



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

**Vision:** *Guardian Angel School is a place where our students experience the love of God, see the beauty of creation and are taught to find the truth.*

*Reaching the future through faith, reason, and virtue.*

Pastor	Fr. Rafael Lara
Principal	Mrs. Liliana Rivas
Assistant Principal	Mrs. Andrea Figueroa Solis
Office Manager	Mrs. Yolanda Avalos
Sacramental Prep	Mr. Jose Ponce
Transitional Kinder	Ms. Nieves Catalan
Kindergarten	Ms. Krysta Mae Paalisbo
First Grade	Mrs. Laura Aceves- Bravo
Second Grade	Ms. Stephanie Candelaria
Third Grade	Mrs. Elizabeth Reyes
Fourth Grade	Ms. Zulma Carolina Gamez
Fifth Grade	Mr. Jose Ponce
Sixth Grade	Mrs. Yvette Guzman
Seventh Grade	Ms. Maritza Ortega
Eighth Grade	Mrs. Andrea Figueroa Solis
Teacher Aide	Ms. Emily Garcia
Morning/Afternoon Care	Ms. Melissa Ramos

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

## **HISTORY AND ORGANIZATION OF GUARDIAN ANGEL SCHOOL**

Guardian Angel School was established in 1956 to provide an instructional program with strong religious program for first and second graders within its parish boundaries. In that year, two lay teachers staffed the school. In 1957, the Congregation of the Religious of Jesus and Mary, with its Provincialate located in Hyattsville, Maryland, accepted the call to minister to the people of Pacoima, California. The Congregation accepted the administration of the school and commissioned five religious to assist the two lay teachers, thus, the school expanded its services to include grades 3 through 6. In 1959, the staff increased to include five Religious of Jesus and Mary and three lay teachers opening its doors in September 1959, to students in grades 1 through 8. In 1988, funds were made available through grant money for kindergarten to be opened as well as a computer lab. In 1998, the Religious of Jesus and Mary turned over the administration of the school to the parish and the first lay principal was hired.

Today, situated in the midst of the San Fernando Housing Project, a low-income housing development, Guardian Angel School, with a staff 10 full time lay teachers presently serves about 240 students from Transitional Kindergarten through Grade 8. Students also come from neighboring parishes and cities.

Guardian Angel School is a parochial school serving the parish children. As such, the pastor is the ultimate authority in matters dealing with the school and parish. The principal administers the day-to-day responsibilities of the school, ensures that school policies and procedures are being followed, as well as supervises faculty and staff responsibilities. The vice-principal assists the principal in administering the responsibilities of the school, assists with discipline, and acts with the authority of the principal when the principal is off campus.

## **OUR CATHOLIC IDENTITY**

By sending your child(ren) to a Catholic School, you have professed a desire to have your child(ren) enter a community centered on the teachings of Jesus Christ. We strive to develop a Christian community by establishing times and places where students can gather to pray and worship together, where they can learn about their faith and love it. Every subject is form in such a way that they see the beauty, the truth, and goodness of God's creation. Guardian Angel is a community where the Gospel becomes a living reality. Our rules and guidelines uphold the dignity of each individual. However, we recognize that parents are the primary educators and that the school serves as an important aid to this important mission, and for that token we invite you to serve as living examples of true Christians that love and live the Gospel.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

Our Catholic faith grows in three ways; in our relationship with God, in our relationship with each other, and in our relationship with ourselves. As a church, we encourage these areas in different ways. First, the church encourages our relationship with God through the sacraments, especially the sacraments of Reconciliation and Eucharist. Second, the Church helps us to develop our relationship with each other through the Sunday liturgy where we gather with the community at large to worship together and encourage each other in our faith. Third, the Church helps us to strengthen our own values through the learning of doctrine, church history, and our reflection and understanding of scripture. Just as Guardian Angel strengthens the teachings of the Church, you can do the same at home. Your own practice of the Catholic faith by going to Mass on Sundays and holy days, praying as a family, and by trying to live your life by the values and teachings of Jesus. What we do as parents influences our children so much more than anything that we say.

Though you have entered into the process of developing a child rooted in faith, the process does not end with the registration into a Catholic school. The process that leads to your child growing up to be a faith-filled, value-filled adult depends on every step that you take, from your commitment to Sunday liturgy to your personal lifestyle. Faith grows in your child when it lives in your household.

**School Team Name:** *Angels*

**School Colors:** *Navy Blue and Gray*

**School Motto:** *Reaching the Future through Faith, Reason, and Virtue*

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### **MISSION STATEMENT**

Guardian Angel Catholic school is a Christ-Centered community committed to promote the love of God, the Church, and devotion to the Blessed Virgin Mary. Parents and teachers collaborate to form well-rounded individuals empowered by faith, virtue, and the pursuit of academic excellence.

### **OUR PHILOSOPHY**

**Philosophy: Forming the Whole Person= Integer Homo**

According to our Theology, man is made of body and soul. He is created to know, love, and serve God. He is created to eventually live with God for all eternity.

**Faith- Spiritual**

As Catholics we believe that we have a spiritual soul that needs to be nourished with the Word of God and the Sacraments. This is an aspect that as a Catholic School needs to be a priority. Our students should know, love, and serve God.

**Virtue- Character                      FREEDOM: HOW TO USE OUR FREEDOM**

We want our students to become good citizens of the world. In the Aristotelian-Thomistic tradition, virtue plays a very important role in the creation of a good man. Virtue becomes a second nature that helps a man to do good things and avoid evil. In contrast vice tends to push man towards sin and failure. Our school believes that forming a child in the Theological, Cardinal Virtues and human virtues prepare them to live a moral life and reach heaven eventually. Catechism of the Catholic Church #1803

**Intellectual- Mind**

Man's intellect is the most powerful gift that God has given us. Guardian Angel School recognizes that every student can learn. We believe that presenting engaging activities to our students is the most efficient way to foster learning. At the same time today's society presents many challenges and opportunities. One opportunity is the use of technology to enhance our teaching and engage our students. Our school should focus more on giving meaning to why we do things. Giving students the bigger picture and therefore engaging them more.

In our quest of forming the whole person, art, dance and music play an important role as part of forming the mind.

**Teaching the Mind~Touching the Soul~Living the Gospel.**

**(818) 485-5000**

**[www.guardianangelcs.com](http://www.guardianangelcs.com)**



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

## **LETTER FROM OUR PASTOR**

**“Por lo tanto, el que quebrante uno de estos preceptos menores y enseñe eso a los hombres, será el menor en el Reino de los cielos; pero el que los cumpla y los enseñe, será grande en el Reino de los cielos”. Mt. 5,19**

Respetables padres de familia.

Les escribe el p. Rafael Lara, párroco, de esta porción de la Iglesia, parroquia Ángel Guardian en Pacoima. Que, desde su fundación en el año 1956, está presente en esta gran ciudad, formando en la fe, la ciencia y la cultura a los niños de Dios.

Quiero dar la bienvenida, a cada uno de ustedes, y agradecerles por confiar la educación de sus hijos, a la escuela del Ángel Guardian.

La Educación debe tener como meta la formación, total de la persona, a nivel humano, y espiritual. Por lo tanto, debemos priorizar en nuestros niños una educación integral desde sus primeros años.

La escuela del Ángel Guardian tiene la misión de educar desde la fe, y el santo temor de Dios, que, mediante la fuerza del Espíritu Santo, forme la conciencia de los niños, que lo llevara a ser personas con dignidad y valores Cristianos Católicos.

Partiendo que la familia es la primera escuela de valores, evangélicos y humanos, en la que se aprende el buen uso de la Libertad como un valor. La escuela Ángel Guardian tiene el propósito de optimizar el rendimiento académico de sus educandos de acuerdo con la capacidad de cada estudiante. Facilitando el desarrollo de sus talentos y habilidades, que cada quien posee, haciéndolos participes en los diferentes eventos, religiosos, culturales y deportivo que están al alcance de nuestra institución, así como el buen uso de la tecnología, que es una herramienta necesaria para todo estudiante.

Tanto le educación Intelectual y espiritual debe ser encaminada a despertar en el educando una vocación de servicio, donde el estudiante debe ser consciente que dentro de

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

la sociedad donde se desenvuelve, tiene derechos y obligaciones que está llamado a cumplir y disponerse a ser un ciudadano que se ocupe de su comunidad.

El compromiso de educar es tarea de todos, y por lo tanto estamos llamados, a trabajar juntos, docentes, estudiantes y padres de familia, para que unidos sigamos construyendo la civilización del amor. Los momentos que está viviendo la escuela católica no son fáciles y urge el compromiso de convertirnos en protagonista de la educación y no meros espectadores, ya que, si no nos unimos en este noble ideal por una educación con valores, esta quedaría incompleta.

Estimados padres los animo a no escatimar ningún esfuerzo por el bien de sus hijos, ya que, si ustedes como padres invierten hoy en sus hijos, de Seguro que ellos tendrán un futuro brillante, esperanzador y serán buenos ciudadanos. Invertir en una buena educación integral, no es tirar el dinero es una noble y sana inversión que dará frutos a su tiempo y que ustedes mismos lo verán en sus hijos, siendo hombres y mujeres de bien, y creer en ellos que pueden hacer la diferencia, en un mundo que cada vez se pone distante de los auténticos valores, cristianos católicos.

Recuerde que la mejor herencia que usted puede dejar a sus hijos es una buena educación, es algo que nadie se los quitara y se los agradecerán toda la vida, aunque hoy no lo comprendan. Siembre en ellos hoy para cosechar en el futuro. El mundo necesita profesionales con valores.

Confiamos en nuestro gran Padre Dios, con María Santísima y nuestro santo patrón Ángel de la Guarda, protejan, iluminen la mente y el corazón de nuestros niños ahora y siempre.

Me despido con la bendición de Dios Padre, Dios Hijo, y Dios Espíritu Santo, y la virgen de Guadalupe les cubra con su manto, les concede paz y bienestar.

La escuela Ángel Guardian educando, y evangelizando para la vida.  
Att P. Rafael Lara

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

"Therefore, whoever violates one of these minor precepts and teaches that to men will be the least in the Kingdom of heaven; but whoever fulfills them and teaches them will be great in the Kingdom of heaven." Mt. 5.19

Respectable parents.

Fr. Rafael Lara, parish priest of this portion of the Church, Guardian Angel in Pacoima, writes to you. Since its foundation in 1956, the Church has been present in this great city, training in faith, science and culture the children of God.

I want to welcome each of you and thank you for entrusting your children's education to the Guardian Angel's school.

Education should have as its goal the formation, total of the person, at the human and spiritual level. Therefore, we must prioritize in our children a comprehensive education from their early years.

Guardian Angel School has the mission of educating from faith, and the holy fear of God, that, through the strength of the Holy Spirit, form the conscience of children, which will lead them to be people with dignity and Catholic Christian values.

Starting that the family is the first school of values, evangelical and human, in which the good use of Freedom as a value is learned. Guardian Angel School aims to optimize the academic performance of its learners according to the ability of each student. Facilitating the development of their talents and skills, which each one possesses, making them participate in the different events, religious, cultural and sports that are within the reach of our institution, as well as the good use of technology, which is a necessary tool for every student.

Both intellectual and spiritual education must be aimed at awakening in the learner a vocation of service, where the student before must be aware that within the society where he develops, he has rights and obligations that he is called to fulfill and be willing to be a citizen who takes care of his community.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

The commitment to educate is everyone's task, and therefore we are called, to work together, teachers, students, and parents, so that together we continue to build the civilization of love. The moments that the Catholic school is experiencing at this moment are not easy and there is an urgent need for a commitment to become the protagonist of education and not mere spectators, since, if we do not unite in this noble ideal for an education with values, this would be incomplete.

Dear parents, I encourage you to spare no effort for the good of your children, because, if you as parents invest in your children today, I am sure that they will have a bright, hopeful future and they will be good citizens. Investing in a good comprehensive education, is not throwing money away, rather is a noble and healthy investment that will pay off in time, and that you yourselves will see it in your children, being goodmen and women, and believe in them that they can make a difference, in a world that increasingly becomes distant from the authentic values, Catholic Christians.

Remember that the best inheritance you can leave to your children is a good education, it is something that no one will take away from them and they will be thankful all their lives, even if today they do not understand it. Sow in them today to harvest in the future. The world needs professionals with values.

We entrust our great Father God, with The Blessed Mary and our patron saint Guardian Angel, to protect, enlighten the minds and hearts of our children now and always.

I bid farewell with the blessing of God the Father, God the Son, and God the Holy Spirit, and the Virgin of Guadalupe to protect you with her cloak, to grant you peace and well-being.

Guardian Angel School educating and evangelizing for life.

Att P. Rafael Lara

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)





**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

ANGEL CATHOLIC SCHOOL  
STUDENT LEARNING EXPECTATIONS  
Faith, Knowledge and Virtue

- A. Guardian Angel Students live their **faith** by:
- Praying daily
  - Practicing the sacraments and attending Mass regularly
  - Understanding the teachings of the Church
  - Knowing and reading the Bible
- B. Guardian Angel School students grow in **knowledge by being**:
- Critical thinkers who use 21<sup>st</sup> century skills
  - Effective communicators
  - Life Long Learners
  - Appreciative of Fine Arts (music, theater, dance, etc).
- C. Guardian Angel School students live a **life of virtue** by:
- Practicing the Cardinal and Theological Virtues
  - Being respectful of all creation
  - Living a moral life
  - Helping others

GUARDIAN ANGEL  
CATHOLIC SCHOOL



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

## **CODE OF CONDUCT**

As a **Faithful** Catholic, I glorify God above all things especially as **an active learner** who accepts the importance of schoolwork who is *involved* in our community to impact positively those around me. I want to praise God as a **thorough academic learner** so that through my education I might be a beacon of hope.

## **SAFETY ALERT**

As stated in this handbook and in frequent memos to the parents, the school does not provide supervision before 7:15 a.m. and not after 3:30 p.m.

It is the responsibility of parents to plan, and coordinate pick up, so that children are picked up on time right at dismissal time.

It is not safe to have children waiting outside the school gate. It is not safe to have children walk home alone.

There is no supervision available for students left here after 3:30 pm. If you cannot pick up your child by this time, please arrange for them to be placed in After School Care. Guardian Angel provides After school care from 3:30 pm to 6:00pm. **Any student that is not picked up by 3:30 pm, will be taken to the After School Care and parents will be charged the daily rate for the day.**

Any student that is not picked up by 6:00 pm, the parent's account will be charged \$5 for the first minute and \$1 for every minute thereafter until their child(ren) is picked up. Please note that this fee will be charged for each student that is left past 6:00 pm.

## **SCHOOL DAY SCHEDULE**

The school days begins promptly at 7:55 a.m. Children are to be in the classroom by the 7:55 a.m. bell. There will be a warning bell at 7:50 a.m. Children who are having breakfast at school must arrive in plenty of time to eat their breakfast before the first bell. *Breakfast will not be served after 7:40 am.*

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

## **Daily Schedule**

Breakfast Served during recess	
Warning Bell	8:05am
Classes Begin	8:15am
Recess (TK-K)	9:45-10:00am
Recess (1-2)	10:00-10:15am
Recess (3-5)	10:15-10:30am
Recess (6-8)	10:30-10:45am
Lunch (TK-K)	11:15-11:55am
Lunch (1-4)	11:55-12:35pm
Lunch (5-8)	12:35-1:15
Clean Up Bell	3:10
Dismissal	3:15



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### Minimal Day Schedule

Breakfast Served during recess	
Warning Bell	8:05am
Classes Begin	8:15am
Recess (TK-K)	9:45-10:00am
Recess (1-2)	10:00-10:15am
Recess (3-5)	10:15-10:30am
Recess (6-8)	10:30-10:45am
Lunch (TK-K)	11:15-11:40am
Lunch (1-4)	11:40-12:00pm
Lunch (5-8)	12:00-12:20
Clean Up Bell	12:20
Dismissal	12:30

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

## **ADMISSIONS AND ATTENDANCE**

### **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

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

The school does not discriminate based on race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

### **GUIDELINES FOR ADMISSION**

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 14.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirement prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)”. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student’s teacher and principal to determine how best to meet the student’s needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

For registration to be finalized, the following items are required:

1. Birth Certificate
2. Baptismal Certificate
3. Updated Immunization and Health Record
4. Completion of Registration Packet Information
5. Payment Registration (non-refundable),

The principal reserves the right to exclude from admission those students who do not fulfill the requirements for entrance.

**Registration takes place in the spring.** Registration and Health Forms can be obtained in the secretary’s office. The following are required for admission:

1. Completed Registration Form
2. Completed Health Form
3. Birth Certificate
4. Baptismal Certificate and any other Sacramental records
5. Most recent copy of the child’s report card
6. Admissions Test
7. Payment of Registration and Testing Fee.

Every child entering Guardian Angel School for the first time shall show proof of a physical examination within an 18-month period prior to the first day of school. A form is included in the registration packet.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

Other students enrolling during the school year will be granted 90 days from the enrollment date to present this certificate to the school. After 90 days, the child must be excluded until this requirement is met.

All children shall be immunized prior to school entrance according to the current recommendations of the State Public Health Agency:

- I. Polio Vaccine
2. DPT
3. Tuberculin Test
4. Measles
5. Mumps
6. Rubella

#### **RE-ADMISSION (Students already enrolled or re-enrolling)**

Students are readmitted to Guardian Angel School based on the following criteria:

- Students have shown a consistent desire to remain in the school through their academic effort and school behavior
- Parents show their support of the school by supporting fundraisers and attending school sponsored events and meetings
- Parents support the teachers and administration by following school guidelines and implementing school suggestions for change in student academic and social behavior
- Tuition and other fees are current

#### **ABSENCES**

Children are expected to come to school each day rested, clean and neat, and ready to learn. In the event of sickness or a necessary absence from school, a call to the school office should be made by the parent to verify the absence, and *a parent note must accompany the child's return to school*. Below is a sample excuse note for an absent student:

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

Dear (Teacher's Name),  
Please excuse my son/daughter (child's name)  
for his/her absence from school on (day and date).

The reason for her absence was .....

Thank you,

(Parent's Signature)

Phone Number

The parents of absent students who have not contacted the school office will be telephoned at home or work by the school secretary to verify the absence.

**NOTES FROM PARENTS**

Any note sent to the school from a parent must contain the date and a phone number where the parent can be reached if needed.

**ABSENCES FOR MEDICAL APPOINTMENTS**

Students are legally credited for attendance when time is spent in medical and dental appointments. This is called a medical absence. A note from the doctor or dentist must be presented to the school before the absence can be recorded as a medical absence.

**EXTENDED ABSENCES**

When a student is absent for an extended time, fifteen (15) or more days in a trimester, official grades may be withheld for that trimester. This decision is left to the judgment of the principal in consultation with the teacher. When, for family reasons, parents wish to take their children out of school temporarily, the parent should discuss with the principal and teacher possible effects of the absence prior to pulling the child(ren) out.

**TRUANCY**

A student who is absent from school more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in one school year, without a valid excuse, is a truant.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)





**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

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

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

### **TARDINESS**

A student is considered tardy if he/she arrives after the second morning bell. If a student arrives after recess, they will be marked as absent half a day. Students who are tardy must report to the office, along with an adult and/or a note, for a late slip in order to be admitted to the classroom.

- A student who is tardy in excess of thirty minutes on each of four days or more in one school year, without a valid excuse, is a truant.
- Students who have 7 tardies in one trimester may not be eligible for the honor roll or academic awards for that trimester.
- Parents will be notified with a tardy slip.
- For every 3<sup>rd</sup> tardy marks a student receives in a week, that student will be required to serve detention. Notice also that tardiness will affect their grade.

### **RELEASE OF STUDENTS**

Students will only be released to their parent/guardian or other adult listed on their emergency card. If a parent wishes to release their child to another adult, a note must be sent in or phone call made to the office. (***Any note sent to school by a parent must include a phone number where parent can be reached.***) Parent/guardian must report to the school office to have the child called from class and then must be signed out noting time and reason for release.

### **APPOINTMENTS**

Parents should make every effort to schedule medical and or dental appointments outside of school time. Should it be necessary to schedule an appointment during school hours, please send a note with the child. If the students

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

have to be picked up during the school day, parents are asked to report to the school office to sign that they have picked up the child. ***No parent is ever permitted to go to a classroom without permission from the office.*** Please notify the school if someone other than a parent is to pick up your child.

### **PARENT VISITATION**

**Parents wishing to visit their child during school hours must first pre-arrange a visit with the student's teacher, and on their scheduled day, report to the school office and sign in.** If student is being taken for the day, the parent must record the time the child is taken and reason for leaving school that day. Upon return, student must present a note stating reason for absence.

### **NON-CUSTODIAL PARENT**

A parent who does not have legal custody of his/her child, but has right of visitation, may visit, according to the above-mentioned guidelines, unless the school has received a legal order prohibiting such a visit. If a parent without visitation rights attempts to visit a student at school, the office shall inform the custodial parent.

### **WORK PERMITS**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov).

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

permit issuing authority” is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

A copy of the signed work permit must be kept in the student’s file.

### **WITHDRAWAL OF STUDENTS**

If a parent withdraws their student from the school prior to the end of the school year, the student will receive full credit for all work a student accomplishes up to the time of transfer. If the family has pre-paid the school tuition for the year, prior notice in writing must be given to the school to receive any return of funds already paid (prorated amount). Registration fee is non-refundable. Student will not be considered withdrawn until official notice is given.

### **STUDENT RECORDS**

Full and accurate records, including standardized test results, of each student are entered on the official Archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel may have access to these records.

### **ACCESS TO RECORDS**

The principal only, as custodian of the records, authorizes the release of personal information about students. Access to records may include not only an oral description by the authorized school official, but also permission to read the original record. Official transcripts are not given to students or parents.

### **RIGHTS OF CUSTODIAL PARENT**

In cases of legal separation and/or divorce, California state law gives only the custodial parent the following rights:

- To consent to the release of records (unless both parents have notified the schools in writing of a mutual agreement to permit either parent to authorize release).

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

- To challenge the content of records
- To write responses to information regarding disciplinary action to be included in the record.

### **NON-CUSTODIAL PARENT WITH VISITATION RIGHTS**

The non-custodial parent has all the other rights of a parent regarding access to records except those listed above.

### **PUPIL RECORDS**

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee’s informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **DIRECTORY INFORMATION**

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access.

Class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **VERBAL/WRITTEN CONFIDENCES**

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **TRANSFER OF RECORDS**

#### **Student Transfers and Graduation**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

Official transcripts are not given to students or parents.

### **Damaged or Loaned Property**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

### **CHILD ABUSE REPORTING POLICY**

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

### **ILLNESS/ACCIDENTS**

In the event that a student falls ill or is involved in an accident the following procedures will be applied:

- The teacher will discuss with the student the seriousness of their illness and if need be give them a chance to rest in the classroom
- If student continues to complain of illness the student will be sent to the office to call his/her parent.
- If a student receives a minor injury at school the student will be sent to the office. First-Aid is available for minor injuries such as, scrapes, cuts, bumps, minor sprains, and nose bleeds.
- If a student after receiving first aid continues to complain about an injury received, he/she will be sent to the office to call his/her parent.
- If a student suffers an injury to the head or any injury that requires medical attention, or is questionable, the parent/guardian will be called immediately.
- In the case of serious accident or illness medical personnel will be called immediately.

If a parent/guardian cannot be reached to pick up a sick or injured student, the school office will call other members listed on the emergency card to come and pick up the student.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### **STUDENT INSURANCE**

The student insurance program is provided for all full-time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

### **GENERAL POLICIES**

#### **DAILY SCHEDULE**

School begins promptly at 8:15 AM. For safety reasons, students are never permitted on the school grounds before 7:40 am or after 3:30 p.m. For your convenience, Guardian Angel School will offer morning care from 7-8 am and after school care from 3:15 pm until 6:00 pm on Mondays, Wednesday, Thursday, and Friday. On Tuesdays, we will have after school care from 12:45 pm until 6:00 pm. The monthly fee for this service (morning and afternoon will be \$150.00 per month). Parents of students who are left on campus after dismissal but are not in after school care will be charged the daily rate for the day. Parents of students who are in after school care but are left on campus after 6:00 pm will be charged \$5 and \$1 for every minute until their child is picked up (including those that are not enrolled in the program but were taken in because they were not picked up by 3:15 pm).

Any student that is dropped off in the morning before 7:40 am and the student is not signed up in the morning care, the family will be charged \$25. This is a safety matter. We highly encourage our families to sign up for morning care instead, where we can ensure the safety of our students. We thank you for your understanding and cooperation.

Any student arriving after the beginning of the morning exercises must report to the school office for a late slip. No student will be permitted to enter class without one. Students involved in excessive tardiness will be subject to disciplinary action.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

All **Tuesdays** are minimum days to allow for curriculum planning meetings by the teachers. *On minimum days school closes at 12:30 PM. On these days students are to be picked up no later than 12:45 pm.* Any student that is not picked up by 12:45 pm, will be taken to the afterschool care program, and the family will be charged the daily rate.

Children in grades TK-8 are given a morning recess of 15 minutes. Lunch for grades 1-8 is split into two 20-minute periods, one period for eating the other for playtime. Students are never permitted to leave the school grounds during the regular school day, including the lunch hour without a parent or guardian who has signed them out at the office.

### **HEALTH SERVICES**

Guardian Angel counts on our office personnel to update the student records. It is our responsibility to ensure that *all* of our students' records are updated. From time to time, they may reach to parents should they need copies of medical records (updated vaccination record). The school will coordinate hearing, visual, and dental screenings at a later time in the school year, and parents will be communicated of this.

There is also a counselor that is available one day a week to meet with students. Students may self- refer or be referred by their teacher. All conversations with the counselor remain confidential.

### **MEDICATION POLICY**

State Law requires that non-prescribed medication not be made available to the student. Prescribed medications should not be taken during school hours unless it is absolutely necessary. If a child needs to take any prescribed medicine, **a note from the doctor will need to be on file in the office.**

All prescribed medication will be kept in the office. Unused medication should be picked up by a parent or disposed of by authorized school personnel. If medication is to be taken at school, **please make sure that medication is in its original container,** has the student's first and last name, the details of the dosage and an expiration date.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)





**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

## **ARRIVALS AND DEPARTURES**

No cars are permitted in the schoolyard during the school day. This helps to provide a safer and larger play area for the children. Morning, drop-off is on Lehigh and Norris Ave and afternoon pick-up is on Norris only. Parents are asked to wait beyond the gate on Norris Avenue at dismissal time and not enter the playground area. This will help ease some of the crowding at the gate at that time. To avoid any accidents or injuries, parents are asked to walk their children across any street where no crosswalk is available. Children should not be running across streets or crossing any street without supervision and only when it is safe to do so.

## **RAINY DAY PICK UP**

In the event of rain at dismissal time (heavy rain), cars will be permitted to drive onto the yard for the sole purpose of dropping off and picking up their child(ren). On light rain days (drizzle), we ask parents to park safely, and pick up their child(ren) inside the school. Parents, please plan for rainy days, and send your child(ren) with proper rain gear (including an umbrella). Thank you.

## **LOST AND FOUND**

Lost and found items are kept in an area in the front office. Items not picked up at the end of the trimester and are not properly marked with student's name, will be donated to needy families.

## **VISITORS ON CAMPUS/CLOSED CAMPUS**

Guardian Angel Catholic School is a closed campus. For safety reasons it is important that anytime a parent or other visitor comes on campus that they check into the office. Teachers have been instructed to not accept messages or lunches at the classroom from parents, but will instruct them to drop those off at the office. This also applies to picking up students who need to leave early. Parents must first go sign students out at the office and then the student will be called to the office. *At no time should parents or visitors go directly to the classroom. Any parent wishing to visit the classroom for any reason must have permission from the school office.*

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### **FAMILY SERVICE HOUR PROGRAM**

The purpose of the Family Service program is to encourage family participation in the school and to provide for the school, parish or teacher services that will enhance learning and build community. Each family is required to contribute 40 hours of service to the school, 15 of which may be completed through service to the parish. Service hours may be completed by: helping the teacher in the classroom or by taking work home to complete, by volunteering to supervise on the yard during recess or lunch, by donating equipment or supplies, by attending parent meetings, by volunteering to help with fundraisers or other activities, by helping at the parish fiesta and any other activity that may benefit the school or students. As you complete hours, have the teacher or person in charge of your activity sign a Family Hours slip stating the number of hours completed and type of service rendered and then return that slip to the office for recording. Any hours not completed by the end of the year will be charged at \$10.00 each hour.

Other notes related to service hours:

For our Parish Fiesta we are putting a cap of 10 service hours maximum.

Each Family must volunteer for at least 5 hours for the designated classroom fundraiser.

At least 20 of the service hours must be completed by the end of January.

### **BREAKFAST AND LUNCH PROGRAM**

Guardian Angel School participates in a reduced or free breakfast and lunch program through the Archdiocese of Los Angeles. To qualify for one of these programs, parents may request an application through the office. Forms are sent out the beginning of each year and parents need to reapply each year. Lunch is available to any student for a full price of \$3.75.

### **BOOKS AND SCHOOL PROPERTY**

Students are expected to respect the property of the school. Textbooks are to be covered, and desks are to be kept neat and clean. Students are responsible for replacing lost or damaged books or for payment of damage caused to school property. Because other groups in the parish use the school it is the responsibility of the student to inform the teacher immediately of damaged occurred during these times. Any willful damage or defacing of property by a student will lead to suspension or possible expulsion. **The family will be charged the cost of replacing the damaged property.**

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### **EMERGENCY PROCEDURES**

In the event of any emergency during school hours which might necessitate school dismissal (earthquakes, fire, etc.), the children will be supervised here on the premises by the classroom teacher until the persons designated by the parents on the school emergency form pick them up. It is very important that the school has an updated list of the persons they may entrust your children to, and it is just as important that these people know who they are. At a time of natural disaster, we must assume that the telephones will not be working. The child's teacher, as well as the school office, will keep this information.

At the time of a disaster the children will be released only to the persons listed on the form. Either the parent or one of the persons listed would go directly to each teacher to get the release of a given child from that teacher. Even though others may come for the child, it is important to note that the child will only be released into the hands of those designated on the *Student Emergency Form*. When the child leaves the school, a check mark is recorded by the name of the person picking up the child, and the time of pick up is noted. Please be sure to carefully observe all aspects of our emergency pick up procedure.

### **EMERGENCY CLOSING OF SCHOOL**

If for any reason the school building or surrounding areas are not considered safe for students, the school will be closed. If closure happens during school hours, parents will be notified as to where they may be able to pick up their children. Children will only be released to those listed on the emergency card unless noted otherwise by phone or note.

If an earthquake of magnitude 5.5 or higher occurring within a 10-mile radius of the school strikes before the beginning of school, school for that day will be closed.

In case of a national or local disaster, and LAUSD has closed its schools, we too will be closed.

### **LOCK DOWN PROCEDURES**

In the event of an emergency in areas surrounding the school or in the event of an incident on the school it may become necessary for the school to Lock Down. In this event all students will be kept in their classrooms and doors to the classrooms will be locked as well as any gates that lead to the schoolyard. Once the school is in a Lock Down, students will remain in the classroom until an all-clear signal is given through the office, once it has been determined that the threat to the children has been removed.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

### **CELL PHONES/PAGERS**

Students who need to bring a cell phone to school must keep it in a secure place during the school day and accept full responsibility for its safekeeping. ***Students may not have cell phones on their person during the school day.*** Students may use their cell phones or electronic devices before (7:30 a.m.) and after school only (3:15 p.m.), and for the sole purpose of contacting their parent or guardian.

### **ELECTRONIC DEVICES**

Electronic devices such as portable radios, video games, or the like, are not permitted at school. If a student needs to bring such a device to school for after school reasons, the device must be kept in a secure place during the school day and not be brought out at any time. Students accept full responsibility for their safekeeping. If students are given permission to bring such a device to school for a special occasion they do so at their own risk. The school is not responsible for any damage caused.

### **USE OF SCHOOL PHONE**

Students are not permitted to use the school phone for reasons other than

- Contacting a parent in case of illness
- Contacting a ride because of a change in scheduling that occurred that day
- Contacting a parent by request of a teacher, staff member or principal
- Contacting a parent who is more than 20 minutes late picking them up
- Receiving an emergency call from a family member

Parents wishing to give their child(ren) a message must do so through the office.

Students are not permitted to use the pay phone during school hours.

### **ANIMALS ON CAMPUS**

Animals are not allowed on the school campus without special written permission from the principal. If permission is granted, the animal(s) must be confined or on a leash to ensure student safety.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

### **FAMILY ENVELOPE**

**Every Monday** the school office will send home a Family Envelope with the oldest child which will contain information for that month including: the calendar for the month, important dates to remember, upcoming events, school or community information and any other pertinent information. The envelope will go home the first of the month and the middle of the month if needed.

### **MIXED PARTIES**

Mixed parties involving students of the upper grades, even when they are held at home or at school, are strongly discouraged. Parents are asked to cooperate with this regulation, even though strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school.

The only exception to this regulation is a school-sponsored party having the approval of the pastor, the principal, and the parents, with supervision by school personnel.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

## **ACADEMIC POLICIES**

Guardian Angel School adheres to the grading system of the Archdiocese of Los Angeles. Report cards are distributed three times a year.

Primary Grading (TK-2):

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

Intermediate and Middle School Grading (3-8)

A = 93-100%	C = 75-79%
B+= 90-92%	C- = 70-74%
B = 87-89%	D = 65-69%
B- = 85-86%	F = 64% & Below
C+= 80-84%	

In the event that we switch to a Standard Based Report Card, we will notify you about the new policies and grading scale.

## **CURRICULUM**

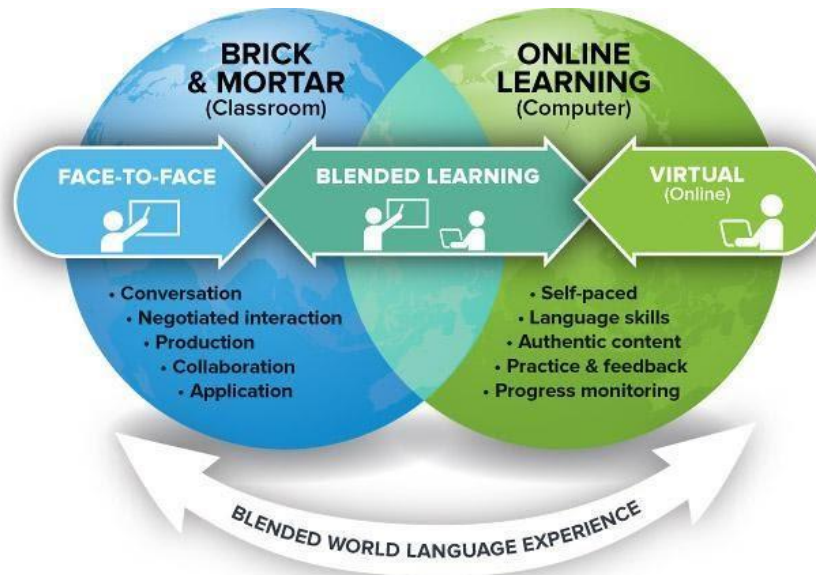
Guardian Angel school strives to foster academic excellence by motivating our students to seek the good, the truth and the beauty of God's creation. Guardian Angel school follows Archdiocesan guidelines with regards to Religion. Our curriculum is aligned to the Core Curriculum Standards. Students are instructed in the following subjects: Religion, Math, Language Arts, Spelling, Social Studies, Science, P.E., Music and Art.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### **Blended Learning at Guardian Angel School**



Blended Learning is a formal education process that is taking over in many classrooms across the U.S. Blended Learning, also known as hybrid or mixed- mode courses, involve students learning in small group settings from technology base learning and face to face instruction. This will allow your child to work at their own level and pace while using the technology. Students will be able to rotate workstations between a small group, individual online work, and small groups with the teacher. This will allow all students to get the attention they need.

### **RELIGION PROGRAM**

The purpose of the religion program is to promote Catholic values and to increase the knowledge of the Catholic faith. All students regardless of religious affiliation are required to attend religion class. Along with knowledge of the Catholic Church, the school's religion program seeks to increase the understanding and experience of Catholic practices such as the mass, prayer services, formal and informal prayer, and various other devotions.

Parents, as the primary educators in this area, are encouraged to participate fully in their Catholic faith by attending mass on a regular basis.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

## **PHYSICAL EDUCATION**

Our physical education program is designed to help students improve both body and mind. Students are given age-appropriate exercise programs as well as techniques to improve their focus and concentration in and out of the classroom. On P.E. Days, Mondays and Fridays, students are asked to wear their Spirit Shirts along with their P.E. shorts. Students not participating because of illness or injury must still come dressed in their Spirit Shirts.

## **HOMEWORK**

All Guardian Angel students complete age-appropriate homework assignments. At the elementary school level, homework is a means of fostering a life-long love of learning and of developing the specific virtues of organization, responsibility, and independence necessary to be successful students, and of course it is a powerful extension of classroom learning.

Homework reinforces skills taught in the classroom. In grades TK-3, daily homework assignments of approximately 15-45 minutes in duration can be expected. For grades 4-6, homework of 45 min - 1 hour should be given. In grades 7-8, daily homework assignments of 1-2 hours may be expected. Please note that these are approximate times since every student has a different capability. Parents are encouraged to check their children's work to ensure that assignments are completed. Students are expected to have an assignment book to write down daily and long-term assignments.

Students who miss school due to illness may pick up their homework the day they return to school.

Students that fail to complete their assignments will receive a homework slip, and they will be deducted points. Students will be expected to turn in the missing assignment on the next day. Four homework slips will merit a detention.

## **TECHNOLOGY/INTERNET USE**

In accordance with the internet/technology waiver, parents understand that individuals and families may be held liable for violations such as internet bullying, navigating away from approved classroom websites, postings inappropriate comments or pictures, neglecting or mistreating school property/technology, etc.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)





**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

Parents agree to accept responsibility for guidance of internet setting and use. Parents will convey to their student and comply with school standards regarding selecting, sharing, or exploring information on the internet. Parents will hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from the student's use of, or inability to use, the school system, including, but not limited to the claims that may arise from the unauthorized use of the system to purchase products or services.

**If it is verified that a student was using the online resources in an inappropriate way, the student may be suspended from using any devices. Depending on the seriousness of the fault, the student will be given an appropriate consequence plus a \$100 fine for inappropriate use of technology.**

**Students must not use their electronic devices from 7:30 a.m. to 3:30 p.m. unless they have permission by their homeroom teacher. We will take away any devices from those students breaking this rule. This is to prevent online bullying and unnecessary distractions.**

## **GRADUATION REQUIREMENTS**

In order for any student to receive a diploma from Guardian Angel Catholic School, they must successfully complete and pass all major subject areas, have a satisfactory grade in behavior and effort, and all fees and tuition must be current as well as service hours completed. All technology devices from the school must be returned in the original condition it was given and necessary fines are paid if the technology devices are damaged or lost.

## **ACADEMIC PROBATION**

Students are expected to maintain a passing average of C in all subjects. Students who fail to maintain passing grades in core subjects (Religion, English and Math especially) for any trimester will be placed on academic probation for the following trimester. If a student fails to work out of academic probation or if is placed on academic probation three times within two years that student may be asked to leave the school at the end of that academic school year.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

Students in grades 5-8 who are failing, will be placed on a contract at which time their academic status will be reevaluated at the end of each trimester and if the student has not made significant progress or if the school determines that the student would be better served in another school setting, the student may be asked to leave the school before the year is out.

### **TESTING AND ASSESSMENT**

Each year all students complete the Archdiocesan wide standard assessment test, which is the Renaissance Learning Assessment (STAR Test). This test takes place three times a year. It will help us guide our instruction, and simultaneously give us an overall picture of the students' growth. These tests are used to help the teachers and principal to evaluate the school's curriculum as well as the strengths and weaknesses of each individual class. Test results can also be used to help identify needs of each individual student.

### **HONORS/AWARDS**

At the end of each trimester students in grades TK-8 are eligible for the following academic awards:

Principal's List-4.0 average and O's in behavior and effort

First Honors- 3.5 averages and a G or better in behavior and effort

Second Honors-3.0 average and a G or better in behavior and effort

Citizenship Awards O's in behavior and effort

Individual Subject Awards are given to those students that excel in a particular subject and have an S or better in behavior and effort.

### **TUTORING**

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the After School Care program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### **FIELD TRIPS**

Education and cultural trips enhance the total school curriculum and provide learning and social opportunities that may not be available to some children outside the school setting. Teachers are encouraged to organize field trips for their classes, and parents are asked to consider the possibility of chaperoning for these events. Parents will be notified well in advance of the date of the trip, given the necessary details, and informed of any expenses involved. ***State law requires that no child may attend a field trip without a permission slip signed by the parents.*** We cannot accept authorization over the phone. The school office provides this form.

#### Chaperones

- Chaperones are chosen by the teacher and principal based on the individual's status of completing the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events, VIRTUS training, and fingerprinting through the Archdiocese of Los Angeles.
- No chaperone should ever be alone with a minor who is not his or her own child.
- The supervising adult or adult group leader must have immediate access to a [first aid kit](#). First aid kits must be in all vehicles that transport participants to and from activities.
- The supervising adult on field trips, excursions, or activities involving minors must have immediate access to [student emergency information](#).
- There should be at least two chaperones of each sex on every trip, so that no chaperone is alone with a minor. The number of chaperones who must be present to supervise minors should be decided on a case-by-case basis, considering the age of the participants and the nature of the activity. Ratio of students to chaperone should be based according to their age. For example, TK-K ratio should be of 4:1 ideally.

### **COUNSELING POLICY**

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

### **EXTRA CURRICULAR ACTIVITIES**

Students are eligible to participate in extra-curricular activities if they maintain a "C" average in all academic subjects and have satisfactory grades in effort and behavior for all subject areas. At the present Guardian Angel school provides an after- school sports program.

Students who fail to meet the minimum standards for participation will be placed on probation and will not be eligible to participate in their activity until improvement is shown. The moderator or director of each activity sets probation. Students are required to sign a contract to participate.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

## **PARENT TEACHER CONFERENCES**

Formal parent teacher conferences are scheduled in December and March of each year. At this time, parents can meet with their child's teacher and discuss progress made and actions needed. If a parent wishes to meet with a teacher other than these scheduled conferences, they should contact the teacher personally through a note or phone call. Teachers will then plan based on mutual availability.

Besides regularly scheduled parent/teacher conferences, other conferences may take place at any time during the school year. Parents must call ahead of time and make an appointment with a teacher if they have something to discuss. Unannounced parental visitations can be a disruption to important school routines, and thus parents are asked not to come unannounced and interrupt a teacher conducting a class. Furthermore, the times immediately before or immediately after school, when students are being dropped-off and picked-up, are inappropriate times for parent/teacher conferences, as is recess. These conferences should be conducted in a friendly and respectful way.

## **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

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

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor if the principal is the subject of the complaint).

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

The principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

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

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

### **PROGRESS REPORTS /REPORT CARDS**

Midway through each trimester a progress report is sent home informing parents of any problems that their child may be having. One week after the end of each trimester Report Cards are sent home. The first trimester report cards are given at Parent Teacher Conferences.

### **PROMOTION**

Ordinarily, students who satisfactorily complete the prescribed course are promoted to the next highest grade at the end of the school year. Exceptions are made at the discretion of the teacher and principal.

### **RETENTION POLICY**

The school staff has the responsibility for aiding their students to ensure academic success. A student is considered for retention if he/she cannot achieve success during studies prescribed for the particular grade level.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

The parents are given sufficient and repeated reports on the student's progress, on the failure of the student in the program and on the likelihood of the child repeating the grade. The decision to retain a student is made only after all aspects of that student's school growth have been carefully considered.

Parents are informed of the likelihood of the child repeating the grade at the time of the 2<sup>nd</sup> trimester Report Card. This likelihood of retention is reinforced at the distribution of the third trimester report card. Although the Principal consults with the teacher, the final responsibility for retaining a student rest with the Principal.

### **LEARNING DIFFICULTIES**

In case of a student with significant learning difficulties, it may be necessary to recognize that the school is not equipped to meet the needs of every student, and, therefore, a recommended transfer may be necessary.

### **VERBAL/WRITTEN CONFIDENCES POLICY**

Teachers, counselors, and other school personnel will respect the verbal or written confidences of students, except in cases where the health and safety of the student or others is involved.

### **PUBLICATION OF STUDENT WORK/PICTURES**

From time-to-time the school may wish to publish examples of student projects, photographs of students, and or other work on an internet accessible World Wide Web server or in other media. Student projects, photographs, and other work posted on the Internet or in other media will only include the student's last name initial and first name.

### **ARCHDIOCESAN ACCEPTABLE USE POLICY FOR MEDIA AND TECHNOLOGY**

Each family must sign and date a copy of the Acceptable Use Policy in order for students to have access to any computer or other form of technology during school. This policy will be sent home to be signed.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

## **FINANCIAL POLICIES**

### **TUITION AND FEES**

*Guardian Angel School depends on tuition collection to continue open. The school reserves its right to suspend or expel families who fail to keep their tuition responsibilities. Tuition and fee schedules are distributed for the following year at the end of the school year and are available in the school office. Service Hour, Fundraising and Sports Fees can all be added to tuition payments if missed and must be paid by the tuition due date or will be subject to late fees and suspension as stated for missed or late tuition payment.*

### **TUITION COLLECTION**

Tuition for the school year is based on an annual fee. For parent convenience it is divided into eleven installments beginning in August. Tuition payments are made through the FACTS Management Company. Parents have a choice of having tuition payments automatically withdrawn from their bank accounts or pay directly to the front office. Withdrawal date options are the 5<sup>th</sup> or 20<sup>th</sup> of every month.

There is a one-time annual fee for this service for the automatic withdrawal. If you do not want the tuition to be withdrawn from your account for the month you must make your tuition payment directly to the front office 5 days prior to your draft date. In addition, families have the option of making a full payment in August and will receive a \$100 discount off their tuition. Registration and other fees should be paid in the school office. *If a parent falls behind in tuition more than two months, the child(ren) may be asked to leave the school for failure of payment.*

### **LATE FEES**

When checks are made, parents are asked to be sure that the bank account has sufficient funds to cover the amount on the check. There is a \$25.00 fee for checks that are returned to the school for **INSUFFICIENT FUNDS**. If checks given to the school are continuously returned for insufficient funds that parent may be asked to only make payments by cash or money order to the front office. There is also a \$25.00 late fee for any family who does not make their tuition payment within 7 days of the draft date.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)





**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

### **TUITION ASSISTANCE**

The Archdiocese does provide tuition assistance of \$800 for families through the Catholic Education Foundation. Applications are available beginning in January and are due by the end of February. Tuition awards are given for the following year. At times the school is able to help families who have come upon temporary hard times and need a reduction in tuition payments. Any family wishing to apply for a temporary reduction in tuition payments must contact the principal for a meeting and be willing to provide evidence of hardship.

**The Tuition amount and scholarship awarded by Guardian Angel Catholic School to your family should not be discussed with anyone. If confidentiality is breached, we reserve the right to rescind your tuition assistance.**

Parents willing to receive such assistance must show evidence of their commitment to collaborate with the school's mission by assisting to Mass on Sunday (filling up the envelopes), and by attending the faith formation classes given by the parish. We will be entitled to take away any financial assistance if a parent does not fulfill these two requirements.

### **FUNDRAISING REQUIREMENT**

Knowing that tuition only covers a partial part of the school's overall operating budget and in order to maintain a quality education for our students, fundraising is vital to our school's success. All parents are expected to partake in the school's fundraising activities. There is a \$400 minimum requirement per family for fundraising. Some of these **fundraiser activities/event** include but are not limited to the Church/School Fiesta in October, Church/School Fiesta Raffle, Harvest Festival, Mariachi Night, Chocolate sale (at least 2 chocolate boxes per family), Talent Show, Spring Concert Raffle tickets, Walkathon, etc. **You must complete the requirement for EACH fundraiser, which is located on the service hour and fundraising document given to each family in the beginning of the year. If you do not meet the requirement for each event, it will be billed to your tuition for the following month. If the payment is not made for that month it was billed, there will be a hold on your child's account and your child(ren) will be asked to not return to school until the payment is fulfilled. Your partnership is very important in this matter. This will help us offset costs to provide an enriching instructional program to the school for all students.**

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

## **SERVICE HOUR REQUIREMENT**

**Each Guardian Angel School Family must complete 40 service hours per year. For your 40 Hour Service commitment you may volunteer your time and/or donate items needed. For every \$10 you spend you will receive 1 hour of service. During our fundraising events like the Church Fiesta, Walkathon, Spring Concert, school Breakfast on Sundays, and other events you may volunteer your time or make donations of supplies or food for service hours. There are many other opportunities for you to fulfill your hours like volunteering to help during school hours: yard supervision, early morning drop off, Kitchen, and yard/kitchen cleaning. Again, you can volunteer your time and/or donate items. Keep in mind we always need office and class supplies. **Half of your 40 service hour requirement (20 hours) MUST be complete by mid-year- January 29<sup>th</sup>. Any of the 20 hours that are not complete will be billed to your February tuition at \$10 per hour missed. All 40 Service Hours will be due by May 31<sup>st</sup>. Any hours not complete will be billed to June's tuition at \$10 per hour missed.****

## **DISCIPLINE POLICIES**

Guardian Angel strives to give every one of our students an integral formation. For that reason, we strive to instill in them virtues that will help them become successful citizens and excellent Christians.

### **Courtesy**

Students will address all adults, by title and last name (e.g., "Yes, Mr. Smith" or "No, Mrs. Jones"). In the event the name of the adult is not known, the student should use "sir" or "ma'am" as appropriate.

Students are expected to extend appropriate courtesy to any campus visitor. If the classroom is visited by a guest, all students will rise from their desks and remain standing until otherwise directed. Students should always welcome guests. In the event of a social gathering, they should ensure that guests, adults, and honored parties (even if a student) are served first. Students always will conduct themselves in a courteous manner.

## **STUDENT DISCIPLINE**

### **DISCIPLINE**

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Good order is essential in creating a climate that is conducive to learning and is safe for the children. For that reason, teachers are encouraged to award good and virtuous behavior with praise. However, each teacher is responsible for maintaining such an environment, and students who fail to cooperate with the teacher in this effort will be held accountable for their behavior. Chronic problems will be handled in the following manner:

1. Teacher contacts the parents after three written notices.
2. If no improvement has been noted, the teacher, student and Principal meet to discuss the problem.
3. Again, if the problem persists, a conference involving the Principal, Pastor, parents, teacher, and student takes place. At this time a course of action is reached concerning the child.

For students who cannot cooperate with the regulations, policies and procedures of Guardian Angel School may be required to leave the school. *All new students are on probation for their first year.*

### **CONDITIONS OF SUSPENSION**

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

### **Expulsion**

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- 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.

### **Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### **Written Record**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

### **Cases Involving Grave Offenses**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

### **Time of Expulsion**

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last trimester of the school year or during the last trimester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

### **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

### **Right to Make Exceptions**

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

### **MORE SPECIFIC OFFENSES AND CONSEQUENCES FOR DISCIPLINE**

Disciplinary Offenses – Disciplinary Action :Discipline Slips

1. Class A Offenses:
  - Disorderly conduct.
  - Rough-housing
  - Disruptive class behavior.
  - Insubordination.
  - Inappropriate language (automatic detention)
  - Disrespectful behavior toward others.

Consequences for Class A Offenses:

- Reprimands and verbal warnings appropriate to grade level and at the discretion of the teacher. \*
- 1st Discipline slip and/or Detention\*\*\*.
- 3rd Discipline slip in a trimester: Parent teacher Conference.

2. Class B Offenses:
  - Cheating.
  - Minor theft (under 10 dollars).
  - Bullying, harassment.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

- Truancy. See p. 11.
- Inappropriate displays of affection.

Consequences for Class B Offenses:

- Parent Conference & Detention\*\*.
  - Those students caught cheating will receive an “F” automatically and given an additional consequence.
- Immediate suspension
    - Suspension of 1-10 days
    - Suspension of 11 or more days
3. Class C Offenses:
- Rendering false fire alarm.
  - Possession of pornography.
  - Possession of alcohol, cigarettes, drugs.
  - Fighting (physical contact).
  - Vandalism.

Consequences for Class C Offenses:

- Immediate suspension & Parent Conference.
  - Suspension of 1-10 days
  - Suspension of 11 or more days
  - Expulsion
- \* A student’s age and grade level will always be taken into consideration when determining discipline.

\*\* Detention will be served on Thursdays from 3:15p.m.– 3:45 pm for grades K-4 and 3:15pm-4:00pm for grades 5-8. Students will be given a written notification of their detention to bring home to their parents at least 1 full day before the student is required to serve the detention. Students that miss a detention will serve two detentions as a consequence. A student that misses four detentions will be suspended for a day. Serious misbehavior may consist of single acts of serious nature or chronic minor misbehavior. Above all else, no student has the right to endanger the safety or interfere with the learning of another student.

We respect the innate human dignity of each member of Guardian Angel. Everyone has the right to live without being subject to slurs, jokes or any other form of verbal, graphic, or physical conduct that

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

reflects adversely on an individual's race, color, sex, religion, national origin, citizenship, age, appearance or handicap, or to sexual harassment or any unsolicited intentional physical contact in any form. Harassment should be reported orally or in writing to a teacher or to the principal and will be grounds for suspension or expulsion.

## **DRESS CODE**

Students are expected to be in complete uniform each day. The purpose of a dress code is to develop a sense of pride in appearance and in school and *at no time should distract from learning or from spiritual growth*. Parents should take special note to assure that uniforms are clean, in good condition and of proper fit and length. ALL PANTS AND SHORTS MUST BE UNIFORM PANTS OR SHORTS

### **Transitional Kinder- Kindergarten**

Shoes should have Velcro instead of shoelaces.

### **Grades TK-4**

Uniform Boys:

- Navy blue shorts /slacks
- Gray polo shirt with logo
- Black or white or black and white shoes (No slip-ons without shoelaces, shoes should be free of designs or prints). Shoes should be mostly solid colors.
- White, navy blue or black socks crew length
- Vest for Mass Days
- Approved dress shirt, navy **blue tie** and vest for Mass Days.
- Navy blue tie for Mass Days
- Dress black dress shoes for Mass Days
- Black belt

Uniform Girls:

- Blue plaid jumper (Grades K-4) with tie or Navy blue shorts/slacks
- Blue school blouse (with jumper only) or Gray Polo with logo
- Navy blue, black or white footed tights (No leggings)
- Black or white or black and white shoes (No slip-ons without shoelaces, shoes should be free of designs or prints). Shoes should be solid colors.
- White, black or navy socks KNEE HIGH(length)

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)





**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

- Vest for Mass Days
- Tie for Mass Days
- Black dress shoes for Mass
- Girls are encouraged to wear shorts underneath their skirts or jumpers for modesty.
- Skirts must be at least a knee level.
- Black belt when wearing pants.

Grades 5-8

Uniform Boys:

- Navy blue shorts /slacks
- Black belt
- Blue polo with logo
- Black or white or black and white shoes (No slip-ons without shoelaces, shoes should be free of designs or prints). Shoes should be solid colors.
- White, black or navy socks/ankle or crew length
- Dress Shirt, navy blue tie and vest for Mass Days.
- Navy blue **tie** for Mass days
- Dress black shoes for Mass days

Uniform Girls 5<sup>th</sup> -8<sup>th</sup> grade:

- Blue plaid skirt
- Navy blue shorts/slacks
- Black belt for pants or slacks
- Blue blouse with **tie** (logo) and skirt. Vest is mandatory on Mass Days and special holydays.
- Blue polo with logo with pants
- Navy blue or white footed tights (No leggings)
- Black or white or black and white shoes
- White, black or navy socks KNEE HIGH(length)
- Black dress shoes for Mass days
- Girls are encouraged to wear shorts underneath their skirts or jumpers for modesty. Skirts must be at least a knee level.
- Black or white or black and white shoes (No slip-ons without shoelaces, shoes should be free of designs or prints). Shoes should be solid colors.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

All Students:

- All students must wear dress shoes on Mass days (Thursday).
- Pants and shorts must be “school uniform” type
- *All shirts worn by boys or girls must be tucked in. Undershirts may be white, **gray or navy blue only and may not stick out beyond the polo sleeve.***
- *Students are required to wear shoes that are sturdy, cover the whole foot, provide proper support and are appropriate for school. Shoes should be free of designs or prints. They must have solid colors white or black.*
- *Sandals and thongs or any shoes that are open toed or open heeled are not permitted.*
- Boys and girls must wear black belts with slacks or pants.
- Girls must only wear white or navy socks that must be KNEE HIGH (length)
- **Navy blue vests must be worn during Mass Days (Wednesdays)**
- **On cold days, students may wear a NAVY BLUE SWEATER OR JACKET that may or may not have the school’s logo.**

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

For physical education classes, the students are required to wear their Spirit Shirt, P.E. shorts and tennis shoes—tennis shoes must be black or white or black and white. **Only the Guardian Angel sweatshirts and sweatpants are acceptable only on P.E. days.** Students not appropriately attired for gym classes will not be allowed to participate in the activity, will **receive an out of uniform slip**, and will be subject to a failing grade.

### **Hair**

Students are expected to be neat and clean in appearance. Hair must be cut, combed neatly and attractively, be of a natural color (*Tinting or bleaching of hair is not acceptable*) and meet the specifications of the school dress code.

**No boys’ haircut can be shorter than a number two razor. Boys’ hair should be a traditional gentleman’s cut: around the ear and short all around, neatly groomed, of natural color, and worn above the collar. Girls hair must be of natural color.**

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

*Any extreme hairstyle that is a distraction to the school environment or that promotes non-Catholic values are not acceptable.* (Shaved heads, partially shaved, overly spiked, extra- long on one side, etc.).

No make-up, nail polish, lip gloss, tight-fitting or revealing clothing. Girls may wear one pair of small pierced stud earrings, not multiple. Necklaces may be worn inside the shirt and one bracelet and/or wristwatches for boys and girls are permitted.

Boys must not wear earrings.

**▶▶ All decisions regarding acceptability of appearance rest with the Principal and Vice Principal. ◀◀**

All uniforms except for jackets and Spirit Shirts can be purchased at Michael's Uniforms in San Fernando.

### **MASS DAY DRESS**

On days when the entire school is scheduled to attend mass, students are expected to be in full uniform. Boys must be in slacks and girls in skirts or jumpers. All students should wear their vests on Mass Days with their corresponding ties.

### **FREE DRESS DAYS**

On days designated as "Free Dress" days, students must still adhere to the policy of appropriate and neat attire. Clothes must not be a distraction to the school environment in fit or in appearance or promote or suggest values that are non-Catholic.

- No logos or writings on shirts may be worn that are inappropriate by nature or by suggestion.
- Shorts must be of appropriate length (not too short, not too long)
- T-shirts or polo type shirts may be worn out but must be of appropriate length
- No torn or ripped jeans
- No baggy clothing
- No revealing or tight-fitting clothes
- Button type shirts must be buttoned and neat in appearance
- All clothes must cover shoulders and midriffs
- No make-up or jewelry other than that already stated above
- Shoes must be appropriate for school. No boots

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

On occasion special free dress days are held, and guidelines will be sent home for those days if they deviate from the above.

*In cases of dispute, the principal and vice principal determine appropriateness for free dress attire.*

### **OUT OF UNIFORM**

On free dress day, students that are dressed inappropriately will be given an out of uniform slip for that day and parents will be called to bring them a proper uniform. If on a free dress day, parents will be called to bring their uniform.

Students out of the uniform policy will receive a uniform slip in which it will specify the consequence and ways to come dressed properly. Three uniform slips will result in a detention per trimester. Some violations may require immediate compliance to be accepted in school. For example, a student that comes to school with an extreme hair style may be asked to correct it to be accepted back into the school.

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

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

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

### **ACTIONS/ATTITUDES OF PARENTS/GUARDIANS**

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

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

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

### **STUDENT VIOLENCE**

Any physical altercation with the intent of, or resulting in, harming another student or staff member is considered to be an act of violence.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

The following actions will be taken with regards to student violence:

- Students who are engaged in such acts will receive a detention.
- If the action is repeated within one **month**, the student will be sent home for the day.
- Repeated offenses by the same student will result in a formal meeting with the student, parent/guardian, teacher and principal at which time a determination will be made as to the best plan of action for the well being of the child and the safety of the other students.
- If the act of violence is so severe or involves the use of a weapon, or any object that is used as a weapon, the student will be expelled.

### **WEAPONS ON CAMPUS**

Bringing, or carrying a weapon, or a device that can be used as a weapon and is intended to be used as a weapon or threatening to use or bring a weapon is grounds for expulsion.

### **GANGS: MEMBERSHIP/INVOLVEMENT**

Membership in, active involvement in, or affiliation with or dress in a gang or group responsible for coercive or violent activity is grounds for expulsion.

### **HARASSMENT, BULLYING AND HAZING POLICY**

Guardian Angel School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. 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 K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

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

**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.

**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.

**Cyberbullying** occurs when students bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

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

It is the responsibility of the school to:

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

- 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.
- **POSTING INAPPROPRIATE COMMENTS, IMAGES, ETC. ON THE INTERNET WILL HAVE DISCIPLINARY CONSEQUENCES SUCH AS DETENTION, SUSPENSION OR EXPULSION.**

### **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 Schools 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. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)





**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified, and these actions may result in suspension or removal of a student from school.

### **SCHOOL SEARCHES**

A student's legitimate expectation 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, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** 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 school's or a student's personal property, if they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing, and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing, or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

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.

In the event that any items belonging to a student are confiscated, the principal will document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

### **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures must be followed for filing and investigating a harassment claim:

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, vice principal, or to a teacher who will report it to the principal, or to the pastor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.

The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

Once the facts of the case have been gathered, the principal, in consultation with the regional supervisor, and, in the case of parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

If the complaint is against a non-employee or non-student such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

### **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

**Good-Touch/Bad-Touch®** is being implemented in Grades TK-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

**VIRTUS® Teaching Touching Safety** is a TK-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

### **WAIVER OF POLICIES**

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

### **RIGHT TO AMMEND**

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

**The school of Guardian Angel reserves the right to amend this handbook during the school year. Parents will be notified if changes are made.**

**Clarification, interpretation, and modification of this document remain with the principal.**

**IMPORTANT DATES AND REMINDERS**

<p><b>Major Holidays/In-services where school is not in session</b></p> <ul style="list-style-type: none"> <li>• Labor Day-September 6</li> <li>• Veteran’s Day- November 12</li> <li>• Thanksgiving-Nov. 25-26</li> <li>• Pupil- Free Day- December 3</li> <li>• Christmas Vacation-Dec. 20-31</li> <li>• MLK Birthday-Jan. 17</li> <li>• Presidents Day-Feb. 21</li> <li>• Easter Vacation-April 14- 22</li> <li>• Memorial Day- May 30</li> </ul> <p><b>Mandatory Parent Meetings</b></p> <ul style="list-style-type: none"> <li>• Back to School Night- September 29</li> <li>• Parent Conferences <ul style="list-style-type: none"> <li>○ December 9 &amp; 10</li> <li>○ March 24 &amp; 25</li> </ul> </li> <li>• Open House- Jan. 26</li> </ul> <p><b>Fundraisers</b></p> <ul style="list-style-type: none"> <li>• Harvest Festival- October 29</li> <li>• Chocolate Sale- min. 2 boxes</li> <li>• Mariachi Night- \$100</li> <li>• Walk-a-Thon- \$100</li> <li>• Spring Concert- \$80 raffle tickets</li> <li>• Family Breakfasts</li> </ul>	<p><b>Service Hours Opportunities</b></p> <ul style="list-style-type: none"> <li>• Volunteer for Fundraisers</li> <li>• Recess Supervision (Cannot supervise own child(ren)’s grade level(s))</li> <li>• Classroom volunteer</li> <li>• Work home from teacher (contact teacher)</li> <li>• Family Breakfast volunteer</li> <li>• After school activities; ie coaching, folkloric dance.</li> <li>• Donations-Paper, Office Supplies, Sodas for Family Breakfast, etc</li> </ul> <p><b>School Activities/ Events</b></p> <ul style="list-style-type: none"> <li>• Grandparent’s Day- September 15</li> <li>• Christmas Program TBD</li> </ul> <p>See School Calendar <a href="http://www.guardianangelcs.com">www.guardianangelcs.com</a></p>
--	---



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

**Sports (Dates based on previous years)**

1. Flag Football—September & October
2. Basketball—November thru February
3. Softball—April & May

**\*All of these dates/activities/events are subject to change. Please refer to school calendar/newsletters being sent home for confirmation of dates, activities and events.**



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

**GUARDIAN ANGEL CATHOLIC SCHOOL**  
**PARENT AGREEMENT**

I/we agree:

1. That by enrollment, I/we become members of the HOME & SCHOOL association, actively participating in their activities and that it is mandatory that we attend the General Parent meetings announced as such. The purpose of these meetings is to increase an understanding of the school and its policies as well as providing family educational programs. *I agree to pay the assessed fee of \$25 for non-attendance at mandatory meetings.*
2. To set good examples to my/our children particularly in the practice of religion, family worship of God, especially on Sundays.
3. To attend and participate in Parent-Teacher conferences and to respond in a positive manner to requests from teachers to meet regarding our child.
4. I agree to pay tuition and fees established by the school administration. I agree to pay by the 5<sup>th</sup> or 20<sup>th</sup> of each month. I agree to pay \$25 late fees if I fail to pay at the set time. I further agree to pay a \$25 fee for checks that are returned to the school for insufficient funds.
5. In a spirit of cooperative partnership with the school, and recognizing tuition and fees cover only part of the total cost of a child's education at Guardian Angel, I agree to give 100% support to the school-wide fundraising activities. I agree to pay or raise \$400 for fundraising based on the minimum requirements for each fundraiser. In the case of not participating or only partially in the fundraising activities, I agree to pay fundraising fees as assessed by the school.
6. I agree to serve the mandated 40 VOLUNTEER HOURS, or to pay the fee for non-service (\$10 per hour). I agree to all terms and requirements as stated on the service hour form.
7. I agree to participate in fundraising to help defray the cost of educating my child and realize that each family is expected to raise a certain amount as determined by the school.
8. I agree to ensure my child complied at all times with all dress code items addressed in the handbook.

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

- 9. I agree to ensure my child properly uses the internet and technology while on campus. I, along with the school will educate my child on internet safety and what is not acceptable behavior. If my child is not using the internet resources properly, I agree to pay \$100 fee.
- 10. I agree to abide by all school and Archdiocesan regulations and policies and to and to accept all disciplinary actions, including withdrawal of our child(ren) for noncompliance with policies.

***I agree that I have read through this handbook and have discussed any important information with my child(ren)***

**WE UNDERSTAND THAT WE MAY BE ASKED TO WITHDRAW OUR CHILD/(REN) FROM THE SCHOOL, IF WE FAIL TO FULFILL OUR RESPONSIBILITES UNDER THIS AGREEMENT.**

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

1.	2.
3.	4.
5.	6.

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



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the \_\_\_\_\_ 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 follow 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.

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

1.	2.
3.	4.
5.	6.

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





**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes

***This section to be completed by Archdiocese/School/Parish***

Archdiocese/School/Parish: GUARDIAN ANGEL SCHOOL

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

***This section to be completed by Parent/Legal Guardian:***

I, \_\_\_\_\_ (name), am the parent or legal guardian of \_\_\_\_\_ (child's name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

Image/visual likeness:  yes  no    Voice:  yes  no    Name:  yes  no    Work:  yes  no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the intents and purposes of

Teaching the Mind~Touching the Soul~Living the Gospel.

(818) 485-5000

[www.guardianangelcs.com](http://www.guardianangelcs.com)



**Guardian Angel Catholic School  
10919 Norris Ave  
Pacoima, CA 91331  
818-485-5000**

the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties, or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Relationship to Child(ren): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Child(ren) \_\_\_\_\_ Age(s): \_\_\_\_\_



**Guardian Angel Catholic School**  
**10919 Norris Ave**  
**Pacoima, CA 91331**  
**818-485-5000**

Teaching the Mind~Touching the Soul~Living the Gospel.  
(818) 485-5000  
[www.guardianangelcs.com](http://www.guardianangelcs.com)