

St. Odilia School

“Home of the Lions”

5300 S. Hooper Ave

Los Angeles, CA 90011

(323) 232 – 5449

www.stodiliaschool-la.org

St. Odilia Elementary School Parent-Student Handbook (2018-2019)



WELCOME TO ST. ODILIA ELEMENTARY SCHOOL

Understanding that parents are the primary educators of their children, we at St. Odilia School accept the responsibility of our partnership in promoting the academic, spiritual, psychological, and emotional growth of our students. Therefore, the following is expected:

1. Reinforcement of religious education through personal witness, e.g. attendance at Mass on Sunday and Holy Days (or attendance at your own church if you are not Catholic), receiving of the sacraments, prayer and Christian living.
2. Consistent effort to cooperate with the teacher in solving academic and behavioral problems.
3. Upholding the rules and authority of the school.
4. Participating in parent-teacher conferences, general meetings and other school functions, reading parent bulletins and returning forms on time.
5. Making efforts to insure that students spend an adequate amount of time for home study and that assignments are handed in promptly and correctly.

GENERAL INFORMATION

Address: 5300 S. Hooper Avenue
Los Angeles, California 90011
Website: www.stodiliaschool-la.org
Telephone #: (323) 232-5449
Fax #: (323)233-6154
Office Hours: 7:30 - 4:00p.m.

ADMISSION POLICY

Students are admitted based on recommendation, report card and test results. The school is open to Catholics registered at St. Odilia Parish, Catholics from other parishes and Non-Catholics.

All students new to the school are accepted on probation for the first year.

NON-DISCRIMINATION POLICY

St. Odilia School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Odilia School does not discriminate on the basis of race, color and national and/or ethnic origin in administration of educational policies, admissions policies scholarship and athletic and other school-administered programs. St. Odilia School likewise, does not discriminate against any applicant for employment on the basis of sex, age handicap, race, color and national and/or ethnic origin.

HISTORY OF ST. ODILIA SCHOOL

1948 - St. Odilia School was officially established in June.

1949 - The historical ground breaking day occurred on November 20th. Bishop John Collins, S.M.A. of Monrovia, Liberia officiated.

1950 - St. Odilia opened for classes with the sisters of St. Joseph of Carondelet directing the academic program. The original faculty members were Sister Lillian Joseph Duck, Principal; Sister Thomas May Collins; and Sister Stephens Herrenan. The school began with grades 1, 2, 3 and 4 with an initial enrollment of 131.

1970 - St. Patrick Elementary School merged with St. Odilia. In the same year, the administration of the school was handed over to a member of the laity. The largest enrollment at this time for grades 1-6 was 185 students.

1990 - Several changes in the school's administration occurred in 1990. The faculty was now comprised of seven lay teachers and two brothers from the Christian Brothers of Ireland. Under their administration, St. Odilia added a kindergarten. The school's enrollment leveled out at 148 students that year.

1993 - Mrs. Carla Cotton selected as the principal of St. Odilia, and the school continued to grow, adding new and innovative programs.

1996-1997 - School opened with a new principal, Mrs. Helen Martinez. Mrs. Martinez was instrumental in increasing the school's enrollment and adding a technology emphasis.

1999-2000 – This school year was significant and historic because it straddled the new millennium, bringing with it an innovative team approach to St. Odilia School. Ms. Sharon Oliver, principal (a former student of St. Odilia School). Father Wilfred Tyrrell and Brother Marco Raposo (pastoral team), and Mr. Richard Montielh, assistant principal was the team that led St. Odilia School into the third millennium—the 21st Century.

2001 - St. Odilia School was selected as the designated beneficiary of the February 3, 2001 Cardinal's Award Dinner which raised half a million dollars to build new classrooms for grades seven and eight as well as a computer lab.

2004 School enrollment reached 271 students in grade kindergarten through eighth. Middle School (6,7,8) grades established in the new expansion

2008 – St. Odilia School awarded a 3 year Capacity Building Grant from the Specialty Family Foundation, and Ms. Ellen P. Holton joined the staff as the Director of Marketing and Development to build school/brand awareness, raise funds, develop programs, and increase enrollment.

2011 – Mrs. Sima Saravia, an alumna of St. Odilia School appointed Principal; she becomes the first Hispanic Principal in the school's history.

2012-2013 – Selected by the Shea Foundation and the LA Archdiocese as a “School Site for Summer Renovations” the school receives exterior painting, new fencing, surface painting, security entry way and surveillance camera upgrades, restroom remodeling, and the installation of the school’s first stationary play station. In addition to the leadership of the Shea Foundation and the Archdiocese, the project was a successful collaboration of generosity and effort by the Hilton Foundation, the Weingart Foundation, several generous individual donors, local business supporters, parents, alumni and students. In addition to the renovation, a “transitional” kindergarten class was implemented as the enrollment trends continue to climb to 275 students.

2014-2015 – St. Odilia’s Blended Learning Educating Smart Students (BLESS) Initiative was launched. The initiative features the Blended Learning Model. The school’s infrastructure was upgraded, classroom technology was updated to include: E-beams, new magnetic white boards, Chromebooks, teacher laptops, iPads for (TK-3rd) and the Computers in the Technology Learning Center have been updated.

SCHOOL MASCOT AND NICKNAME: “Lions”

SCHOOL COLORS: Red and White

MOTTO: “Faith for a Brighter Future”

ST. ODILIA STATEMENT OF PHILOSOPHY

The philosophy of education at St. Odilia School provides a caring Christian environment in which academic excellence and spiritual development occur simultaneously. Recognizing that parents are the primary educators and inspired by the teachings of Jesus Christ, our multicultural school strives to develop and implement programs conducive to an educational process whereby students grow spiritually, psychologically, sociologically, physically, and aesthetically in a Christian atmosphere.

ST. ODILIA SCHOOL MISSION STATEMENT: To meet the spiritual, social-intellectual, physical, and emotional needs of students in order to build a community of life-long learners.

SCHOOLWIDE LEARNING EXPECTATIONS

St. Odilia School strives to ensure that our students become:

Loving Christians serving God's family with kindness, tolerance and compassion.

Interested in life-long learning endeavors.

Outstanding local and global citizens committed to societal needs.

Nourishing a healthy understanding of environmental issues.

Strong critical thinkers who apply technology to enhance learning skills.

PARENT EXPECTATIONS

Parents are the primary educators of their children. They partner with the school by:

- Promoting the religious development of the children
- Supporting the school and staff in word in acting
- Providing home atmosphere that promotes good study habits
- Paying tuition and other financial obligations promptly
- Participate in fundraisers and the parent organization fundraisers
- Participate weekly at church

Parent Volunteers

Parent volunteers must complete the Archdiocesan Virtus Program and a background check. Coaches must complete the CYO coaches program.

St. Odilia School Personnel
(2018 – 2019)

ADMINISTRATION:

Pastor: Fr. Juan Silva
Principal: Mrs. Sima Saravia-Perez
Vice Principal: Mr. Richard Monteilh

TEACHERS:

TK Teacher: Mrs. Zayda Rodriguez
Kindergarten Teacher: Ms. Maricela Santamaria
Grade 1 Homeroom Teacher: Ms. Maria Garcia
Grade 2 Homeroom Teacher: Mrs. Desiree Luna
Grade 3 Homeroom Teacher: Mr. Jaime Longoria
Grade 4 Homeroom Teacher: Ms. Carolina Trujillo
Grade 5 Homeroom Teacher: Ms. Alexa Landayan
Grade 6 Homeroom Teacher: Ms. Diana Perales
Grade 7 Homeroom Teacher: Ms. Amanda Aviles
Grade 8 Homeroom Teacher: Ms. Myra Menendez

TEACHER AIDES:

Teacher Aide: Ms. Nicole Camacho
Teacher Aide: Ms. Jeannette Nuñez
Teacher Aide: Ms. Cristine De La Torre

DEVELOPMENT TEAM:

Mr. Monteilh, Mrs. Saravia-Perez, Mrs. Salcedo,
Mrs. Andrews, Mrs. Sanders, Mr. Delaney

SPECIAL ACTIVITIES TEACHERS/COACHES:

Mr. Ruben Rascon

TITLE 1 PROGRAM TEACHERS:

Mrs. Phyllis Bohanan
Ms. Tansy Ferguson

YARD SUPERVISORS:

Mrs. Graciela Rodriguez

OFFICE PERSONNEL:

Office Manager: Mrs. Argelia Gonzalez-Toledo
Secretary/Registrar: Mrs. Yesenia Rodriguez

SUPPORT STAFF

Food Services: Mrs. Ramos and Mrs. Navarro
Maintenance: Mr. Jose Toledo

SCHOOL POLICIES FOR PARENTS/STUDENTS

CAMPUS SCHEDULE

CLOSED CAMPUS POLICY

St. Odilia campus is closed during school hours to anyone who is not a student or employee. All visitors must report to the school office and must wear identifying name tags.

MORNING SCHEDULE

Gates will be opened at 7:30a.m. Classes begin at 7:55 a.m. All Monday mornings, we have schoolwide assemblies at 7:45am. Students may not be dropped off or left on the schoolyard unsupervised (**No Exceptions**). **If it is after 8:00am you are already late.**

SCHOOL OFFICE HOURS

Office hours are from 7:30am to 4:00pm. Messages are to be left on the answering machine. Telephone (323) 232-5449.

SCHOOL BREAKFAST/LUNCH PROGRAM

Students participating in the School Breakfast program **will be able to participate during recess.**

TK AND KINDER DISMISSAL SCHEDULE

Students will be dismissed at 2:45 pm.

DISMISSAL SCHEDULE

Students will be dismissed at 3:00 pm. (Except for Early Dismissal at 12:00 noon). At the time of dismissal, students must walk to their designated area and remain seated until their parent/or guardian picks them up. Students must exit the campus by 3:15 unless they are participating in extracurricular activities. Students who are not participating in the afterschool programs and parents do not pick them up by 3:15pm. A \$10.00 drop-in fee will be charged

NOON DISMISSAL

Every **1st and 3rd Friday of each month** the entire school Grades TK-8 will be dismissed at noon to allow for grade level team meetings and staff development programs related to student progress, curriculum and instruction.

TRANSPORTATION

Due to heavy traffic on Hooper Ave., it is recommended that parents and students use the rear school gate on 53rd and Latham Street, to drop off and pick up, or the loading zone on 53rd Street.

AFTER SCHOOL PROGRAM

S.O.A.R. (ST. ODILIA ACADEMIC RECREATIONAL)

All tuition is due and payable on the 1st of each month.

The program assist students with homework help, outdoor exercises, arts and computer literacy.

The drop in fee is \$10 per day or \$25 per week if enrolled monthly.

*The program ends at 6:00pm. A fee of \$5 per minute after 6:00pm will be charged to parents picking up late. Habitual tardy pickup will be grounds for non-return to program.

DRESS CODE/UNIFORM POLICY

Students are expected to wear the assigned school uniform at all times and to look neat and orderly. If at any time, a student is not wearing the complete uniform because of an emergency, parents/guardians are expected to supply a note of explanation to the teacher. The note excuses the students for one day only. Students who are not in proper uniform clothing may be sent home.

GROOMING:

Girls may wear only one pair of small stud earrings (excessive ear/facial piercing is not allowed). Girls' hairstyles should be simple, clean and combed away from face. Make-up, nail polish, and excessive jewelry are not permitted; they can be a safety hazard during play and a distraction during learning.

Boys are not allowed to wear earrings. Boys' haircuts should be neat and above the shirt collar.

No students may have dyed hair, highlights, or a shaved head. No spiked hair nor mohawks....Girls must keep their bangs trimmed above their eyebrow or pinned off of their face.

STANDARD UNIFORM:

Shirts: May be a pullover style (polo shirt) white, short sleeves, with the school logo or emblem only and must be tucked in at all times. All clothing is expected to fit the child in the traditional sense. Over-sized clothing is NOT uniform and is NOT allowed.

Blouses: Must be all white and tucked in at all times.

Skirts/Jumpers: All Plaid. Shorts should not show below the uniform jumper or skirt.

Walking Shorts: **Are not allowed.**

Pants: Navy Blue.

Belts: All Black.

Shoes: All Black. Black/White oxfords are permitted. Sandals, boots, and any type of slip-ons are not safe and are not permitted to wear at school. High-topped shoes that interfere with the length of the pants will not be permitted. **Please Note:** On P.E. days, any tennis shoe may be worn (see below).

Socks: Must be white crew. No ankle socks.

School Vest: Red vest must have school logo or emblem.

School Jackets: Only red school jackets and sweaters are permitted (with or without the school logo or emblem).

Weather Attire: Only white may be worn under the uniform (i.e. shirt, blouse, slip) during cold weather. Nothing may show above the neck or below the sleeves.

P.E. Uniform: The P.E. Uniform may include any combination of the following: Navy blue sweat pants, sweat shirt, T-shirt (with the logo). Any tennis shoe may be worn.

In cases of doubt, the principal makes the final decision regarding appropriateness and appearance. If the dress is inappropriate parents will be called to bring the school uniform to the student.

“FREE DRESS” DAYS

Students must wear closed-toe shoes with socks. The office must be notified or he/she will not be allowed in class. On special occasions, students are allowed to wear school-appropriate non-uniform clothing. You will be notified of these days. Students are not allowed to wear oversized/ “baggy” clothing, cut-off/ cut-up jeans, tank tops, tight revealing pants, nor gang affiliated clothing. Students and parents may not wear any logos or emblems that would conflict with the Christian spirit of the school.

ABSENCE, TARDIES, APPOINTMENTS

Absences

When a student is absent, the student misses out on teacher directed lessons and group work that cannot be duplicated. Therefore, attendance at school is imperative for the interest of the child’s education. Absences can result in grades falling and excessive absences can result in a student not being promoted to the next grade level. Fifteen or more absences in one school year are considered excessive.

According to California State law, a student returning to school after an absence must have a written excuse from the parent/guardian at the beginning of **the next school day**. If a student returns to school without a note, they will be sent to the office to make a call to remind the parent to send a note the next day. On the third day of being absent the child must bring a doctor’s note. A parent can write a note on regular paper as long as it is dated and signed and explains the reason for the absence. No notes will be accepted by fax or email.

Long-term absences to go on family vacations or business are greatly discouraged and can affect grades and promotion. If a long-term absence is absolutely necessary, arrangements should be made with the individual teachers to schedule the make-up work. Individual teachers will determine what and how make-up work can be completed and how credit and grades will be determined. Tests are to be taken within two days of returning to school and will not be given more than once. It is the responsibility of the student to study and complete all missing work by the deadline determined by each teacher. The principal will contact the attendance department of the local public school concerning cases of truancy and the local public Child Welfare authorities.

Appointments

We highly recommend that all medical appointments or other disruptions to the day be set up after school or on days off. If an appointment is absolutely necessary, the teacher must be informed with a written note the morning of the appointment. Parents must go to the office to sign out the child and must wait at the office for the child. In order to avoid interruption to the rest of the class, parents may not go directly to the room to get the child. If a parent authorizes someone else to pick up his/her child, the school must be notified in writing of the authorization before the child is taken from school. It is important for the child to bring a note from his/her doctor or dentist when he/she returns to school.

Tardies

Students entering the classroom late cause interruptions to the other students and the teacher who has already begun teaching. It also affects the education and the tone of the day for the child that is late. For these reasons, we will enforce the following tardy policy. If a student is not in the room by 8:00 a.m., they are considered tardy. Students that are tardy will need to go directly to the office to get a late slip before they are admitted back to class. If a student goes to class without getting a late slip, the student will be sent back to the office for the slip in order to be admitted to class.

Five tardies per quarter (10 weeks) are considered excessive and a meeting with the teacher will be required to remedy the problem. If the situation continues and the student is tardy two more times in the same quarter, **a fee of \$25 will be added to your tuition** and a meeting with the principal or vice principal will be necessary and the student will be placed on contract. A \$10 habitual late fee will be charged after each subsequent late arrival. Summer school will be mandatory for students who have excessive tardies. **Habitual tardiness** could result in dismissal from school.

Truancy

An absence from school without an acceptable excuse is considered truancy. In the event that the school suspects that a student is truant the school will contact the parent or guardian. If the issue continues the Principal shall contact the authorities to report the truancy problem.

Contracts for Absences and Tardies

Students with excessive tardies will need documentation, or with excessive absences will need a doctor's note to explain the reason for missing classes. Without such documentation, the student will be placed on contract and a plan will be set in place to remedy the situation. Being on contract will result in **loss of extracurricular programs, potential summer school to make up days, and/or no promotion for next grade level. (Saturday school and additional service hours)**

Make-Up Work Policy for Absences and Tardies

Policies and procedures for make-up work will be determined by each teacher and will be given out at Back to School Night with all other classroom policies and procedures. It is the responsibility of the student to study and complete all work by the deadline determined by each teacher.

MEAL PROGRAM

FEDERAL SCHOOL BREAKFAST/LUNCH PROGRAM

St. Odilia School participates in the *Federal School Breakfast/Lunch Program*. At the beginning of the school year, you will be asked to complete an application. Participation in the program is optional.

NON-PARTICIPANTS

If a child brings a lunch or snack to school, it should be marked with his/her name and grade. Snacks should be nutritious, for example, nuts, raisins, fruit, or yogurt. Snacks should be small enough to consume during break time. A child is never permitted to leave school grounds to purchase a lunch or snack.

FINANCES

All tuition is to be paid through FACTS. The registration fee is paid in the office or through FACTS. This fee is non-refundable. Families have the option to pay tuition in full, 2 payments or monthly payments through FACTS. If tuition payments are not current, transcripts and report cards will be held.

Installment tuition pay to FACTS starts August 5th.

A late fee will be charged if payment is not made on time.

Registration must be paid before school begins if a financial problems arises, a meeting with the Principal must be scheduled.

Report cards will not be given, transcripts will not be sent nor may a student participate in graduation unless all money owed to the school is collected. Tuition must be paid in full if the student is to return to school in August.

FINANCIAL OBLIGATIONS

TUITION AND FEES

Tuition is set annually by the administration. Tuition scholarships are automatically a part of the tuition scale. All families must sign up with FACTS, our Tuition Management Company, unless they decide to pay tuition in one or two annual payments. If the family elects to pay the annual tuition in two payments, the first payment of 50% of the entire year must be paid by the first day of school. The second payment must be paid on or before the 2nd semester, or the student will be asked to remain at home until the payment is made. Parents who elect FACTS to pay monthly tuition will have to do so the 5th or 20th of each month.

If a school payment becomes 30 days late, parents will be required to make the account current immediately or be notified of an at-home suspension for their child(ren) until payment is current. If a school payment becomes 60 days late, the parent will be asked to make the account current immediately or be asked to withdraw the child(ren) immediately.

Receipts are given for all payments. All disputed payments must be documented with a receipt. No exceptions!

TUITION ASSISTANCE

On limited basis, tuition assistance may be available for families who qualify.

FUNDRAISING

As indicated in the *Parent/Guardian Contract*, each family does a minimum of \$350.00 worth of fundraising each year. All parents are required to participate in the fundraisers sponsored by the school each year. All information regarding fundraisers is sent home at the beginning of the school year they will be required to pay the equivalent amount directly to the school by the specified deadline or it will be added to the tuition.

PARENT SERVICE HOURS

40 hours of volunteer service is required for the year (*See Parent/Guardian Contract*). All families are required to complete service hours and keep track of their hours in their service booklet, each year according to their tuition contract. In order for the hours to be completed the participating family member must be Virtus trained

HOME-SCHOOL COMMUNICATION AND RESPONSIBILITY

REMINDE

Remind is a private mobile messaging platform that enables parents and school, to communicate with each other. The platform has more than 20 million monthly active users across the United States. Parents will receive announcement information via remind text messaging to all parents. All school information such as calendar, newsletters, lunch menu, and weekly announcements will be sent via Remind to all parent/Guardian. This is a Free Service to parents.

PARENT / STUDENT ORIENTATION

An orientation time is schedule before school starts each year to provide an opportunity for students and their families to visit classrooms and meet the teachers. The meet and greet day is scheduled for Wednesday, August 10th from 9:00am-12:00pm.

BACK TO SCHOOL NIGHT

At the beginning of the school year a parent meeting is held which provides teachers the opportunity to explain the curriculum class procedures, policy expectations and other information specific to the grade level. At least one parent should attend this parent meeting.

CONFERENCES

Parents are encouraged to confer with their child's teacher regularly, especially if there has been some notification sent home concerning a child's studies or conduct. Frequent communication is important to assure a concerted effort on behalf of a child's education.

Prior to the week of conferences, you will be sent a notice advising you of the day and time of your particular conference. Report cards will be issued and discussed at the parent-teacher conference. The teacher handles both, academic and disciplinary problems.

Parents, who have problems concerning the teacher or their children, must first discuss the problem with the teacher. If there is no resolution, a meeting will be scheduled with the teacher, principal/vice principal and parent to discuss the matter. Please do not attempt to confer with the teacher between 7:45am-3:00pm because the children require the teacher's full and constant attention. Parent conferences should be schedule before or after school.

PARENT VISITS TO CLASSROOMS

Visits to classrooms must be schedule. When at school, please report to the school office. School personnel will escort you to the classroom. When observing in a classroom, please do not talk to the teacher. The teacher's attention must be directed to teaching. The length of time for a parent visit to a classroom is no longer than half an hour.

MEDICATION

To protect all children and to conform to the state Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication during School Hours" form must be requested from the school office. The physician/health care provider will write directions on the form. It must be signed and dated. Medications must be delivered by the parents or guardian to the school secretary in the original labeled prescription bottle, together with the medication form signed by the health care provider and parent/guardian. Students carrying inhalers must have a physician/health care provider's release on file stating that he/she may have the inhaler with him/her while at school or at a school activity. **Only under these conditions may any medication be given at school. See appendix for form.**

HIV/AIDS

The Archdiocese has policies concerning students who are infected with HIV and/or have an AIDS diagnosis and St. Odilia School follows those policies.

PUPIL PREGNANCY

The Archdiocese has policies regarding pupil pregnancy and St. Odilia School follows those policies.

ABORTION

The Archdiocese has policies regarding abortion and St. Odilia School follows those policies.

INSURANCE

The Student Accident Insurance Program is provided for all students. This program assists in the medical expenses due to an accident a child may have while attending school, while traveling to and from school, or while participating in a school-sponsored, supervised activity. If a child is injured, his/her parent should request a form from the office within five days.

CHILD ABUSE REPORTING

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone.

ACADEMIC INFORMATION

The curriculum at St. Odilia School is based on the course of study for the Diocese of Los Angeles and the California Department of Education Common Core State Standards.

CURRICULUM

The core curriculum offered at St. Odilia School is as follows:

Religion	Handwriting
Social Studies	Music
Language Arts/Reading	Science
Health & Safety	Physical Education
Spelling	Computer Literacy
Art	Math

TITLE I PROGRAM

This government-funded reading and math program is available to qualifying students.

INTERNET AND TECHNOLOGY USE

Parents/guardians of students in St. Odilia School are asked to read the letter regarding internet use and sign permission for their child to use the internet. (This letter is distributed at the beginning of each year). See Appendix.

STANDARD TESTING PROGRAMS

The Renaissance Star Benchmark test is given 3 times a year and it is used as a diagnostic. Formative and summative assessment to determine each student's mastery of grade-level skills and concepts that have been taught. The series of the test covers reading, mathematics, language arts and other skill areas. Grade 5 takes the test the Assessment of Catholic Religion Education (A.C.R.E.) in the fall. Teachers use the results to meet the needs of individual students.

HOMEWORK

Homework is a necessary part of the learning process. It strengthens the skills learned in school and develops good study habits. Homework may be assigned on a daily basis. Students in the upper grades may also have long-term assignments. The approximate time allowed for each grade is based on the average student's ability to complete assignments during a concentrated time period.

Grades TK, K: Not to exceed ½ hour	
Grades 1, 2: Not to exceed ½ hour	Plus 20 minutes of independent reading
Grades 3, 4: Not to exceed one hour	
Grades 5-8: Not to exceed two hours	

Please make sure that your child is doing the homework as is assigned and that the entire assigned homework is completed. Children tend to feel that they "don't have any homework" if the homework is not written. Quiet study is as important as written work. Please help your child study for tests. Students are required to write their homework into their planner daily. Planners can be purchased in the office for \$10. Students in grade 2nd -8th must have a planner. Parents must sign the planner weekly.

Parents can assist children in the following ways:

- Provide a quiet place for homework
- Provide assistance with organization when needed
- Check for completeness, neatness and accuracy
- Encourage your child
- Listen to your child read or recite work
- Help your child for test by daily study
- Signing and checking planner to indicate completion

GRADING CRITERIA

Grades TK – 2:

O signifies outstanding progress

G signifies good progress

S signifies satisfactory progress

NI signifies that a student's progress is not satisfactory and "needs improvement"

GRADES 3 – 8:

A for work consistently accomplished beyond above grade level.

B for work consistently accomplished above grade level.

C for work consistently accomplished at grade level.

D for work consistently accomplished below grade level.

F for work consistently accomplished far below grade level.

REPORT CARDS

Students receive report cards four times a year, at the end of each quarter. (Exception: TK and Kindergarten report cards will be issued two times per year, 2nd and 4th quarters).

Report cards for the first quarter will be given during a scheduled Parent-Teacher Conference. Report cards should be signed and returned to school within a week. There is a \$1.00 charge for replacing lost report cards. Please pay attention to the effort and conduct grades on the report card. No child can do well in school without effort and good conduct.

Progress reports will be sent home to inform parents of their child's progress. Such notices will also be sent home for conduct.

AWARDS

Awards are given in the following areas:

- General Academic Excellence
- Effort (academic) (Student expends a great deal of effort in all subject areas.)
- Improvement (academic) Student has shown marked progress in all subject areas.
- Subject Area (academic) (Student knows and applies knowledge in a particular subject area, such as religion, language arts/reading, mathematics, spelling, social studies, and science.)
- Fine Arts (Student demonstrates outstanding talent in art or music.)
- Citizenship/Behavior
- Sports
- Attendance

Parents can assist with [Homework]

Responsibility of Student:

- Copy all homework into planner
- Ask teacher questions if assignment is not clear
- Check that everything needed to complete homework is available to them
- Use planner to check that all homework is completed at home
- Complete assignments on time
- Read daily for 20 minutes
- Have parents sign planner when work is completed

Responsibility of the Teacher:

- Assign appropriate homework
- Explain the purpose of homework
- Sign or stamp student planner, ensuring that all homework has been written, all materials are with students, and any questions have been answered
- Check homework for accuracy and provide timely feedback when necessary
- Use homework as formative assessment to inform instructions
- Communicate with parents through the planner
- Communicate with parents when student needs additional support
- Provide consequences and positive reinforcement for homework completion

PROMOTION

Ordinarily, pupils who satisfactorily complete the prescribed course of studies are promoted to the next grade at the end of the school year. Excessive absences and/or tardies can make academic progress for promotion difficult or impossible.

GRADUATION REQUIREMENTS

Students are eligible for graduation by satisfactory completing the eighth grade academic requirements. In order for a student to participate in the activities, however, all financial obligations must be met. The graduation ceremony and related activities remain

a privilege, not a right. All 8th grade students will be required to complete 10 service hours before they graduate.

RETENTION

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional, and social factors. Retention is an opportunity for a child to achieve more before being sent on and is more successful in the primary grades. In cases of doubt, the principal makes the final decision.

HARASSMENT, BULLYING AND HAZING POLICY

St. Odilia School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any kind by any other student, lay employee, religious clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will reviewed and investigated such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades TK-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal. **Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Includes comments about your body, dirty jokes spreading sexual rumors, or accusations
- Physical harassment: Unwanted touching, pinching, mooning or grabbing in a sexual way
- Visual harassment: Pornographic pictures or cartoons, sex related objects or obscene gestures
- Sexual harassment:
- Quid pro quo sexual harassment occurs when a teacher or other person in authority offers to give a higher grade in return for sexual favors. It can also be a threat to lower a grade if sexual favors are not given.
- Hostile environment sexual harassment in schools happens when unwanted sexual touching, comments, and/or gestures are so bad or occur so often that it interferes with your schoolwork, makes you feel uncomfortable or unsafe at school, or prevents you from participating in or benefiting from a school program or activity. This type of sexual harassment at school can come from a teacher, other staff, or other students.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that

are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

STUDENT BEHAVIOR AND DISCIPLINE

EXPECTED BEHAVIOR

In keeping with the philosophy of our school students and parents are expected to support a school wide discipline program that helps create a nurturing environment conducive to learning. Parents, as primary educators, are expected to discuss the following with their children.

All students are expected:

- Be on time for school
- Come ready to learn and exhibit pride and motivation in your work.
- Respect your rights and the rights of others to learn.
- Admit a mistake, ask for help, and work hard.
- Show respect to all teachers, students, and staff members.
- Remain in your appointed play area during recess and lunch.
- Play safe, approved games without chasing, talking, or fighting.
- Show acceptable, non-violent behavior in play, language and gestures.

Criteria for immediate Suspension and/or Expulsion:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale or possession of narcotics, drugs or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.

- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

STUDENT THREATS

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified.

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

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

- Sending inappropriate texts, e-mails, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.

- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

GRADUATION

For all 8th grade parents, the graduation fee will be applied to the automatic tuition. Students who satisfactorily complete the eighth grade course of studies participate in the graduation ceremony at St. Odilia School.

DISMISSAL

If a student receives two “D’s” and an “F” in major subjects on his/her report card, he/she is on academic probation and will possibly not continue at St. Odilia.

EXTRACURRICULAR ACTIVITIES

Students may only participate in extracurricular activities if they have C’s or higher in academic, behavior and work habits. Any students who become a behavior problem during the school day or during the activity will be subject to removal from activity.

STUDENT GOVERNMENT

The purpose of Student Government is to teach students to assume additional responsibilities and to develop leadership qualities through practical application. Students participate in planning various activities for the school under the direction of the Student Government Moderator.

SPORTS

The following sports and extracurricular activities are available to students of grade 6-8 who maintain a satisfactory standing in their attitude, academics, and behavior:

- Student Council
- Chess Club
- Academic Decathlon Decathlon CYO
- Cheer (grades 3-8)
- CYO Volleyball
- COC Club
- Basketball
- Reading Club

FIELD TRIPS

Field trips are privileges and students can be denied participation if they fail to meet behavioral or academic requirements. Students may attend class or school trips only if a parent-signed permission slip is returned to the school prior to the activity. Phone calls will not be accepted in place of proper forms. No other written permission is accepted. Only the Archdiocesan form. See Appendix. Chaperones that volunteer in helping with field trips must sign and return the Chaperone guide form to the office. All Chaperones must be Virtus trained.

STUDENT SUPPLIES

BACK PACKS/ ROLLING BOOK BAGS

Because rolling book bags are noisy, are cumbersome in the classroom, and mark the tiled floors, students in **grades TK-5** are encouraged to use back packs instead. **Middle School students may not carry any type of back pack, small or large.**

STUDENT – PARENT COMMUNICATION

TELEPHONE CALLS

Neither teachers nor students will be called to the telephone during school hours. If it is necessary, a message will be taken for the child. **Only in an emergency may a child use the school phone.**

CELL PHONES

Students may not bring cell phones to school. If a student brings a cell phone it will be taken away and parents must pick it up in the office. The second time a student brings the phone a \$25.00 fee will be issued to get the phone back and parents must meet with the Principal. Exceptions need a written note to the Principal.

ELECTRONIC DEVICES

No electronic devices will be permitted at school. This includes electronic hand held games, IPod, IPad, etc. Many new electronics come equipped with cameras and Internet access and cannot be used at school.

ACCEPTABLE USE POLICY (AUP) FOR COMPUTER & INTERNET USE ON CAMPUS

Access to computers and the Internet is a privilege, not a right. Each user, as well as a student's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify St. Odilia School and its employees for and against all claims, actions, charges, losses or damages that arrive out of the user's use of a computer and the Internet.

Acceptable use of computers and the Internet includes classroom instruction, completion of class assignments, research, appropriate communication with teachers and students, accessing websites and/or teacher websites intended for educational purposes, and the official work of school organizations and clubs.

Unacceptable use of computers and the Internet includes viewing, accessing, or transmitting pornographic or offensive materials or statements. This applies to on-screen displays, sounds, messages, or printing of images that could reasonably be considered pornographic or offensive as determined by school administrators.

Unacceptable use also includes sending messages, posting statements, or maintaining a social networking site (i.e. Facebook) that has intentionally false or defamatory information about a person, group, or organization. It is also unacceptable to make personal attacks, threats, harass (using a computer or the Internet in a manner that bothers another person and not stopping when asked to do so), or to communicate with

strangers or reveal personal information about yourself or another person such as disclosing their name, home address, phone number, or e-mail address.

Further unacceptable use of computers and the Internet also includes:

- Taking possession of computer equipment, software, data, peripheral device, or any other electronic property or resources belonging to the school, the faculty, or staff.
- Intentionally wasting, abusing, and/or damaging computer and network resources. This includes excessive printing on school printers.
- Using another student's account, allowing someone else to use your account, or trying to access another person's account. Using someone else's name or in any way impersonating another person or misrepresenting affiliation with a person or group.
- Attempting to tamper with a teacher's electronic grade book, school records, teacher or school email, tests or to log-in seeking privileged information.
- Using school equipment for loading, sharing, copying, and downloading software, music, videos, movies, written works, information, images, or other files in violation of copyright or patent protection as stated by the owner and/or U.S. law.
- Participating in chat rooms, purchasing items on the Internet, instant messaging, accessing game sites, online gambling, or other interactive recreational activities.
- Intentionally transmitting any material or messages containing software viruses, unsolicited advertising, "spamming" or chain letters.
- Hiding online activity, using online proxy servers or software.

The school administration reserves the right to change and update this Acceptable Use Policy (AUP) without prior notice. Any student, who violates the school policy involving computers, the network, or the Internet, will result in disciplinary and/or academic penalties. Such action may include detention, suspension, probation, financial costs or dismissal from St. Odilia School. Academic penalties may require canceling the student's computer and Internet access, receiving a semester "F" grade for the class in which the violation occurred, dismissal from the class-including dismissal from St. Odilia School. Students dismissed during a semester are still responsible for full tuition charges of that semester.

SCHOOL SEARCHES

Student's legitimate expectations of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly the school officials may conduct a search of the student's person and personal effects based on **reasonable cause** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the student's personal property. A school official who finds it necessary to conduct a search of a student backpack, purse, clothing or personal effects must have a reasonable suspicion that the student is violating the law or school rules. In addition to this policy on searches by the school, every student is subject to

the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices. If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

WAIVER OF POLICIES

The principal is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulations.

RIGHT TO AMEND

The principal reserves the right to amend this handbook during the school year. Parents will be notified if changes have been made.



**Archdiocese of Los Angeles
Field Trip Permission Form
Elementary School**

The students of grade _____ will be conducted on a field trip to _____ on _____

The students will be leaving that day at: _____ and returning to school at: _____
The school will appoint appropriate chaperones. Students will/ will not be bringing a lunch on that day. Students will be wearing regular uniform or PE uniform.

The educational objectives of this field trip are as follows:

I request that my child be permitted to participate in the above field trip. I agree to instruct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip. I hereby give the school personnel permission to use their judgment in obtaining medical service for my child and I give permission to the physician selected by the school personnel to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that my insurance benefits that are effective have limited application.

Parent/ Guardian Signature

Home Phone#

Home Address

Work Phone#

Child's Name

Date

No student may attend a class filed trip without this signed parent permission form. Permission by parents may not be given over the phone.



**ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B, & C to be completed by a licensed Physician
Part D by parent/guardian – please print

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

_____ _____ _____ _____
Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

B. Physician's Recommendation. (Check where applicable)

_____ Please notify this office if patient misses medication at school.

_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

C. Physician's Recommendation. The student for whom this medication is prescribed is under my care.

_____ _____
Print Name of Licensed Physician Signature of Licensed Physician

_____ _____ _____
Address Telephone Date

D. Permission for Medication to be Taken During School Hours

I request that my child, _____, be permitted to receive and to be assisted/supervised in taking the above prescribed medication at school. I will comply with the policies and procedures determined by the school district.

_____ _____ _____
Date Day Telephone Emergency Telephone

Signature of Parent /Guardian

ST. ODILIA DAILY SCHEDULE

7:45am / Students Line-up on the yard

7:50am / Opening / Classroom / Prayer / Flag Salute / Attendance
(Monday morning entire student body remains on the yard for Opening Prayers and Assembly)

8:00am / Daily Instruction Begins

2:45pm / TK/Kinder Dismissal

2:55pm / Closing Activities

3:00pm / Dismissal on the yard (grades 1-8)

RECESS SCHEDULE

9:00 – 9:20 / Grades TK, Kinder

9:20 – 9:50 / Grades 1, 2

9:50 – 10:15 / Grades 3, 4, 5

10:15 – 10:35 / Grades 6, 7, 8

LUNCH SCHEDULE

10:50 – 11:30 / Grades TK-K

11:30 – 12:10 / Grades 1, 2

12:10 – 12:50 / Grades 3, 4, 5

12:50 – 1:30 / Grades 6, 7, 8

MINIMUM DAY SCHEDULE

7:50 / Morning business

8:00 / Daily Instruction Begins

11:15-----11:55 / Lunch

12:00 / Dismissal on Yard

TUESDAY BREAKFAST ONLY

Group 1- 7:50am-8:10am (TK, Kinder)

Group 2- 8:10am-8:30am (1, 2)

Group 3- 8:30am-8:50am (3, 4, 5)

Group 4- 8:50am-9:10am (6, 7, 8)

BREAKFAST

Group 1- 7:50am-8:10am (TK, Kinder)

Group 2- 8:10am-8:30am (1, 2)

Group 3- 8:30am-8:50am (3, 4, 5)

Group 4- 8:50am-9:10am (6, 7, 8)

A CATHOLIC EDUCATION IS AN ADVANTAGE FOR LIFE!



St. Odilia Elementary School

5300 S. Hooper Avenue Los Angeles CA. 90011

 (323) 232-5449 Fax  (323) 233-6154

Parents We Need Your Help to Make St. Odilia a “Bully Free Zone!”

By Understanding the Following:

Bullying is a widespread and serious problem that can happen anywhere. It is not a phase children have to go through, it is not “just messing around”, and it is not something to grow out of.

Although definitions of bullying vary, most agree that bullying involves:

- **Imbalance of Power:** people who bully use their power to control or harm and the people being bullied may have a hard time defending themselves
- **Intent to Cause Harm:** actions done by accident are not bullying; the person bullying has a goal to cause harm
- **Repetition:** incidents of bullying happen to the same the person over and over by the same person or group

Types of Bullying

Bullying can take many forms. Examples include:

- **Verbal:** name-calling, teasing
- **Social:** spreading rumors, leaving people out on purpose, breaking up friendships
- **Physical:** hitting, punching, shoving
- **Cyber bullying:** using the internet, mobile phones or other digital technologies to harm others

An act of bullying may fit into more than one of the above groups.

St. Odilia is committed to maintaining “Bully Free Zone” If any student is accused or caught bullying the following steps will be taken:

1. Informal Meeting with Parents
2. In-House Discipline
3. Formal Meeting Parents
4. Suspension

We appreciate your understanding and support of this Important Initiative.



St. Odilia School Parent/Student Policies Agreement Form

Acceptance of Parent/Student Handbook

Our family has received and read the St Odilia School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to following the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade _____ Student's First Name _____ Grade _____

Student's First Name _____ Grade _____ Student's First Name _____ Grade _____

Please return this signed form promptly to the School Office.
This form will be placed in the students' permanent files.