grade:

Grades KA/B	approximately 30 minutes per evening.
Grades 1 – 2	approximately one and a half hour each evening.
Grades 3 – 6	approximately one to three and a half hours each evening.
Grades 7 – 8	approximately three to four and a half hours each evening.

Assignments are **not** always written. Students in the upper grades will sometimes have long term assignments to help them grow in responsibility and to prepare them for high school try to become involved in these homework activities. The homework should be done neatly and brought to school in a folder.

Refer to the teacher's welcome letter for more detailed information regarding expectations on homework and assignments.

Note: Extracurricular activities do not have priority over homework assignments!

The *right time* to do homework should be determined by each family. If student(s) have too much difficulty with assignments, send a note to the teacher verifying that the student did put effort into the assignment even though the homework is incomplete. Should this happen *more than once* (1) it would be wise to discuss the issue with the teacher.

Medical Policy

When a student is injured during school hours, they are attended at the school office by a volunteer parent; the injury is logged in and attended to in the appropriate manner. For any head injury you are automatically called and asked to come in to examine your child yourself. Any time your child is running a fever we ask that you pick them up as soon as possible. To avoid the spread of a cold and/or flu, please do not send your child to school until they are well.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS AT SCHOOL- POLICY BY THE ARCHDIOCESE

1. Schools may not furnish any medications (this includes but is not limited to acetaminophen, ibuprofen, or other over-the-counter remedies).
2. All medications require physician and parent/guardian authorization.
3. All medications must be secured in the school office or designated location. Use of

an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the Physician and parent document the following:

- Risk of not carrying medication
 - The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
4. Authorization forms should be maintained in the binder with the medication log. The authorization form should be added to the student's file. The following forms are available:
 - Medication authorization form
 - Inhalers to be carried by students
 - Diabetic Consent Form
 5. Adult office personnel as approved by the principal will administer medication.
 6. The medication log is to be maintained until three (3) years after the student would turn twenty-one (21) years of age. The form will be incorporated into the student's permanent file upon transfer or graduation.
 7. Each school should develop a list of students requiring medication every day, all year long.
 8. Medications should be brought on field trips when necessary.
 9. Glucose testing and insulin administration is a parental responsibility. Students who have been trained may perform their own testing and self-administer medication. All testing and medication administration should be supervised in the office or health room.
 10. Parents are responsible for picking up medications from the office at the end of the school year and for assuring that medications have not expired.
 11. Schools must provide a method for access to emergency medications when students are present.
 12. Schools must assure that someone is available in the office or health room during regular school hours (including lunch and recess) to administer emergency medications if necessary.

PROCEDURE

1. Parent/Guardian is to bring the medication to the office.
2. Authorization forms are to be reviewed for completeness (faxed forms from the physician or prescription are acceptable. Staple the prescription to the authorization form). Medications will not be accepted without the authorization form.

3. Assure that the medications are in original containers and labeled with the name of the medication, dosage, and name of child and frequency of administration. Over-the-counter medications should be in original sealed packages with directions for administration.
4. Store medications in a secure location (consider ability to transport medications if evacuated) labeled with students name and frequency of administration.
5. An adult will assist and observe the student taking the medication (some students may use a nebulizer for asthma medication).
6. If a student doesn't come for scheduled medication, send for the student.
7. Notify the parent/guardian that day if a student requires an "only if needed prescription medication" or has an increase frequency of use of over-the-counter medications.
8. If the child uses an inhaler and has no relief or is having severe breathing problems consider calling 911 and notify the parent/guardian immediately.
9. Notify the parent or guardian that day of any missed doses while at school.
10. Document the medication administration in the medication log.

Retention Policy

St. Robert Bellarmine follows the guidelines contained in the Administrative Handbook of the Los Angeles Catholic Schools, regarding retention. The decision to promote a student to the next grade or to cause the student to be retained in the present grade should be based upon a consideration of the overall welfare of the student, i.e., made by carefully weighing academic factors. If retention is under consideration the following guidelines should be applied:

The teacher is responsible for the early diagnosis, evaluation and effective recommendation of the learning problems. By the first (1) quarter's end the teacher will make the Principal aware of any student with significant learning problems. With the Principal's approval, the teacher will inform the parents regularly during the second and third quarters of the student's progress or possibility of retention.

Retention is generally more successful in the primary grades, especially Kindergarten. Therefore the primary grade teacher should diligently observe the students carefully so that problems can be corrected before the student reaches the upper grades. It is recognized that the teachers' and parents' opinions are significant factors, however **the final decision to retain the student is the responsibility of the Principal.**

In the event that a student has a severe learning problem, it may be necessary to recognize that the particular parochial school may not be equipped to meet the needs of that student and a transfer to another school might be necessary. **The Principal will decide whether to retain or recommend the student to transfer to a more appropriate school.**

Tardy/ Absence Policy

All students must attend flag salute/morning exercises with their class. St. Robert Bellarmine School has a **strict tardy policy**; any student arriving AFTER 7:50 a.m. IS CONSIDERED TARDY and must be signed in **by a parent or guardian** at the school office to receive a tardy slip before being admitted to class. Parents or guardians **must** submit a written explanation for **every** tardy or absence. Students who acquire three unexcused tardies (unexcused tardies are all tardies except those accompanied by an official medical note) in one (1) quarter will be notified by the teacher. **FIVE (5) TARDIES ARE CONSIDERED EXCESSIVE.** At the 5th tardy in one quarter, your child the student and parents may be asked to meet with the Principal before being permitted back in the classroom. The combined number of excused or non-excused tardiness **MUST NOT EXCEED FIVE (5) IN ANY ONE (1) QUARTER.**

Parents please note; it is your responsibility to have your child(ren) arrive at school on time and prepared for the school day.

*** In case of emergency – consideration will be given on a case-by-case basis.***

****The Principal reserves the right to amend these policies or any policy at anytime!!****

Student Insurance

The Student Accident Insurance Program, adopted by the Archdiocese, is provided for all St. Robert Bellarmine students. Its cost is included in “Student Fees”. This program assists in the medical expenses incurred due to accidental injury sustained by a student while attending the school or while participating in a solely school sponsored and supervised activity. Insurance forms are distributed in the first Family Envelope and are also available in the school office.

Student Medication Policy

St. Robert Bellarmine School does not administer medication to students without the written approval of a physician/ parent/ guardian. The request form is available in the school office and also requires the physician/ parent/ guardian signature. This includes the administering of prescription medicines, as well as aspirin, cough drops, and any other non-prescription medicines. It is the parents/ guardian’s responsibility to provide the school with the necessary medication and a note from your physician.

Note: No student is allowed to *possess* medication with them in school except under adult supervision. This also applies to non-prescription medications such as aspirin, etc. - **ALL MEDICATION IS KEPT IN THE SCHOOL OFFICE.**
Please refer to Medicals Policy –Pg.19.

School Regulations

Commencement

St. Robert Bellarmine School commences at 7:40 a.m., Monday through Friday, beginning with a flag salute followed by a spiritual communal service. Any student arriving **after 7:50 a.m. is considered tardy.** Therefore, parents please have your child(ren) at school in time to attend flag salute/morning exercise with their class.

Cone Zone

The use of the Cone Zone is a privilege and was created for the convenience of our parents and the safety of our children. It enables the students to be dropped off and picked up from within the *Safety Zone* of the school.

Morning Cone Zone, located in the upper playground is supervised from **7:30 a.m. to 7:50 a.m. students should be dropped off by 7:40 a.m.** Afternoon Cone Zone is **open from 3:05 p.m. to 3:30 p.m.** Please come at these hours, the gate will be opened only at these times. While using Cone Zone, please follow these simple guidelines:

- ~ At the entry, only make a right-hand turn.
- ~ Proceed to the drop-off / pickup point. Pulling as far forward as possible.
- ~ Please make sure the students keep their belongings with them to avoid opening trunks. At this point, the student(s) will exit or enter the vehicle.

When a student is not present at the pickup point, please drive on and go through again.

Upon exiting the school grounds, **only make a right hand turn.** It is important to follow these guidelines to maintain a smooth and quick flow of traffic. Parents who violate Cone Zone rules will be prohibited from this privilege.

* As I'm sure you are aware, cell phones and driving are a deadly combination. Therefore, we request that while going through Cone Zone refrain from using your cell phones.*

Dismissal

Daily dismissal is at 3:00 p.m. for Kindergarten – 8th grade Monday, Tuesday, Wednesday, and Thursday. Friday Dismissal time is at 12:00 for all grades. The Kindergarten students **must** be signed out at their respective classrooms. The Cone Zone in the upper playground is supervised from 3:05 p.m. to 3:30 p.m. For their protection, students must be picked up from Cone Zone promptly, unless they are with a teacher for a specific purpose. A student that has not left school grounds by 3:30 p.m. will automatically be placed in Day Care and a fee of \$25 will be due. Please refer to the monthly school calendar for specific early dismissal dates (minimum days).

The school gate on the upper playground is locked every day at 8:15 a.m. and reopened at 3:05 p.m. for Cone Zone use. The gate must be locked each evening.

Fundraisers

Walkathon is a mandatory fundraiser a minimum of \$150.00 per student is required. All proceeds go towards updating the computer lab/ reading lab, textbooks, instructional material and other miscellaneous repairs and maintenance.

The Parent Guild (PTO), Student Council, and Eighth Grade, however, sponsor other fundraisers. They are shown on the school calendar and are the subject of fliers throughout the year. Although other fundraisers are **not** mandatory, your support would be greatly appreciated. Please note, that the school is not responsible for lost orders. For your protection, please do not send cash with your child.

Emergency Card

Each family/student must have an up-to-date emergency card on file in the school office. The emergency card is sent home in the first family envelope, **please return it immediately, and remember information must be kept current.** If any of the information changes, such as the home address and/or work phone numbers, doctor's information etc., please notify the school office immediately! Remember your child's safety is at stake if this record is not current. If an emergency should occur, and **all** phone numbers on the emergency card have been called (but there was no response), please be aware that **911** will be called from the school on behalf on your child.

Absence

Whenever a student is absent, the parent/ guardian is asked to call the school office before 9:00 a.m. that day. **California state law requires a written excuse, stating the reason for the absence,** be presented to the teacher and office before the student can be readmitted. This requirement applies to **all** students returning to school after an absence!

If the student has **been diagnosed as having a contagious disease**, please notify the school office immediately so the precautions can be taken and exposure notices be sent home to the parents of the exposed children. A certificate from the student's physician **must** be submitted to the school office before re-admission to the classroom.

If a student becomes ill and is sent home before recess it is considered a full day absent. Children arriving at school after recess will be considered absent for ½ day. If a student is absent for fifteen (15) days or more during the quarter, the report card grades may be withheld or student receives an "Incomplete", unless the schoolwork is made up.

Medical Absence

Students may not be taken out of school for doctor's appointments unless it is impossible to get the appointment after school hours. If a student must be released early, a note must be sent to the teacher **ahead of the appointment**. On the day of the appointment the parent/guardian **must go** to the school office, sign the student out and then wait for the student to be escorted from the classroom to the Office for release. If the student returns to school after the appointment, the parent/ guardian **must again** go to the Office with the student and sign the student in, if a student is tardy due to a doctor's appointment, a doctor's form or a note signed by the Health Office noting the student's **departure (and arrival) time** will be sent to the teacher and school office for the student's records.

If a student becomes ill during the school hours, the parent/ guardian will be notified, and the student held in the Office for release until the parent/ guardian arrives. ***Again, a note signed by the Health Office must be sent to the teacher and school office noting the student's arrival and departure time for the records.***

Parent/Guardian School Visits

Parents/Guardians are always welcome to visit the school. **However**, all persons who want to visit a classroom while school is in progress must sign in at the school office, receive a visitor's pass, and have approval from the Principal and/or teacher. Parents/Guardians must not check in and interrupt a class while in session. Please sign in and sign out at the school office at all times.

Discipline

Discipline in St. Robert Bellarmine School is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is to:

- ~ Provide a classroom conducive to learning.
- ~ Promote a character training, i.e., to cultivate the virtues that ensure Christian living.

It should be understood that no student shall be denied a Catholic school education or be prohibited from learning because of a disruptive fellow student. Therefore effective discipline is maintained when there is:

- ~ Parent support and cooperation.
- ~ Reasonable quiet and order in the classrooms.
- ~ Positive correction of faults.
- ~ Encouragement for desirable conduct.
- ~ Firm but kind treatment of difficult students.

Disciplinary Note

If a child violates classroom rules, school regulations or acts in a way contrary to Christian behavior, a disciplinary note (Pink Slip) will be sent home to inform the parent / guardian. A Pink Slip is to be considered as serious and parental cooperation is expected to ensure that this conduct is corrected. Students will not be permitted to prevent other students from learning by disruptive behavior.

The School's failure to invoke policy on one occasion for the commission of an offense constituting cause for detention, issuance of a disciplinary referral/deficiency report, transfer, withdrawal, suspension, expulsion of a student shall not affect the right of the School to invoke detention, issuance of a disciplinary referral/deficiency report, transfer, withdrawal, suspension, or expulsion of a student; for a later or another commission of the same offense or any other offenses.

Detention

Students in Grades 4 through 8 may be detained the same day for violating school regulations. Parents will be informed the day before detention for students in Grades K through 3.

Transfer / Withdrawal / Suspension / Expulsion Policy:

According to the Los Angeles Archdiocese Administrative Handbook, “Under normal circumstance, a pupil is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis, that continuation of the pupil in the school might be impossible in practice.”

In addition, any student, parent, guardian or other person who upbraids, insults or abuses any teacher of the school, in the presence, or hearing of a pupil is absolutely unacceptable. Any student, parent, guardian or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on the school premises or public sidewalks, streets or other public ways adjacent to the school’s premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is intolerable. Under these conditions a “Recommended transfer” would be recommended.

Since enrollment at St. Robert Bellarmine School is limited and because parents/guardians are making sacrifices to keep the school in operation, all students are entitled to the best education and training possible.

The following excerpts are recommendations of the Los Angeles Archdiocesan Administrative Handbook and will be enforced by St. Robert Bellarmine School for suspension and/or expulsion:

1. Actions gravely detrimental to the moral and spiritual welfare of other pupils.
2. Habitual profanities or vulgarity.
3. Assault, battery or any threat of force or violence directed toward any school personnel or pupils.
4. Open, persistent defiance of the authority of the teacher.
5. Continued willful disobedience.
6. Use, sale, distribution of narcotics.
7. Use, sale, distribution or possession of any alcoholic beverages.
8. Smoking or having tobacco.
9. Stealing
10. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
11. Habitual truancy and tardiness.

12. Possession of harmful weapons or materials that can be used as harmful weapons.
13. Verbal or physical abuse of teachers or any school personnel.

Final decision lies with the Principal to interpret and determine behavior that is inappropriate or unacceptable.

Care of School Property

Books are furnished on a rental basis and any book that is lost or damaged will result in the parent/guardian being billed for its replacement. All books are to be covered all year (non adhesive). The school's facilities and equipment have been provided through the sacrifices of both parents and parishioners. Therefore students are expected to exercise proper care in the use of school property.

Cleanliness

A student who comes to school without having paid proper attention to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare himself/ herself for the classroom before entering. This is a requirement of section 302 of the California Education Code.

Telephone Calls

Except in cases of emergency, phone messages **will not be taken and relayed** to a student nor are the students allowed to use the office phone. Under normal circumstances neither students nor teachers will be called to the phone during school hours.

Gum Chewing

Chewing gum in the classroom or on the school grounds is forbidden at all times. This regulation also applies to after-school sports and/or any school function conducted after school hours on school property.

Field Trips

Archdiocesan / School permission slips must be signed by the parent/ guardian, and received by the school office, prior to the student's participation in the field trip. Since field trips are a part of the school curriculum, the school uniform must be worn, unless the particular trip warrants otherwise. The parent will be notified if such is the case. Walking field trips to nearby facilities are planned throughout the year. A special permission slip is required for these trips on a one-time basis.

Grading System

Grading is used as a positive means to determine the self-improvement of the individual student. It should not be used to compare one student with another. “Effort” and “Good Conduct” in school should be stressed by the parent / guardian. A positive attitude on the part of the parent/ guardian will help to bring about acceptance by the student.

Report Cards

Report cards are issued each quarter (4 times a school year). The report card indicates the student’s progress – how well the student is progressing and/or the difficulties being experienced. The monthly school calendars list the dates for report card distribution. Please review the report card with the student.

Progress Report:

The purpose of the Progress Report is:

- ~ To alert the parent / guardian of the possibility of low or failing grades and/or a lack of effort on the part of the student.
- ~ To allow the student sufficient time to improve before the report card is issued.

Progress reports are sent to the parent/guardian approximately three (3) weeks before the report card is issued. Should your child receive a progress report / it might be advisable to have a conference with the teacher.

Parent/Teacher Conferences

Conferences between parents and teachers are held at the end of the first quarter. To facilitate the teachers’ work schedules, classes are dismissed at 12:00 p.m. on the days of the Parent/ teacher conferences. Refer to the monthly school calendars for the dates of these planned conferences. Notwithstanding, these conferences, parents/ guardians are encouraged to contact the teachers at any time when a need for a conference is apparent. To schedule a conference, send a note to the teacher with your recommendation for a date and time. You will be contacted and an appointment scheduled.

Recess / Lunch Periods

Recess- The following time period has been set aside for recess every day that school is in session:

9:30 a.m. - 9:50 a.m.	First Recess
9:50a.m. - 10:10 a.m.	Second Recess
10:10 a.m. - 10:30 a.m.	Third Recess

All Students are encouraged to bring wholesome snacks to eat at recess.

Lunch- The following time periods have been set aside for every day that school is in full session:

11:30 a.m. - 12:00 noon	First Lunch
12:00 noon - 12:30 p.m	Second Lunch
12:30 p.m. - 1:00 p.m.	Third Lunch

It is the responsibility of the parent/ guardian to provide the student with the lunch to be brought to school every morning. If a lunch is inadvertently left at home it may be brought to the school but **must be left in the school office with the student's name and grade clearly marked.**

Hot Food Days

Parents please note: A full meal must be purchased before purchasing extra food. In addition **no refunds are given nor money carried over** to other food days, this includes absences. However, purchase of hot food is not mandatory.

Birthday Treats

May be provided but they can be enjoyed only at break or lunch time. Please request permission from the student's teacher **before** providing the treat.

Curriculum

The curricular program at St. Robert Bellarmine School is centered on the use of texts recommended by the Archdiocese Department of Education. All Grades, K through 8, utilize the appropriate texts for that grade level. These texts are selected by the faculty and approved by the Principal. The curricular program is continuously evaluated by the faculty to assure that all students are making continuous and appropriate progress in the mastery material consistent with their grade level learning objectives. The curricular program is also evaluated on the progress reports received from feeder high schools relative to St. Robert Bellarmine graduates attending these schools. The following subjects are taught from Kindergarten through 8th Grade.

Allotment Chart

Subjects	Grades							
	1	2	3	4	5	6	7	8
Religion	150	150	150	150	200	200	200	200
Language Arts (Total) Reading/Literature English/Grammar Spelling Handwriting	890	890	775	775	625	575	575	575
Mathematics	300	300	330	330	330	330	330	330
Science	60	60	100	100	100	150	150	150
Social Studies	80	80	125	175	225	225	225	225
Fine Arts (Total) Art Music	120	120	120	120	120	120	120	120
Physical Education	50	50	50	50	50	50	50	50
additional instructional minutes(Total) Computer Class Spanish Class Band Instruction	100	100	100	100	100	100	100	100
Opening/Closing/Recess/Lunch	300	300	300	300	300	300	300	300
Total Weekly Instructional minutes	2050	2050	2050	2050	2050	2050	2050	2050
Total Faculty Meeting Minutes	90	90	90	90	90	90	90	90
Curriculum Planning/Articulation	45	45	45	45	45	45	45	45
Other Administrative Planning		45	45	45	45	45	45	45
TOTAL WEEKLY MINUTES	2190	2190	2190	2190	2190	2190	2190	2190

The Principal of the school retains the sole right to determine subjects to be taught in class, holidays and semester scheduling, class size, class and extracurricular assignments, course content, text to be used, methodology, how the Catholic philosophy of the School is to be implemented in each subject area, the right to change assignments and to determine all other matters except to the extent expressly limited by the provisions of the Los Angeles Archdiocesan Administrative Handbook.

The Principal of the school retains the sole right and duty to operate its school within the philosophy of Catholic education, the philosophy of the school, "To Teach As Jesus Did," the doctrines, laws, and norms of the Catholic Church, and to admit students who demonstrate an ability to develop and maintain a Catholic School Faith Community.

The School Principal has the right to amend, alter or delete any school policy at her discretion.

Co-Curricular Programs/ Activities

Formal instruction at St. Robert Bellarmine School is supplemented by a variety of co-curricular activities. These activities are available to all students and assist the student in developing social responsibility, decision-making skills and Christian attitudes. These activities are described below.

California Junior Scholarship Federation

The aim of the California Junior Scholarship Federation (CJSF) is to foster high standards of scholarship, service and citizenship on the part of the students in California's Junior High Schools. The CJSF also promotes activities among its members. This program is available to the 7th and 8th grade students only. The CJSF provides academic awards to deserving students.

Student Council

The Student Council allows the students to become active participants in the management of the school. The Council organizes many activities such as parades, food days, raffles and other fundraisers. Its Ecology Committee assists in keeping the courtyard clean; its Safety Committee works with the parents in setting-up and supervising the Cone Zone. The Student Council's Big Sister/ Brother and School Families provides the opportunity for the older students to become constructively involved with the younger students. The younger students benefit by feeling more at home in the school environment; the older students benefit by developing a caring attitude and patience toward the younger students. In addition Student Council food days funds are designated for scholarships.

Special Programs

St. Robert Bellarmine has several special programs, which are described in the following:

Extended Day Care

Extended day care is available to all students at St. Robert Bellarmine School at a rate of \$250.00 registration, \$250.00 per month per student, \$450 per month for 2 or more students. Day care is provided from 3:00 p.m. dismissal to 6:00 p.m. in the 2ND grade classroom of the school. On minimum days, daycare is provided from 12:30 p.m. to 6:00 p.m. Daycare follows the school's calendar. Day care admissions are on a full school year commitment basis. NO EXCEPTIONS!! Parents please note: Any child(ren) left on school premises after cone zone closes, ***will be sent to Day Care.*** Parents ***will have*** to pay for day care services for that day.

Band

The band program provides the opportunity for the students to further their musical education by teaching them to play a musical instrument. After completion of learning the basic use of the instrument and the reading of music, the students are urged to participate in the school band. The band is an integral part, and a tradition, in the school's opening exercises. During the school year band members are called upon to support other schools, Bellarmine-Jefferson High School and various community functions.

Sports Program

In addition to the physical education classes, an organized after-school sports program is available to both boys and girls, at a fee of \$ 135.00 per sport. The sports available include: baseball, football, volleyball, basketball, cheerleading, and track. When placed in the proper perspective and viewed from the entire life of the students, sports can have a positive influence on the student. Learning how to relate to team members and coaches, learning how to develop a friendly and cooperative attitude towards team members and opponents together with learning the basic skills of the sport itself all help the student to develop a sense of fair play and sportsmanship. The school provides a wide variety of sports awards. However, the student is required to maintain a "C" average throughout the school year, failure to do so will result in immediate dismissal from the team.

Drama

The drama program provides a forum for the students to express themselves through words and role-playing in various plays. Drama enhances the student's ability to speak in a public forum and helps in the development of self-esteem and confidence.

Great Books

Great Books is an enrichment program geared for accelerated students who enjoy and appreciate reading and who can manage the extra workload. This program satisfies the student's enthusiasm and interest by providing a forum for active discussion and debate, in addition to training our students to be critical and analytical thinkers as well as to express their opinion and to be creative in understanding the author's intent.

Tuition and Fees

The tuition and fees required of students who will be attending St. Robert Bellarmine School during the 2008/2009 academic year are detailed in this section of the Handbook. The monthly tuition is due the first of each month. A late fee of \$25.00 will be charged if payment is not received by the 10th of the month unless other arrangements have been made with the school office.

Parents/Guardians – Please do not send cash with your child. **If paying by cash, please obtain a receipt from the office.**

Note: Your tuition account will be billed an additional \$100.00 for every check, payable to St. Robert Bellarmine, returned by your bank regardless of the purpose of the check.

Tuition Schedule 2008/2009 – Kindergarten

For the 2008-2009 school year, all students entering St. Robert Bellarmine Kindergarten must be 5 years old as of December 1.

Supporting Families are:

Registered and contributing Roman Catholic families who have a HISTORY of supporting St. Robert Bellarmine Church, **with their presence**, using the Parish Sunday Envelope, with their church ID number, on a weekly basis, including Holidays and summer vacation, and is an active supporter of the Parish. The tuition costs are:

\$4,000.00 per child for the 2007/2008 academic year (10 months at \$400.00 per month)

The \$4,000.00 per child amount is a yearly fee; however, it has been broken down into a 10 month plan, in order to lower your monthly payments.

Non Supporting Families are:

Roman Catholic families who have **no history** of supporting or choose not to support St. Robert's Church both financially and with their presence at Sunday Mass and not registered members of St. Robert Bellarmine Parish. The tuition costs are:

\$5,000 per child for the 2008/2009 academic year (10 months at \$500.00 per month)

The \$5,000.00 per child amount is a yearly fee; however, it has been broken down into a 10 month plan, in order to lower your monthly payments.

Non-Catholic Families:

Children who have **not** been baptized in a Roman Catholic Church, the tuition costs are:

\$5,500.00 per child for the 2008/2009 academic year (10 months at \$550.00 per month)

The \$5,500.00 per child amount is a yearly fee; however it has been broken down into a 10 month plan, in order to lower your monthly payments.

Kindergarten Registration/ Application/ Testing Fee:

This fee is **\$250.00** per family and is **non-refundable**. The registration/ application / testing fee includes a family assessment for heating, air conditioning and operating costs.

Kindergarten Student Fee:

This fee is **\$250.00** per student and is **non-refundable**. The student fee covers the cost of books, insurance, student periodicals, health maintenance and prevention programs, physical education and playground equipment, art supplies, consumable, testing fees and materials, earthquake supplies, and other miscellaneous school incurred expenses.

Kindergarten Student:

The graduation fee is **\$125.00**. This fee helps to defray some of the graduation expenses.

Note: Kindergarten Tuition, Application/ Testing Fee and Student Fee are in addition to the tuition and fees for any brothers or sisters registered in Grades 1 through 8.

Tuition Schedule 2008/2009 - Grades 1 through 8

Supporting Families are:

Registered and contributing members of St. Robert Bellarmine Parish, who have a HISTORY of using the Parish Sunday envelope, (with your church ID number) and with their presence, on a weekly basis including Holidays and summer vacation and an active supporter of the Parish. The tuition costs are:

\$4,000.00 for ONE child for the academic year (10 months at \$400.00 per month)

\$6,500.00 for TWO children for the academic year (10 months at \$650.00 per month)

\$7,000.00 for THREE or MORE children for the year (10 months at \$700.00 per month)

The above fees are on a yearly basis; however they have been broken down into a 10 month plan, in order to lower your monthly payments.

Non Supporting Families are:

Roman Catholic families who have **no history** of supporting are out of Parish/ Non Supporting Families who are not registered members of St. Robert Bellarmine Parish or families who choose not to use the Parish Sunday envelope. The tuition costs are:

\$4,500.00 for ONE child for the academic year (10 months at \$450.00 per month)

\$7,250.00 for TWO children for the academic year (10 months at \$725.00 per month)

\$8,000.00 for THREE or MORE children for the academic year (10 months at \$800.00 per month)

The above fees are on a yearly basis; however they have been broken down into a 10 month plan, in order to lower your monthly payments.

Non-Catholic Families:

Children who have **not** been baptized in a Roman Catholic Church, tuition costs are:

\$5,500.00 for EACH child for the academic year (10 months at \$550.00 per month)

The \$5,500.00 per child amount is a yearly fee; however it has been broken down into a 10 month plan, in order to lower your monthly payments.

Registration/ Application/ Testing Fee (Grades 1-8)

This fee is \$250.00 per FAMILY and is **non-refundable.**

Student Fee (Grades 1-8)

This fee is **\$250.00 per STUDENT** and is **non-refundable.** The student fee covers the costs of books, insurance, student periodicals, health maintenance, and prevention programs, physical education and playground equipment, art supplies, consumable, testing fees and materials, earthquake supplies and other miscellaneous school incurred expenses.

8th Grade Graduation

The graduation fee is **\$175.00.** This fee helps defray some of the graduation expenses: Disneyland trip, bus, yearbook, cap & gown, diplomas, certificates, luncheon, photographs, etc.

St. Robert Bellarmine School Dress Code
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St. Robert Bellarmine School students are required to adhere strictly to the uniform policy. The 2008/2009 academic school year uniform including Physical Education uniform is as follows.

The new school and physical education (P.E.) uniforms may be purchased at the following store:

Dennis Uniform Company
250 South Flower St.
Burbank, CA-91502
(818) 843-8412

Crown Uniforms
8716 Sunland Blvd
Sun Valley, CA 91352
(818) 767 8640

Uniforms are classified as either being FORMAL or NON-FORMAL.

Formal uniform must be worn to school:

- ~ School Mass Days
- ~ Every Friday – All Grades
- ~ Any day designated by the Principal

Boys' Formal Dress Uniform for grades K through 8 consists of the following:

- ~ Navy tailored twill long pants (no shorts permitted).
- ~ Plain white, collared dress shirt (long or short sleeve) tailored
- ~ Hamilton plaid or navy tie (clip on tie or a neck tie)
- ~ No Polo Shirts permitted on Formal Dress Days.
- ~ Navy V-Neck cardigan sweater or Navy V-Neck Vest
(school emblem should be sewn on upper left breast.)

Boys Non-Formal uniform (K-8)

- ~ Navy twill pants or walking shorts – No sweatpants allowed.
Except on P.E. days. No exceptions!
- ~ Polo shirt – WHITE or NAVY with LOGO
- ~ Turtleneck – solid white or navy – If worn, this must be worn under the uniform polo shirt. No designs allowed on turtlenecks
- ~ No designs on undershirts, it must be a solid white or navy.

Shirts should be tucked in at all times.

Shoes:

Sturdy black rubber-soled shoes or black tennis shoes. Sturdy black oxfords are acceptable. Black shoes must have black laces. No boots or high- heeled shoes,

including high- heeled tennis shoes. No colored laces I.E. white, red, blue, gray, silver etc. are permitted. Tennis shoes should not have colored soles, cartoon characters, lights or extensive designs. **No Exceptions!**

Socks:

Plain white or navy socks only. Tube socks or crew socks only. Socks are to cover the ankles entirely. Logos, designs, tennis socks and peds are not permitted. White or Navy knee-high socks are acceptable.

Belt:

Navy or black only, of appropriate length.

NO SWEATSHIRTS OF ANY KIND ARE TO BE WORN ON FORMAL DRESS DAYS.
NO HOODED SWEATSHIRTS OR SWEATERS PERMITTED.

Girls' Formal Dress Uniform for Grades K through 8 consists of the following:

- ~ Hamilton plaid walking shorts, Grades (K-3)
- ~ Hamilton plaid Skort, Grades (4-8) (no shorts permitted) No pants or Polo shirts are to be worn on formal dress days. Skort is to be no higher than 3 inches above the knee.
- ~ White dress blouse (long or short sleeve) Tailored collar only. No rounded collars, ruffles, lace or puffy sleeves. No exceptions.
- ~ Navy V-neck Cardigan sweater or navy V-neck vest with the school emblem sewn on upper left breast.

Girls Non-Formal Uniform (K-8)

- ~ Hamilton Plaid Shorts (K-3)
- ~ Hamilton Plaid Skorts (4-8) The skort is to be no higher than 3 inches above the knee.
- ~ Polo shirt – white or navy **with Logo.**
- ~ Turtleneck – solid white or navy – If worn, this must be worn under the uniform polo shirt. No designs allowed on turtlenecks
- ~ No designs on undershirts, it must be a solid white or navy.

Shirts should be tucked in at all times.

- ~ Navy tailored long pants (K-8) optional – **only on non-formal dress days.** Must be purchased from Dennis or Crown.
No pants allowed on formal dress days. No Exceptions!

Shoes:

Sturdy black rubber-soled, black/white saddle shoes or solid black shoes only. (No colored shoe laces or colored soled i.e. white, red, blue, gray, silver etc, only white)
No boots or high heeled shoes, including high heeled tennis shoes. Shoes must have black shoelaces. No white or colored laces. No exceptions!

Non-Formal – Black sturdy rubber soled tennis shoes, black/white saddle or oxford (K-8)
Tennis shoes should not have colored soles, i.e. white, red, blue, gray, silver etc, cartoon characters, lights or extensive designs **No Exceptions!**

Tights:

White or navy – must be plain, cable or ribbed. No lace or other patterned
Tights are allowed. **No nylons!**

Socks:

Plain white or navy knee-high, tights or crew socks only. Crew socks are to cover the ankle entirely. No logos, no strips designs or embroidery and no lace, no tennis socks, quarter socks or peds permitted.

NO SWEATSHIRTS OF ANY KIND ARE TO BE WORN ON FORMAL DRESS DAYS.
NO HOODED SWEATSHIRTS OR SWEATERS PERMITTED

P.E. UNIFORM (K-8)

- ~ P/E Shorts – Navy blue with emblem.
- ~ P/E Shirt – Solid navy blue/white with emblem
- ~ P/E Sweatpants – Navy blue with emblem
- ~ School sweatshirt – Navy blue with emblem

Shoes:

Black tennis shoes only! To be worn to school. **No exceptions!**

Socks:

Plain white – no tennis socks, quarter socks or peds – socks are to cover the ankles entirely. No logos, no strips, designs or embroidery and no lace permitted.

Since the class masses are now on Fridays, the students from K-8 may now wear their P.E uniforms to school on their P.E. days. The proper P.E. uniform code will be strictly enforced. No one is allowed to wear different tennis shoes for P.E. Students must wear solid black tennis shoes to school.

Free Dress Day/Jeans Day:

~ Neat dress blue jeans permitted

The following list is prohibited school attire:

- ~ Baggy pants
- ~ Short shorts or short tight skirts
- ~ Halter tops
- ~ Crop tops
- ~ Sleeveless tops or strappy tops
- ~ Sandals, open toes or backless shoes (for your child's safety)
- ~ Hats or sweatbands
- ~ Hooded sweatshirts or sweaters

Jewelry: Girls:

- ~ For your child's safety – no dangling earrings, or hoops – Only studs permitted, this will be strictly enforced.
- ~ No rings
- ~ I.D Bracelets or medical I.D. bracelets are allowed.
- ~ No costume jewelry
- ~ Only religious medals on chains acceptable
- ~ Conservative watches.

Jewelry: Boys:

- ~ Earrings are not allowed
- ~ No rings
- ~ Only religious medals on chains are acceptable
- ~ Conservative watches

Hair style:

Girls: Hair is to be done neatly and be out of the eyes. Hair décor must be red, white, navy or Hamilton plaid only. No glittery hair décor is permitted.

Boys: Hair is not to touch the collar of the shirt or to come to the bottom of the ear or cover the eyes. No shaved sides or shaved heads are permitted. Facial hair is prohibited.

****Please Note: The following applies to both girls and boys:***

- ~ There will be no bleaching, dyeing, highlights or coloring of hair.
- ~ No shaved designs permitted
- ~ Hair must be in a conservative style.

Cosmetics:

Make-up and nail polish are not permitted!
This will be strictly enforced.

*****Please mark all clothing with your child's name.**

Parents please note:

Dress Code Checks for the above will be conducted at flag salute.. If a student is in violation of any of the above regulations they will be given a uniform warning, it is to be signed and returned the very next day. After three warnings for any non-compliance of the uniform guidelines (the three warnings do not need to be for the same infraction), your child will be given a pink slip and you will be called to bring the appropriate clothes to school immediately, so that your child may change and be re-admitted to class. NO EXCEPTIONS! The Principal reserves the right to determine inappropriate dress code violations

The St. Robert Bellarmine Parent Guild / Parent Teacher Organization (PTO)

The St. Robert Bellarmine Parent Guild / Parent Teacher Organization (PTO) represents all the parents and guardians of the students enrolled in the school. Its officers are elected at the February General Parent Meeting each year.

The objectives of this organization are:

To promote the welfare of children and youth at home, school, community and place of worship.

1. To bring into closer relation the home and the school, that parents, guardians and teachers may cooperate intelligently in the education of children and youth, and
2. To develop between educators and the general public such as united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

The PTO is primarily responsible for the Parent Service Hours program and major school fundraisers throughout the year. The PTO's written constitution is in compliance with the Archdiocesan Policy.

Parent Guild / PTO Officers and Directors:

President	Teresa Gosparini	(818) 832-3011
Vice President	Lourdes Malam	(661) 299-1578
Secretary	Ronald Drewes	(818) 563-2818
Treasurer	Sean Dempsey	(818)559-6599
Publicity	Anna Maalouf	(818) 504-9552
Fundraiser Director	Kathy Sessinghaus	(818) 238-0083
Festival Liason	Lourdes Malam	(818) 299-1578
Service Hours Director	Hannah Dempsey	(818) 559-6599
Service Hours Director	Debbie Malloy	(818) 559-3655
Service Hours Billing	Marisa King	(818) 558-7119
Safety Directors	Alex Trevino	(818) 953-7369
	Lani Delgado	(818) 848-3788
	Brian Delgado	(818) 848-3788
Sports Director	Patty Bertole	(818) 766-5489

Plan Options

All parents / guardians of students enrolled in St. Robert Bellarmine School must actively participate in the Service Hours Program, the Parish Festival, and purchasing/selling of Festival Raffle Tickets. These activities are a major source of funding for the school. The success of these activities has helped to keep the costs of tuition down. Every year the parent/guardian will select one of the three(3) plans, described below, in which to participate.

Plan 1: This plan has the following requirements:

- ~ Work 40 Service Hours over the entire school year.
- ~ Attend both annual PTO General Parents Meetings (Sept. & Feb.)
- ~ Work 10 Festival Hours at the Annual Parish Festival.
- ~ Purchase or sell a minimum of 1 Festival Raffle Ticket Book (\$40.00), which is distributed at the 2nd annual Open House in February. Early purchase entitles you to another free Festival Ticket Book.
- ~ Payment of \$150.00 per student (fundraising fee) for Walk-a-thon-**Mandatory**
- ~ Participation in fundraising activities

Plan 2: This plan has the following requirements:

- ~ One-time payment of \$1,000.00 (covers service hours)
- ~ Attend both annual PTO General Parents Meetings (Sept. & Feb.)
- ~ Work 10 Festival Hours at the Annual Parish Festival.
- ~ Purchase one (1) Festival Raffle Ticket Book (\$40.00), which is distributed at the 2nd annual Open House in February. Early purchase entitles you to another free Festival Raffle Ticket Book.
- ~ Payment of \$150.00 per student (fundraising fee) for Walk-a-thon- **Mandatory**
- ~ Participation in fundraising activities

Plan 3: This plan has the following requirements:

- ~ Tuition **INCREASE** of \$100.00 a month for the year in lieu of \$1,000.00

- ~ Attend both annual PTO General parent Meetings (Sept. & Feb.)
- ~ Work 8 Festival Hours at the Annual Parish Festival;
- ~ Purchase one (1) Festival Raffle Ticket Book (\$40.00), which is distributed at the 2nd annual Open House in February. Early purchase entitles you to another free Festival Raffle Ticket Book.
- ~ Payment of \$150.00 per student (fundraising fee) for Walk-a-thon- **Mandatory**
- ~ Participation in fundraising activities

Service Hours Description / Job Preferences

Parents are asked to support the school by providing specific services during the year. This means parents work jobs either during school hours, after hours, or during specific events held throughout the school year. Please note that some jobs are only during first semester and others only during second semester. Payment for these services will be given as Service Hours. Each time you work, you must at that point in time have your Service Hours Voucher Book signed by an authorized person showing the amount of hours completed at that particular job. As you complete each sheet of hours in your book, you keep one portion for your records and return the other portion to the office to be deposited in the metal box marked “Completed Service Hours Vouchers.” A listing of these service hours’ activities, their description, and service hours credit follows:

Please note: If you choose not to abide by these requirements you will automatically be placed on Plan 3- **NO EXCEPTIONS!!**

Yard Safety Lane / Cone Zone

- _____ Morning (Safety Lane) Cone Zone- commitment for entire school year
7:30 am – 8:00 a.m. Supervise children on yard; put away cones.
- _____ Snack Yard Supervision commitment for entire school yard 9:30a.m. – 10:30 a.m.
Supervise children during snack.
- _____ Lunch Yard Supervision commitment for entire school year 12:00 p.m.- 1:00p.m.
Supervise children during lunch.
- _____ Afternoon (Safety Lane) Cone Zone – commitment for entire school year
3:00 p.m. – 3:30 p.m. Help children get into the car in Cone Zone

Festival

- _____ Festival Chairperson- (Fulfills 40 service hours & 10 festival hours)
Must attend **all** Festival Meetings and oversee your booth **all weekend.**
- _____ Eggshell & Confetti Coordinators- September to May (3 positions)
Responsible for collecting eggshells on a weekly basis and stuffing eggshells for Festival

Church Ministry

Choir Members- Varied hours – throughout the school year.

___ Attend practices and sing in the church choir.(service hrs for practice only)

Lenten Soup Supper

___ Chairperson- coordinates Soup Supper- Must be present at event.

___ Supper Worker- Varied hours- setting up, serving and cleanup.

___ Donation of 3 gallons of homemade soup.- 1 hour

Church Decorator – Varied hours

___ Help decorate the church for various holidays and events, as well as putting away decorations.

Seder Supper- Varied hours- second semester.

___ Help set up and cleanup at the annual event.

Sports Program (CYO / City)

(Must be fingerprinted and have a recent TB skin test.)

___ Assistant Cheerleading Moderator “*Team Mom*” – Varied hours

Helps conduct tryouts, practices and accompanies girls to games (“A” and/or “B” Teams). Must take CYO Test #15

___ Assistant Coach- Varied Hours

Helps Head Coach at all practices and games for a particular sport (girls/boys). Must take CYO Test #15

___ Tournament Coordinator- Varied hours- second semester.

Helps plan any tournament; track meet, etc. for “A” or “B” girls and boy sports.

___ Sports Banquet- Varied hours- second semester

Help set up, decorate and cleanup at Banquet.

Parochial Baseball League

___ Manager & Coach – 40 hours ~ ***Must be fingerprinted and have a recent TB skin test*** ~ Helps with sign-ups (Sept. & Oct.), 2 practices per week (Nov. & Dec.), 2 games per week (starting January.) plus help out at Pancake Breakfast, trophy, and league meetings (Oct.- Mar.).

School

- ____ Junior Olympics – 8 am to 2:30 p.m. during second semester.
Monitor events, follow direction from Chairperson.
- ____ Great Books – Varied hours – during second semester.
Must commit to teach at least 2 years and required to take a 2 day course from 9 a.m. to 2 p.m. (service hours will not be given for the 2 day course.) Session is 30 min. a week. **Must be fingerprinted and have a recent TB skin test.**
- ____ Hot Food Days – Chairperson – 40 hours
Draw up form, designate people to work, order food and tally money. **Must be Fingerprinted and have a recent TB skin test.**
- ____ Assistants to Food Day Chairperson – 40 hours
Help with preparations and distribution of Hot Lunches on scheduled days. **Must be Fingerprinted and have a recent TB skin test.**
- ____ Voluntary Classroom Aide - Varied hours throughout school year.
Assists teacher, at their discretion, in the classroom. May assist in child's grade. **Must be fingerprinted and have a recent TB skin test.**
- ____ Sewing – Varied hours
Mending vestments, making costumes for school productions, etc.
- ____ Office Aid – 8:00 a.m. – 11:30 a.m. / 11:30 a.m. – 2:30 p.m. – 3 hours a week throughout the school year. Handle phones, and other office duties. Typing helpful, but not necessary. **Must be fingerprinted and have a recent TB skin test.**
- ____ Family Envelope Stuffers – Minimum of 3 hours. Throughout the school year
Help stuff family envelopes twice a month for the office. Training held week before school begins.
- ____ Audio – Visual – Varied hours
Set up microphones, chairs, tabled for school productions and functions.
- ____ After – school Child Care – Varied hours throughout the school year.
Assist teachers in taking care of the children after school. On minimum days, hours are from 12:00 p.m. to 6:00 p.m.; and on regular days, hours are from 3:00 p.m. to 6:00 p.m.

Hospitality

- _____ Sunday Hospitality Hostess Committee – Chairperson – 40 hours throughout school year. Prepare hospitality room for coffee and donuts for the parishioners every 3rd Sunday of the month, 8:30 a.m. to 12:30 p.m. Also responsible for the set up and clean-up of the 2 Parent Meetings usually held in September and February, as well as the New Parent Orientation Meeting in September.
- _____ Assist the chairperson with setup and cleanup throughout the school year.
- _____ Special Person / Grandparents Day – chairperson during second semester.- 20 hours
- _____ Grandparents Day Assistants – help to plan, setup and cleanup continental breakfast for event (February honoring our children’s grandparents).

Miscellaneous

- _____ Casino Night – Varied hours during first semester.
- _____ Baked Goods- Varied hours throughout the school year.
Bake **homemade** goods to sell at Festival, Bake sales etc.
- _____ Chairperson to Campbell Labels for Learning & Big “G” Cereal Tops – 40 hours throughout the school year- 2 positions. Coordinates label counting, pickup, returns and promotion.
- _____ Red-Ribbon week – varied hours
Chairperson & assistant worker to plan activities for week in October to focus on saying “NO” to drugs.
- _____ Host Families – Coordinator 40 hours
Pair up with new SRB school family to answer questions and help orient them to School policies.
- _____ Room Mothers- Varied Hours throughout the school year
Help teachers when needed, work on special projects, chaperon field trips, etc.

If you have any suggestions of other jobs that may fulfill your service hours, please contact the Service Hours Director, listed in this handbook see page 41.

Many jobs are considered a commitment for the entire school year. There are other opportunities to earn Service Hours that are not included herein, (please call Service hours Director). Fliers will be sent home in the Family Envelope detailing other needs for voluntary help and the Service Hours that can be earned. At the end of 20 weeks of school, an audit will be made of your COMPLETED, TURNED-IN VOUCHERS. If at this time you have not completed at least 20 hours of service, you will be billed at a rate of \$25.00 per hour for incomplete hours. (For example. 15 hours completed; you will be billed for 5 incomplete hours= \$125.00). The same procedure will take place at the end of the school

year for the remainder of your service hours (40 hours total). If you have signed up for a job and do not show up or make other arrangements, you will be billed that day for the amount of time you were scheduled, but did not work. The same procedure will occur at the end of the school year for the remainder of your Service Hours and for any incomplete Parish Festival Hours. However, Festival Hours are billed at a rate of \$25.00 per hour.

Parish Festival

The SRB Parish Family Festival is a major source of funding for the school. The festival is held in May (see Calendar). It is required that each family support the festival by working ten (10) hours at the festival. This may be done by helping setup/ tearing down or by working at the booths. Un-worked festival hours are billed at a rate of \$25.00 per hour.

Festival Raffle Tickets

Each family must purchase one book of raffle tickets. The cost is \$40.00 per book.

***Note:** If you are having trouble fulfilling your Service Hours, please contact the Service Hours Director immediately! Failure to fulfill the Service Hours requirements will then be reported to the school office and may result in additional fees/ charges to tuition.*

PARENT AGREEMENT

Elementary Schools

INTRODUCTION

We, the faculty and staff of St. Robert Bellarmine elementary School, welcome you and your family to our school community. You will find that each of us is firmly committed to the formation of a school community, which will provide a Christian education for your child/ren.

Since belonging to our school community demands the commitment and the dedication of the faculty and staff to the philosophy and goals of the school, it is likewise necessary for each parent to accept the philosophy and goals and to support the efforts of the administration to implement and achieve them.

Similarly, it is necessary for you, as the primary educators of your child/ren, to understand fully your part in the formation of the school community. We ask you... therefore, to read the following agreement and to sign it as an indication of your obligations to the school community.

AGREEMENT

1. We understand that the school is Catholic, a parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore, that
 - a. the pastor of the parish community is the ex officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points covered by the Archdiocesan policy, determines policies appropriate to the needs of the school, and
 - b. the Principal is responsible for the immediate direction and supervision of the school program,

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goal. We agree, therefore,
 - a. to participate in the religion program and related activities in order to make the teaching of religion a reality in the life of our child/ren.
 - b. To encourage our child/ren to learn by providing an environment suitable for home study,

- c. To abide by the decision of the Principal regarding suitable grade placement and advancement or retention of our child/ren,
 - d. To abide by all school and Archdiocesan regulations and policies and to accept all disciplinary actions, including withdrawal of our children, for noncompliance with the regulations and policies, and
 - e. To complete and return all forms and records necessary to comply with school, Archdiocesan or State regulations.
3. We understand that tuition and fees cover only a part of the total cost of education for our child/ren, we agree, therefore,
- a. to support the school through regular tuition payments, fees and all fundraising activities,
 - b. to assist in making up the deficit by assuming a share of the duties for fundraising and the support of activities assigned by the Principal, and
 - c. abide by the decision of the Pastor should circumstances require us to request exemption from all or part of our obligation.

As I stated in my letter at the beginning of this Parent – Student Handbook, after you have read the Handbook, please take a moment to sign, date, and return the statement below to the School Office.

Thank You,

June M. Rosena, Ph.D.

ACCEPTANCE

We understand that we may be asked to withdraw our child/ren from the school, if we fail to fulfill our responsibilities set forth under the Handbook. We agree, therefore, that our signatures below indicate our willingness to fulfill our obligations under the provisions of this Agreement and to support actively the philosophy and goals of the school as well as its programs.

Father's Signature _____ Date _____
E-mail address _____

Mother's Signature _____ Date _____
E-mail address _____

Child's Name _____ Grade _____

Tear-off and return the above to the School Office
*****Please make sure that your name is legible. *****

**ST. ROBERT BELLARMINE SCHOOL
154 NORTH 5TH STREET
BURBANK, CA 91501**

**OFFICE: (818) 842-5033
FAX: (818) 842-3246
E-MAIL: www.strobertbellarmineschool.com
TO: FACULTY, PARENTS AND STUDENTS**

FROM: DR. JUNE ROSENA, PRINCIPAL

RE: ANNUAL HARASSMENT POLICY

PLEASE BE ADVISED:

Since 1997, an Annual Harassment policy is kept on file. St. Robert Bellarmine School is committed to providing a school/work environment that is free from harassment in any form. Harassment of any person by a student, parent, or any employee is strictly prohibited. St. Robert Bellarmine will treat allegations of harassment seriously and will investigate such allegations in a prompt, confidential and thorough manner. Understand that substantiated acts of harassment will result in a disciplinary action, up to and including discharge, withdrawal or expulsion.

Harassment can occur in the classroom, on the playground, anywhere on the school grounds or in the work place when individuals are subjected to hostile or intimidating treatment because of their race, creed, color, national origin, physical disability, or sex. It may occur at any time during school. Work, or work-related business. It may include, but is not limited to, any or all of the following forms:

- Verbal harassment: derogatory comments and jokes, threatening word spoken to another person;
- Physical harassment: unwanted physical touching, contact, assault, deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement.
- Visual harassment: derogatory, demeaning or inflammatory posters, cartoons, written words; drawing and gestures.

- Sexual harassment/ unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature when any or all of the following apply:
 - Sexual rumors, sexual name-calling, body comments, threats, demands, teasing, insults, touching, grabbing, dirty jokes, pictured, pulling at clothes, holding;
 - Bra-snapping, giving snuggies or “pantsing” (pulling down boys’ pants or pulling up girls skirts);
 - Making sexual gestures indicating any form of sexual activity or sexually inappropriate behavior;
 - Circulating or displaying sexually explicit materials;
 - Sexual commentary or remarks about a student’s sexual reputation;
 - Students teasing each other about body development;
 - Sexually descriptive or suggestive graffiti on desks paper, books, blackboards or bathroom walls;
 - Teasing students about sexual activities or lack of sexual activities;
 - Boys teasing or bragging about parts of their anatomy;
 - Boys grabbing girls or girls grabbing boys (does not necessarily) have to be sexual to constitute sexual harassment;
 - Displays of affection between students (kissing, holding, or hugging);
 - Sexist remarks or dirty jokes;
 - Cornering a student in an intimidating manner;
 - Students making frequent harassing phone calls;
 - Patting other students on or near their buttocks, or other, or parts of the anatomy.

It is the responsibility of all school personnel ministering in St. Robert Bellarmine School to:

- Conduct themselves in a manner which contributes to a positive work environment;
- Avoid any activity that may be considered discriminatory, intimidating or harassing;
- Inform anyone harassing them that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to the Principal;

- Discontinue any discriminatory, intimidating, or unwelcome conduct of which others have apprised them.

The student/employee is advised to follow these procedures:

- Tell the individual that the conduct is reprehensible and must stop! If the objectionable behavior does not cease immediately, report the situation to the teacher or Principal.
- The student/employee alleging the harassment will be asked to complete a formal, written complaint. All parties involved will be asked to file a written incident report for the Principal.
- Heed all complaints, including rumors.
- Thoroughly investigate harassment claims and involve only the necessary parties.
- Respect confidentiality.
- Take appropriate and effective corrective action.
- Parents will be called to come to the school.

Parents' responsibilities include, but are not restricted to:

- Support all of the school policies.
- Cooperate and participate in school-related matters.
- Discuss frequently the above-mentioned specifics regarding harassment.
- Have open communication with your child.
- Read with your child the Parent-Student Handbook policies and procedures. Understand and explain to your child that the by-laws of St. Robert Bellarmine School are in concordance with the moral and spiritual teaching of the Roman Catholic Church. The existence of and the roles of all parties involved in Catholic schools are governed by the Canon Law, the law of the Catholic Church. Canon law controls both the existence and continuance of the Catholic institutions. All Catholic schools are subject to the bishop in matters of faith and morals and in all other matters prescribed by the Code of Canon Law.

In conclusion, and in support of the moral and spiritual teaching of the Roman Catholic Church, St. Robert Bellarmine Elementary School has in place a “no tolerance” approach to all forms of discrimination and harassment, applicable to all persons in our school. The consequences of harassment for all school personnel can be extreme, up to and including expulsion.

The focus of our policy is on prevention, intervention, and the use of good judgement and common sense. It is the duty of St. Robert Bellarmine Administration, Faculty, and Staff to protect persons in our school from harassment and to keep our school a safe environment where learning can take place and where our students can feel free to learn. Students should not be subject to worry about being harassed or discriminated against by peers in a way that interferes with their ability to get a good education. Therefore, all school personnel will continue to ensure and foster a Catholic Christian school environment filled with mutual respect and understanding.

Respectfully,

Dr. June M. Rosena
Principal

ACCEPTANCE

We have read the policy regarding harassment. By signing this acceptance form, we agree to abide by this policy.

Family Name (Please Print)

Father's/Guardian's Signature

Date

E-mail _____

Mother's/Guardian's Signature

Date

E-mail _____

Child/ren name(s) _____

Grade _____

Grade _____

Grade _____

Cut off and return the above to the School Office

*** Please make sure that your name is legible***

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