



OLD MISSION SCHOOL
PARENT/STUDENT HANDBOOK
2021-2022

Non-Discrimination Policy for Old Mission School

Old Mission School in the Diocese of Monterey, mindful of its primary mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Old Mission School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. While Old Mission School does not discriminate against students with special needs, a full range of services may not be available. Likewise, Old Mission School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. Old Mission School reserves the right to be the sole judge of merit, competence, and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially in those positions that have a direct bearing upon the pastoral activity of the Church.

Old Mission School Parent/Student Handbook

The Old Mission School Parent/Student Handbook is published as a guide for parents and students to understand their responsibilities and obligations, as well as statements of policy and procedure that enhance the educational ministry of Old Mission School. Old Mission School standards and administrative operations are also included. Policy statements are necessarily general and *the administration reserves the right to make adjustments as circumstances arise*. We ask that you read this handbook carefully and keep it for reference.

****Please note that due to COVID-19 and State and County Health requirements will take precedence over some of our normal operating procedures and may require some adjustments to our policies as things change. We will communicate updates and changes as we are able. Please see the Old Mission School COVID Operations/Reopening Plan for specific measures and procedures related to COVID-19 that may impact normal Handbook expectations.**

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MISSION STATEMENT

The Old Mission Catholic School community is dedicated to the development of socially responsible citizens who are spiritually enriched, academically empowered, and morally accountable for their actions.

SCHOOL PHILOSOPHY

The philosophy of Old Mission School focuses on working cooperatively to develop three ideals: 1) spirituality; 2) academic excellence; 3) integrity. Recognizing parents as primary educators, we work cooperatively within the Mission Parish to achieve an innovative and disciplined school environment. While emphasizing core curriculum, we encourage discovery, challenge, high academic standards, and service to others.

We strive to model for one another Christ-centered integrity, becoming spiritually enriched for encounters with the Living Christ. Each child has a right and responsibility to develop his or her full potential as a child of God - spiritually, intellectually, socially, emotionally, and physically.

We embrace and support the following attributes of Catholic education:

The Catholic school affords a particularly favorable setting for catechesis with its daily opportunity for proclaiming and living the gospel message; for learning and appreciating the teachings of our Church; for acquiring a deep understanding, reverence, and love of the Liturgy; for building community; for prayer; for proper formation of conscience; for the development of virtue; and for participating in Christian service. In addition, Catholic schools strive to relate all of the sciences to salvation and sanctification. Students are shown how Jesus illuminates all of life – science, mathematics, history, business, biology, and so forth.

United States Conference of Catholic Bishops
Washington D.C., 2005

VISION

In partnership with families, Old Mission School instills Catholic values and educates each child academically, personally, and spiritually.

School-wide Learning Expectations

As a graduate:

Spiritual: I know and live the spirit of Jesus.

- I can tell the story of Jesus and live the Gospel values.
- Demonstrate compassion, care, love, and kindness to everyone while playing and working.

- I will respect myself and each person in my school community as demonstrated by how I speak and behave throughout each day.
- I take responsibility for my words and actions.
- I celebrate life joyfully.
- I am a peacemaker.
- I am a child of God with unique gifts.

Academic: I am a self-directed learner and strive for personal excellence.

- I communicate effectively in speaking and writing.
- I will gain knowledge and an appreciation of the world's diversity through curiosity and my studies.
- I solve problems creatively and thoughtfully.
- I will understand and accept the consequences of my actions.
- I think critically and use evidence to support my ideas and advocate for myself.
- I work collaboratively and demonstrate academic excellence.
- I demonstrate passion and perseverance for long term and meaningful goals.

Service and Global Awareness: I serve the local and global community with honor and dignity.

- I respectfully and joyfully serve others in a diverse community.
- I share with a grateful heart and advocate for others.
- I listen empathetically and am a team player.
- I lead by example and act with integrity.
- I am aware of and respond to global issues and needs.
- I appreciate and support family.

ACCREDITATION

Old Mission School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

GENERAL INFORMATION

Personnel

1) Pastor

The pastor of Old Mission Parish, directed by the Bishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by being a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the

hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

2) Principal

This position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school is part of larger communities, both parish and civic. The principal collaborates with the parish, area, and/or diocesan personnel in planning and implementing policies, programs and/or the use of the facilities and grounds.

3) Faculty and Staff

The faculty forms a faculty/student/parent community in the school to develop an atmosphere where the religious faith of each student, along with his/her intellectual, moral, physical, and creative capacities may be developed and strengthened. The faculty makes a commitment that in every classroom a caring teacher helps every student learn, grow and feel welcomed. Staff members are responsible to the principal for the efficient operation of the school and for their performance according to each job description.

4) School Secretary/Administrative Assistant

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of secretarial, clerical, and other duties related to the principal's office. The secretary is responsible for welcoming those who enter.

5) Bookkeeper/Registrar

The school bookkeeper/registrar is responsible to the principal for the efficient operation of the business office and for assisting in billing and bookkeeping records as well as student registration, contracts, tuition, and ASA accounts.

6) Director of Marketing and Enrollment

The school's Director of Marketing and Enrollment is responsible to the principal for the effective communication of the school's mission and promoting enrollment, events and activities through written publications and social media as well as maintaining the school website and providing tours for potential new students and their families.

ADMISSION POLICIES

Admission to Old Mission School is a multi-step process. New applicants for transitional kindergarten, kindergarten, and grades one through eight will be screened and interviewed before their names are placed in an eligibility pool for admission. Once accepted, all families complete and submit a signed Admission Contract before students.

Students will be admitted who, in the judgment of the administration, can successfully have his/her needs met at Old Mission School.

Admission Procedures

1. Admission is established each school year in the spring after the screening process is completed. Consideration for admission is generally given to:
 - a) Continuing students enrolled in Old Mission School.
 - b) Siblings of students who have re-enrolled.
 - c) New Catholic students from Old Mission Parish.
 - d) Catholic students from surrounding parishes.
 - e) Other new students.
2. Documents required at the time of application include copies of the social security card, birth, baptismal, and First Eucharist certificates (if received) for all Catholic pupils. For all non-Catholic pupils, copies of the birth certificate and social security card are required.
3. Academic records must be presented at the time of application:
 - a) Standardized test scores and report cards (for grades two through eight) from the current academic year and two (2) previous academic years.
 - b) Disciplinary records.
4. Certification of required health records must be completed prior to acceptance to the school/as part of the application process:
 - a) Physician's health form verifying completion of a physical exam within the last 12 months.
 - b) Annual immunization record signed by the child's physician. Any child who has not been immunized must follow the diocesan procedure before acceptance (the registrar's office has the appropriate information and procedure).
5. Class size will generally not exceed thirty-two (32) students in kindergarten, grade one, and grade two, and thirty-five (35) students in grades three through eight. **Due to COVID, class size is 1-5 is limited to 25 students, kindergarten is limited to 20, and TK is limited to 10 students until COVID restrictions are lifted*
6. All enrollment fees are due at the time of registration. A returning student will be placed on a class list once all overdue fees are paid and tuition is current. *Registration fees are non-refundable if you decide not to enroll your child in Old Mission School.*
7. Students entering kindergarten must be 5 years of age before September of the school year as stated by California state law.

8. Placement in kindergarten will be recommended by early childhood staff to the principal. Staff may recommend a child's placement in the transitional kindergarten program to best serve his/her needs. Preschool and parent input is welcomed. *Old Mission School reserves the right to make the final placement decision.*

ATTENDANCE POLICIES

Purpose

Regular and prompt attendance is essential to successful school work and fosters the values of responsibility and reliance. It is difficult for children to successfully keep up with classwork if attendance is irregular or if students miss school for reasons other than illness.

****For the 2021-2022 school year, Old Mission will conduct in-person learning. We do not anticipate an independent study option and it will only be available if we are not permitted to have in-person instruction because of a federal, state or local order. Students absent due to COVID or quarantine will be allowed to participate in a temporary independent study/distance learning program not to exceed two weeks.**

Absentee Procedures

When your child is absent, please call or email the school office before 9:00 A.M. to report the absence (bjwoods@omsslo.com). If the office staff is not notified by 9:00 A.M., they must set aside time to contact you to verify the absence. A written note from a parent or guardian is required by law for readmittance. Returning without a note will result in an unexcused absence. A readmit slip will be provided to the student by the office to give to his/her teacher.

Please contact your child's classroom teacher to pick up work for your student in the case of a prolonged absence. Middle school students are encouraged to call a class study buddy to get a head start on make-up work and then check with their teachers upon return to school.

All absentee work will be made up promptly after students return to school. A student has as many days to make up work as s/he was absent (up to five days). For example, if a student missed three days of school, he/she will have three school days to make up work for full credit.

In grades three through eight, participation will comprise 10% of your child's grade in every subject, and this is the only part of the grade that generally cannot be made up or excused after an absence (Each student is provided two free days each trimester in which (s)he will not lose participation). This grade is given to all students who are present in class, on time, prepared with materials, attentive to the presenter, guest, debate, class

activity, film, or discussion. ****Due to Covid-19, absence for illness will not count against participation grade. Students who are ill must STAY HOME**

All students leaving the campus during school hours must be signed out in the office by parents or guardians. Students must obtain a readmit slip from the office and be signed back into the school by the parent if they are returning the same day, or be sent to school with a parent note the following morning.

Old Mission School follows the California guidelines for attendance as stated by the California Department of Education.

California Truancy Laws

California students between the ages of 6 and 18 are subject to California state truancy laws. Failure to attend school on a regular, punctual basis can result in revocation of certain privileges for students, and even jail time for parents.

California defines a student as truant if he or she has any combination of:

- **Three unexcused absences;**
- **Three unexcused tardies; and/or**
- **Three absences exceeding 30 minutes.**

California defines a student as chronically truant – for which more severe penalties are imposed – as a student who misses school, or is tardy, on 5 or more occasions.

Excused Absences

California Education Code § 48205 defines when a pupil shall be excused from school. This includes when the absence is:

1. Due to the pupil's illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

Excused absences are those taken with the permission of the school and the parent for personal illness, medical appointments, death of an immediate relative, or whenever the

administration considers that exemption from attendance is in the best interest of the pupil.

Unexcused Absences

Unexcused absences are those taken with the permission of the parent but are not considered by the California school code to be excused. Examples are family trips, recreational events, staying home to complete assignments, sleeping in after activities the night before, etc. No assignments will be given prior to any absence. Teachers are available during tutoring for make-up work and scheduling of tests upon the student's return.

Any student who misses six or more days of school during any academic trimester may receive a grade of incomplete for each subject on his/her report card for that grading period. These incomplete grades must be made up within ten days of the student's return. All missing work is to be turned in and graded for a student to be promoted. Any student who misses 18 or more days of school during an academic year (or six or more days per trimester) may be retained in his/her current grade for an additional year. Also, in the case of long-term absences, the school may choose to designate "credit" or "no credit" in lieu of grades.

Truancies are absences of any length from school or from a class with neither parental nor school approval/knowledge. Truancies will result in serious disciplinary action, and students cannot make up missed work for the time they were gone.

Old Mission School provides an educational program that incorporates a great deal of hands-on and cooperative learning projects. These types of learning experiences cannot be effectively "made up" at home or in tutoring. It is very important for the successful learning of each student that they be present in class except for a serious reason or illness.

Medical and Dental Appointments

Please schedule medical, dental, or orthodontic appointments outside school hours to avoid disrupting the child's learning.

Tardiness – OMS Campus

Old Mission School strives to develop a sense of responsibility in our students and to maintain a classroom environment conducive to learning. Students arriving to class tardy causes a disruption in the learning goals. A student may also be marked tardy for failing to report to class on time after recess or when changing classes. Students receiving three tardies in any one class or subject during a trimester will be required to attend detention. Parents of students with five unexcused tardies within a single trimester may be asked to

meet with an administrator.

School begins at 8:00 AM with morning prayer and announcements. Students are expected to be in their classrooms at that time. Students who arrive at school after the morning bell must go to the office for a tardy slip. Students may present a note from the parent to the school office explaining such tardiness. Only unavoidable circumstances will be considered *excused* tardiness.

Parent Deliveries Policy

The Old Mission School campus will not accept parent delivery of papers, books, reports, projects, etc. for students who have forgotten them. We encourage student responsibility; any assignment turned in to the office will be placed in the teacher's mailbox and will be considered late.

Parents may drop off lunches labeled with clearly written students' names. Lunches will be placed outside the office on a lunch table.

CURRICULUM

Transitional Kindergarten through Eight (OMS Campus)

Old Mission School campus continues to support the policy of educating the whole person, and all programs are aimed at this development. Such education embraces value-centered Catholic education including religious education, family life, and Christian service. It develops the building blocks of reading, literature, grammar, writing, mathematics, spelling/vocabulary, science, as well as offering classes in Spanish, music, art, enrichment topics, and physical education. We are a Catholic school committed to spiritual growth and academic excellence.

Conference Schedule (Information for both campuses)

Teacher conferences are formally scheduled and occur soon after the issuance of the first-trimester report card. On the OMS campus, these conferences are student-led conferences with parents and teachers. Student progress will be discussed, along with a helpful exchange of information for making education a truly successful experience. In the case of a family with shared custody, only one conference will be scheduled, and parents are asked to make the experience positive and profitable. Spring conferences are optional and occur at the request of a teacher, parent, or student.

Christian Service

Old Mission School encourages every student to be involved in Christian service projects. During the academic year, each elementary and sixth-grade class designs and participates in service projects about once a month. Seventh and eighth-grade students propose their individual service projects and outline them according to the expectations and rubrics given in Middle School. They formally present their completed projects in the spring to the school community. ***Due to Covid-19, service projects will be adjusted to account for any restrictions from the county health authority.**

TECHNOLOGY

The computing environment of Old Mission School emphasizes information access, analysis, and dissemination by students and staff. The technology program provides K – 8th-grade students daily one-to-one technology use. Students learn how to effectively integrate computer and telecommunication technologies into their daily lives. GoGuardian, a safety program, is installed on student devices and is monitored by our Technology Team and teachers. A signed OMS Internet Usage Policy is required before students access the Internet.

Old Mission Policy Regarding Student Chromebooks

Old Mission School has established Chromebook usage standards, which cover procedures and requirements for using the device. Before being issued a Chromebook, a student and parents must complete the OMS Chromebook Participation Form promising to comply with the school's Chromebook rules and regulations.

One-to-One Chromebook Program

1. The Chromebook issued is the property of Old Mission School and is made available as a tool for learning.
2. The Chromebook is assigned to a student like a textbook or any other school property and **MUST** be returned to the school at the end of the school year.
3. Students must not leave the Chromebooks unattended at any time while at school or must follow all school procedures for securing unattended Chromebooks when necessary (athletic activities, etc.).
4. Loss, theft or damage of a Chromebook will result in parents being charged the full replacement cost. Parents are financially responsible for the repair or replacement of damaged Chromebooks as a result of neglect or misuse.
5. Inappropriate use or neglect of a Chromebook/textbook violates OMS's Acceptable Use Policy and can result in limits or loss of use of the Chromebook.

6. It is the expectation that students will bring the Chromebook fully charged to school each day. [Please note, for the integrity of the device and battery, it is best to charge on a surge-protected power strip.](#)
7. Students are not permitted to sync with a personal device or “jailbreak” the device to alter the configuration or functionality that has been established by OMS.
8. The Chromebook comes pre-loaded with all software you will need for your classes. Students are not allowed to uninstall or modify any application or the operating system in any way.
9. File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the Chromebooks must be legally owned by the user.
10. Sixth-grade students and any new students enrolling in OMS Middle School will purchase a Chromebook which will be used by them throughout middle school and will become the student’s property upon graduation or withdrawal from OMS.
11. If it is necessary for OMS to resume distance learning, Chromebooks will be checked out for student use. Parents are financially responsible for the repair or replacement of damaged Chromebooks as a result of neglect or misuse.

Unacceptable behaviors that may result in the forfeit of user privileges and/or disciplinary action including suspension or expulsion include:

- Sending, displaying, or downloading offensive messages, language, or pictures.
- Harassing, insulting, or threatening others.
- Damaging computer systems or computer networks.
- Submitting documents from the Internet as a student’s personal work.
- Using another person’s sign-on and/or password or trespassing in someone else’s folder, work, or files.
- Using the network for commercial purposes.
- Revealing a personal phone number, name, or address of one’s self or another.
- Using the internet, programs, or equipment inappropriately.
- Printing copies of anything without a teacher’s permission.

Cyberbullying

Neither the school’s network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used by any OMS student or family for the purpose of harassing others connected with OMS, including other students, parents, families, teachers, staff members, or other OMS employees. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate material attempts to disguise (logged on) him/herself as someone else.

Students or families who feel they have been the victims of such misuses of technology should save and print a copy of the material and immediately report the incident to the school administration. All reports of harassment in cyberspace will be investigated fully. Sanctions may include but are not limited to, the loss of computer privileges, suspension, expulsion, or involvement of the local police.

Cell Phone/ Device Policy

Old Mission School maintains a no-cell-phone policy for the safety of its students. Students are asked to turn off their phones and any devices (Apple watch, Gizmo, etc) with phone or camera capabilities upon entry onto campus and store them safely in their lockers until the school day has ended. Student use of a phone during school hours will result in its confiscation for the duration of the day and its return to a parent at the end of the day.

Social websites

Old Mission School asks parents to monitor any sites like Facebook, Twitter, Snapchat, etc. where students register information, take photos, talk about where they live, and go to school. Personal information about themselves or their families can put students at risk.

Emailing and Internet

Emailing and online usage at OMS occur daily. It is requested that parents directly supervise the use of the Internet in their home. Please contact us if you have questions or concerns about this policy. Together, we hope we can keep kindness, decency, and protection of privacy a high priority in the lives of our children.

Family Life

Old Mission School offers a comprehensive Family Life program with an emphasis on self-respect and Christian values in relationships. A written request and/or an interview with an administrator are required to exempt students from any part of the program, and excused students will be assigned to work on an alternate project in another classroom (for full credit).

Fine Arts

Old Mission School values the importance of art, movement, drama, and music appreciation in a student's development. The fine arts curriculum provides a breadth of educational experience and exposure to the arts. Music, drama, and art feed the soul!

Physical Education

Old Mission School maintains a comprehensive physical education program taught by qualified instructors. Emphasis is placed on the development of small and gross-motor skills, coordination exercises, cardiovascular endurance, good sportsmanship, and the theory and practice of a variety of sports and games.

Spanish

A conversational Spanish program is introduced in kindergarten and is expanded during the elementary grades. The course covers oral language development as well as the history, customs, and celebrations of Spanish-speaking countries. A one-year Spanish I program is presented in 8th grade. This program emphasizes speaking, reading, and writing in Spanish. Students may test for advanced placement in Spanish at their respective high schools.

Educational Field Trips

Each class participates in field trips that supplement the curriculum. Field trips are privileges given to students. Field trips are arranged at the discretion of the teacher with prior administrative approval and supervised by the teacher and parent volunteers. Transportation on field trips is generally provided by classroom parents or by bus. Each student must have a permission slip signed by a parent or guardian to participate. Phone calls granting permission are not acceptable. Signed faxes of the permission slip are permitted. If students do not accompany the class on the field trip, they remain at school and complete an alternative assignment. Students may be denied participation in the field trip if they fail to meet the academic and/or behavioral requirements.

Unlike field trips, our outdoor school experiences are part of the 5th and 7th-grade curricular experience and are included in each student's assessment. Students may be exempted for medical reasons, and alternative assignments will be given.

[**Due to Covid-19, field trips and outdoor school will depend on county health permissions.*](#)

Textbooks

Teachers follow the Common Core State Standards curriculum approved by the Diocese of Monterey. Materials are selected at the discretion of the principal and faculty of Old Mission School.

All school textbooks must remain covered throughout the school year, and students are required to show proper care for these books. Students will be charged replacement costs for lost, stolen, or damaged textbooks.

Students with Exceptional Needs

Old Mission School endeavors to meet the needs of all its students. Academically talented students, as well as students having difficulty in particular subject areas, may receive additional instructional assistance from classroom teachers. Students with special needs may be referred for professional diagnostic evaluation, followed by the creation of a collaborative educational plan at OMS. Students evaluated with recommendations are eligible for modification and accommodations. Report cards will show modifications have been made in individual classes.

Liturgical Participation

Throughout the school year, students will be introduced to and will participate in various liturgical celebrations and activities (*i.e.*, Mass, reconciliation services, retreats, Scripture services, and prayer experiences). [Weekly Masses will be held each Wednesday at 8:10 AM. Students attend Mass with their classes. Special celebration Masses will be held for the Back to School, Thanksgiving, Advent, Ash Wednesday, and the End of the Year.](#) [**Due to COVID-19, Mass may be remote and less frequent if county health deems it necessary, classes will attend on a rotating basis to account for distance and other classes will stream the Mass.](#)

Students of other faith traditions are expected to respectfully attend all required liturgical celebrations as part of their education at Old Mission School.

Home Study

Homework is often invaluable for student practice, reinforcement, and mental discipline and studying skills are taught and nurtured. Students are responsible for using their homework time productively, correctly recording daily assignments, gathering necessary materials, and completing assignments.

Parents can assist their child with homework by:

- providing suitable study conditions.
- checking that homework is completed.
- encouraging the student in a positive and supportive way.
- expressing an interest in the child's work.
- insisting that poorly done work be redone.
- cooperating with the school's homework policy.
- encouraging a nightly study/quiet reading time, even if assigned work is

“done.”

- helping plan long term assignments by helping to schedule work in segments.
- refraining from doing any part of the homework or the project assigned solely to the student.

The following is a guide for the amount of time *the average student* should spend on home study each day:

Grade 1-2	generally thirty minutes
Grade 3-5	generally one hour
Grade 6-8	generally not to exceed two hours

Please inform teachers if your student continually spends more or less time on homework than is listed; there may be a unique situation requiring assessment. Students will usually be assigned homework Monday through Thursday. Long range assignments or makeup work may require weekend homework to be completed. Generally, grades 1 – 3 will not have weekend homework or test preparation assignments.

Grading Policy

Progress reports and report cards serve to inform parents and students on academic progress and communicate the child's conduct and effort.

Kindergarten, first, and second grades receive a standards-based report card at the end of each trimester. A standard report card is issued for grades 3-8 at the conclusion of each trimester. Conferences will be scheduled in the fall and spring.

- Participation credit will comprise 10% of your child’s grade in every subject (grades 3 – 8), and it is the only credit (besides in-class work) that generally cannot be made up after an absence. (Please see Absentee Procedures) ****Due to Covid-19, absence for illness will not count against participation grade-students who are ill must STAY HOME.**
- All other assignments and tests may be made up after an absence (except after truancy). (Please see Absentee Procedures.)

- **Late Work Policy**

- **3rd-5th grade:** unless otherwise arranged with classroom teacher, late work will be accepted for 80% credit up to one week past due date
- **Middle School-**Unless otherwise arranged by individual teachers, late work received within 24 hours of the due date will be accepted for 50% credit. Credit continues to drop 10% each day. Late work is no longer accepted after one week.

Old Mission Campus Grading Scale

The following grading scale has been approved by the Diocese of Monterey for academic subjects:

Grades K-2

Students will be issued a standards-based report card that informs parents that the student has mastered, is approaching, or needs more time to master grade-level standards.

Diocese of Monterey Grading Scale: Grades 3-8

A	97 – 100	B-	83 – 85	D+	68 - 69
A-	94 – 96	C+	79 – 82	D	65 - 67
B+	90 – 93	C	74 – 78	D-	63 - 64
B	86 – 89	C-	70 – 73	F	0 - 62

The following point scale will be used to calculate the grade point average:

A	4.00	C+	2.33
A-	3.66	C	2.00
B+	3.33	C-	1.66
B	3.00	D	1.00
B-	2.66	F	0.33

The values of the respective grades on the report card are as follows:

- “A” This is an unusual grade. It is reserved for the very highest quality of work that must include excellence in careful preparation, accuracy, and content.
- “B” This is highly commendable and indicates that the student is doing above-average, quality work. Industry, interest, and perseverance will earn such a grade.
- “C” This is a satisfactory grade. It is a commendable grade for those working to ability, and for those applying a high degree of effort and interest to their learning.
- “D” This grade indicates below-average achievement, a lack of effort, or lack of improvement. It is a warning that there must be an improvement if the student is to pass the subject.
- “F” This is a failing grade. It indicates unsatisfactory scholarship, effort, and/or progress. It is never given to a student who is working to the best of his/her ability.
- “M” Some students, who are working to the best of their ability, and yet are unable to achieve at grade level, may receive this symbol with a grade in one or more subjects. It indicates that this student is being graded in a modified program on a different grading scale for this subject.
- “Cr/No Cr” In very unusual circumstances (such as long-term illness), teachers may give Credit/No Credit to show that the student has passed or failed the class.

- “I” Students who have failed to complete required work in a class at grade reporting (progress report/report card) due to illness or absence may be given an incomplete until work has been submitted and assessed.

Academic Probation/Progress Reports Policy

The purpose of this policy is to identify students who are not meeting grade-level academic standards. Once identified, we will use our available resources to assist these students to regain satisfactory academic standing. If a second grading period has elapsed and the student has not responded to these efforts, a change to a learning environment in another school may be required to help the student succeed.

Students whose cumulative grade point average falls below 2.0 for a grading period will be placed on academic probation for the following trimester. Grades from the following core subjects will be used to compute the grade point average: religion, math, spelling/vocabulary, English grammar, English composition, social studies, reading/literature, Spanish (grade 8 only), and science. Students will remain on probation until the next report card is issued. If a student's grade point average falls below 2.0 at the end of the third trimester grading period, (s)he will be placed on academic probation for the first trimester of the following year.

Academic progress reports will be issued near the sixth week of each trimester for any student receiving a grade of C- or below in any subject, as well as for all students on academic probation.

After-School Tutoring (OMS campus)

OMS teachers will hold after-school tutoring for students by appointment only. Each study hall session will begin following the teacher's crossing duty schedule. All students who stay after school must be signed into extended care (ASA) or attend tutoring. Teachers may **request** students to attend study hall if a student's work habits are causing lowered grades. Parents will be notified. ****Due to Covid-19 and the need to cohort students, students will go to their homeroom classroom and receive tutoring via Zoom.**

Falcon Awards (Grades K-5)

“Falcon Awards” are our weekly encouragement awards at the elementary level, given in recognition of student progress or success that deserves special attention. Falcon Awards are based on weekly themes that align with our School-wide Learning Expectations. These awards deserve a special place in your home and heart.

Achievement Awards

Students at Old Mission School are involved in the pursuit of academic excellence and the development of their spiritual, intellectual, emotional, and physical potential. At the end of each year, the school will recognize those students who have demonstrated superior work. Commendations are made through the Principal's Honor Roll in grades 6-8, General Excellence in grades 6-7, Christian Spirit in grades 6-8. The following general criteria are used in the selection process:

Academic Honors (6-8)

Academic Honors will be awarded at the conclusion of each trimester for grades 6 – 8.

Principal's Honor Roll

Students who achieve a cumulative 3.75 grade point average (no "unsatisfactory in conduct") at the end of the academic year will be eligible for the Principal's Medallion (gr.8). Students who receive a 3.75 grade point average at the end of each trimester in grades 6/7 are eligible for the Principal's Honor Roll. The following core subjects will be used to determine honor roll eligibility: religion, math, English grammar, English composition and literature, social studies, science, and Spanish (8th only).

First Honors

Students who achieve a grade point average of 3.50 – 3.74 at the end of each trimester (no "unsatisfactory in conduct") will be eligible for First Honors. The following core subjects will be used to determine honor roll eligibility: religion, math, English grammar and spelling, English composition and reading/literature, social studies, science, and Spanish (8th).

Second Honors

Students who achieve a grade point average of 3.25 – 3.49 at the end of the trimester (no "unsatisfactory in conduct") will be eligible for Second Honors. The following core subjects will be used to determine honor roll eligibility: religion, math, English grammar and spelling, English composition and reading/literature, social studies, science, and Spanish (8th only).

In addition, two major awards are given to grades 6 and 7 at the conclusion of each year:

General Excellence (6-7)

Two students who demonstrate the following attributes will be considered for the General Excellence Award: outstanding effort and conduct, demonstrated leadership skills, positive school attitude, superior academic performance, high level of classroom/school spirit, high level of initiative, and good self-control.

Christian Spirit (6-8 grades)

Students who demonstrate the following attributes will be considered for the Christian Service Award: prayerfulness, kindness, respect for others, a willingness to participate in school celebrations and services, generosity, demonstrated knowledge and understanding of Christian principles, and involvement in community service.

Testing

The Renaissance Learning STAR Assessments has been mandated by the Diocese of Monterey, is computer-adaptive, and is administered to students in grades K-8. This testing is formally administered three times during the school year. The STAR Assessment is a nationally normed test and provides significant information on a student's growth. STAR test results will be presented at the end of each trimester with report cards. The testing program is used as a diagnostic tool for the teacher.

CODE OF STUDENT CONDUCT

Ethical student behavior in the Catholic school is considered an essential aspect of Christian development and moral guidance. The discipline program at Old Mission School strives to define the ideals of Christian discipleship, to provide school and classroom settings conducive to learning, to help students become self-disciplined, and to build a sense of Christian community. We are endeavoring to make Old Mission School a place where students and staff members treat one another with respect and dignity and take on the responsibility for their own actions. By registering at Old Mission School, students and parents indicate their intention to accept and observe the school's regulations.

Parents are encouraged to follow the grievance procedures outlined in this handbook if they have a concern regarding school discipline policies.

OMS Campus Conduct (Deportment) Guidelines (Grades TK-8)

Students will begin each trimester with a satisfactory grade in conduct (deportment) and effort. The goal is to work toward good or outstanding effort and conduct. Students who fail to follow the school's code of behavior or who exhibit a general lack of effort will have this reflected in reports to parents and/or will meet with the administrator. Conduct referrals, missing work notices sent home for parent signatures, and unclaimed lost and found items indicate improvement is needed and will help make up the conduct/deportment mark. Dress code violations, playground notices from the yard

supervisors, and disciplinary referrals will also result in conduct/deportment marks that indicate improvement is needed or behavior is unsatisfactory.

Appropriate conduct at Old Mission School means having a positive, respectful attitude toward self, staff, visitors, and fellow students. Some behaviors that are not appropriate and that may result in lower grades and/or disciplinary procedures, detention, are the following:

1. Willful disrespect or harassment toward students or staff.
2. Behavior that detracts from or interferes with the school's learning environment
3. Eating in inappropriate areas or at inappropriate times.
4. Chewing gum on school grounds at any time.
5. Games, toys, radios, or other electronic equipment brought from home to school.
6. Littering or throwing food of any kind.
7. Fighting.
8. Inappropriate language or profanity and/or drawings.
9. Defacing property of school or others.
10. Disobedience to a staff member's directives.
11. Failure to complete or return notes sent home, or other assignments.
12. Repeated failure to bring needed materials to class.
13. Unexcused absences.
14. Uniform or dress code infractions.
15. Tardiness.
16. Riding skateboards or bicycles on school grounds.
17. Overly aggressive play.
18. Unkind, hurtful or bullying behavior (see bullying policy) towards others.
19. Cheating or plagiarizing on work, homework, or tests. (This will also result in a zero grade for the assignment or test.)
20. Texting or calling on his/her cell phone. Students in grades 6 – 8 may store cell phones only in their lockers and always turned off while on campus. If younger students have phones (not recommended), they must keep their phones turned off and in their backpacks.* Due to schedule and structure changes in response to Covid-19, lockers will not be used during the 2021-2022 school year unless and until restrictions are lifted.
21. Inappropriate display of affection.
22. Misusing the bathroom facilities.
23. Leaving school grounds without permission.
24. Other offenses incompatible with Old Mission School's goals for student conduct.

The administration will meet with students at their discretion during the school day to address violations of the conduct code.

Detention (Grades 4-8)

Students receiving three conduct referrals within a trimester will be assigned detention with an appropriate consequence.

Conduct Referrals (Grades TK-3) and Parent Conferences (all grades)

If a child in kindergarten through third grade demonstrates inappropriate behavior, a phone call or email may go to the home of the child's parents. This procedure will give parents the opportunity to discuss the behavior with their child the day it occurs.

If a disciplinary problem is deemed to be serious in nature or if a student does not correct a problem brought to his/her attention, a request for a parent/administrator conference will be made.

Please Note: If any student hits, hurts, kicks, pushes or pinches anyone, that student may not be allowed to finish the day on campus and may also be given suspension the following day(s). Parent communication will be required. Additionally, violence, or threats of violence of any kind will not be permitted at Old Mission School and may result in suspension or expulsion.

Bullying

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying Behaviors

1. Physically harming or threatening to harm someone
2. Social exclusion
3. Insults
4. Name-calling
5. Mean gossip or rumors
6. Sexual bullying
7. Cyberbullying

Retaliation

1. Retaliation is unacceptable.
2. Any student who retaliates against or attempts to retaliate against a target student or a student who reports bullying behaviors shall be subject to disciplinary action.

Student Responsibilities

It is the responsibility of the student to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior:

1. Model Christ's teachings about love for one's neighbor in all interactions, treating others with respect at all times.
2. Arrive at school on time.

3. Follow all school rules and upholding the Schoolwide Learning Expectations
4. Respect all property, including books, desks, bathrooms, school buildings, and playgrounds.
5. Ask (teacher or administrator) for a conflict-management meeting when another student's behavior is causing difficulties for you. This is a safe way to resolve problems without anyone being in trouble.
6. Speak honestly and respectfully of others.
7. Understand that private information shared with the school will be kept private.
8. Call home only for sickness, emergency, or problems with the dress code.
9. Model good sportsmanship in word and deed.
10. Accept differences in others and including others in daily activities.

Suspension

Students involved in major infractions of school rules may be suspended from school for a period of time determined by the principal. A suspension will usually be for a period of one or two days; however, for more serious offenses, a student may be suspended for longer periods. The administrator will contact a parent prior to the start of any suspension. Students will be allowed to make up all missed work in a manner prescribed by his/her classroom teacher. For incidents of hitting, pushing, biting, bending fingers, or other physical mistreatment, a student may immediately be sent home for the rest of the day or for the following day.

Expulsion Because of Student Behavior

Expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Expulsion from school occurs when all other discipline procedures have failed to bring about the desired changes in a student's behavior or when the behavior seriously threatens the health or safety of another person. The following offenses are examples of the type of offenses committed by a student while under the jurisdiction of the school. They are grounds for expulsion and may also be referred to appropriate authorities:

1. Actions gravely detrimental to the moral or spiritual welfare of the other students.
2. Continued willful disobedience.
3. Use, sale, or possession of alcohol or drugs.
4. Vandalism or theft of school or other's property.
5. Possession /use of weapons on school grounds or at a school function.
6. Assault or battery or any threat of force or violence directed toward any school personnel or student.
7. Smoking cigarettes or possessing paraphernalia related to fire; or setting something on fire.
8. Sexual harassment.
9. Sustained bullying of others.
10. Illegal activities in or out of school.

11. Failure to comply with policies and procedures put in place in accordance with county health requirements to reduce infection will be grounds for dismissal.

Sexual Harassment Policy Statement

The Catholic schools of the Diocese of Monterey have adopted a written policy against sexual harassment as it pertains to students.

Sexual harassment is defined in California Education Code Section 212.5 as ...unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the...educational setting, under any of the following conditions: ...(c) The conduct has the purpose or effect of having a negative impact upon the individual's...academic performance, or of creating an intimidating, hostile or offensive...educational environment.

Examples of behaviors that are considered sexually harassing include:

- pinching, grabbing, or cornering another student
- sexual comments toward or taunting of another student
- pulling down pants and/or underwear of a student or snapping a bra
- use of derogatory words or phrases or body language directed to another
- assaulting or molesting another student
- writing or drawing of a sexually explicit nature
- calling names or using labels of a sexual nature

If the school receives and verifies a report of sexual harassment from a parent or a victim, the penalties for sexual harassment by students are numerous and severe. First, a student who has sexually harassed someone may be suspended from school or expelled. In addition, there are three different sets of monetary fines that can be assessed against the parents of a child who has sexually harassed another person. Police are often included in issues of sexual harassment.

Under the California Civil Code, a fine can be assessed against the parents of a minor who causes injury to another student. This fine cannot exceed \$10,000.00. In addition, under the California Education Code, a second fine can be assessed by the minor's parents. Finally, if a reward is given for information leading to the identity and apprehension of a minor who has willfully caused injury to another, the California Government Code provides that the minor's parents are to be held liable for the amount of the reward, not to exceed \$10,000.00

It is possible that if your child sexually harasses another child, your child may be expelled and you may be personally liable for the total sum of \$30,000.

To educate students on proper and improper conduct, Old Mission School will provide

awareness training in religion classes. In addition, we encourage you to discuss this serious subject with your child.

DIOCESAN STATEMENT OF CHRISTIAN PRINCIPLES

All schools in the Diocese of Monterey are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family, and friends – is required to behave in accordance with these principles. These Christian principles include but are not limited to the following:

1. Parents, family members, child care providers, and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in **all** areas of the school and student life. This principle is intended to broadly apply to all on and off-campus behavior that affects the school in any way.
2. Students, parents, family members and friends must act and speak with integrity, respect for others and always use good manners and a cooperative and helpful tone of voice.
3. Students, parents, and family members 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 and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or staff member or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.
4. A parent with concerns regarding the behavior of another student must direct concern to the classroom teacher or a staff member, not to the child or the child's parents.

Parents, guardians, or other responsible adults who violate these Christian principles may be asked to withdraw their student from the school. Conduct that materially disrupts classwork or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians, or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, at its

discretion, when the conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the school.

It shall be an express condition of enrollment that students and parents or 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 sole discretion.

Statement of Parent Responsibilities

1. Support the educational, social, and spiritual development of your child:
 - a. Uphold the school's policies and rules.
 - b. Make sure that your child is responsible for completing homework assignments in a timely manner.
 - c. Ensure that your child is ready for school each day by being appropriately dressed, having a nutritious lunch and all necessary supplies.
 - d. Hold your child responsible by not bringing items he/she forgot to school.
 - e. Involve yourself in the spiritual life of the school.
2. Respect the school calendar and hours:
 - a. Ensuring that your child arrives on time for school each day.
 - b. Calling in if your child is sick.
 - c. Scheduling vacations around the school calendar rather than during school periods.
3. Work cooperatively with your child's teacher and the principal
 - a. Be judicious in speaking with your child or allowing your child to overhear conversations that are negative about the school, the teacher, the principal, or another student.
 - b. Be available for conferences or meetings with your child's teacher.
 - c. Read all communications that come from the school.

NOTE: Please check that you are receiving the newsletter online, or contact BJ Woods for an email address correction.

Grievance Procedures

The purpose of these procedures is to secure equitable solutions to the problems that may arise from time to time affecting the welfare of students and teachers.

- A parent-teacher conference should always be the first level of this procedure.
- If an agreeable solution cannot be reached at the first level, a parent-administrative team conference or a round-table conference may be arranged. These procedures will be kept as confidential as possible. All parties will be appropriate in communication, and keep in mind the overall goal of strengthening the school community. In such incidents, we reserve the right to interpret school rules and guidelines fairly based on our best knowledge of truth and justice. The ultimate goal is the child's well-being and the provision of an

optimal learning environment.

Withdrawal Based On Parental Behavior

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken. Parental/guardian/family member actions that negatively impact the school may also be cause for withdrawal from the school. Such actions include, but are not limited to, the following: actions that cause negative publicity to the school, its personnel, parent disregard of rules and procedures, and/or school community and hostile behavior or actions toward the school, its personnel, and/or school community; or parent disregard of the rules of good sportsmanship.

In addition, further information is available in section 5750 of the Administrative Handbook of the Diocese of Monterey.

STUDENT DRESS CODE

Uniform Code

Although all skirts, skorts, and jumpers must be purchased from French Toast (www.frenchtoast.com) and logo sweatshirts must be purchased through J.Carroll; tops, shorts, and pants may be purchased from the vendor of your choice provided they comply with the OMS uniform code.

Suggested places to purchase uniform items:

- French Toast
- Gap
- Lands End
- Old Navy
- Old Mission School Thrift Shop
- Primary.com
- Target

TK-5 Uniform Dress Code

Girls:

- Tops: light blue or white polo style top either short or long-sleeved (no logos except the OMS logo permitted)

- Shorts: dark navy blue walking shorts. 3rd - 5th graders are required to have a button and zip closure and belt loops- no jeggings (K-2nd may wear elastic waist with no drawstring). Shorts should be no more than four inches above the knee.
- Skirts/jumpers: **Blue/Red Plaid** uniform skirt, skort, or jumper to be purchased at **French Toast** only (scooters, skirts, and jumpers should be no more than three inches above the knee). *Solid navy blue skirts and skorts are reserved for Middle School grades.*
- Pants: dark navy blue uniform pants. 3rd - 5th graders are required to have a button and zip closure and belt loops- no jeggings (K-2nd may wear elastic waist with no drawstring)
- A solid-colored navy blue, brown or black belt is to be worn with pants or shorts that have belt loops
- Sweaters: dark navy blue button up cardigan
- Socks must be solid white, gray, navy blue, or black (a small logo such as a Nike swoosh is acceptable)
- Tights, leggings in solid navy or black or and knee-high socks in white (worn under skirts or jumpers)
- Closed, casual shoes or athletic shoes in predominantly white, black, brown, gray or blue (no embellishments); tennis shoes are mandatory on PE days
- Navy blue Old Mission School insignia hats (Hats are to be removed when students enter any building, and during morning assembly prayer and flag salute. The hat bill is to be worn forward.)

Grooming Guideline for Girls

- Girls' hair must be cut or styled so eyes are visible, no coloring or distracting haircuts; girls may wear traditional headbands, clips, bows, and elastic bands in black, dark brown, light or dark blue, and white only
- Girls may wear stud type earrings (one pierce allowed)
- Crucifix, cross, or medal of a safe length is permitted
- Girls may wear clear nail polish and clear lip balm or lip gloss
- No visible tattoos

- Shirts must be tucked in at all times (except PE and recess)
- All uniforms must be in good condition (no tears, stains, or rips) and not be excessively faded

Boys:

- Tops: light blue or white polo style top either short or long-sleeved (no logos except the OMS logo permitted)
- Shorts: dark navy blue walking shorts. 3rd - 5th graders are required to have a button and zip closure and belt loops- no jeggings (K-2nd may wear elastic waist with no drawstring)
- Pants: dark navy blue uniform pants. 3rd - 5th graders are required to have a button and zip closure and belt loops- no jeggings (K-2nd may wear elastic waist with no drawstring)
- A solid-colored navy blue, brown, or black belt is to be worn with pants or shorts that have belt loops
- Socks must be solid white, gray, navy blue, or black (a small logo such as a Nike swoosh is acceptable)
- Closed, casual shoes or athletic shoes in predominantly white, black, brown, gray, or blue. (no embellishments) Tennis shoes mandatory on PE Days
- Navy blue Old Mission School insignia hats (Hats are to be removed when students enter any building, and during morning assembly prayer and flag salute. The hat bill is to be worn forward)

Grooming Guideline for Boys

- Boys' hair length must be above shirt collar and off ears; eyes must be visible
- Hair coloring and distracting haircuts are not allowed
- No earrings
- Crucifix, cross, or medal (of safe length)
- No visible tattoos
- Shirts must be tucked in at all times (except PE and recess)
- All uniforms must be in good condition (no tears, stains, or rips) and not be excessively faded.

Grades 6-8 Uniform Dress Code

Girls:

- Tops: light blue or white polo style top either short or long-sleeved (no logos except the OMS logo permitted)
- Shorts: dark navy blue walking shorts, required to have button and zip closure and belt loops- no jeggings
- Pants: dark navy blue uniform pants, required to have button and zip closure and belt loops- no jeggings
- A solid-colored navy blue, brown, or black belt is to be worn with pants or shorts that have belt loops
- Skirts: Dark blue uniform skirt or skort to be purchased at French Toast only and should be no more than three inches above the knee. *Plaid skirts are reserved for K-5th grade students*
- Sweaters: dark navy blue button up cardigan
- Socks must be solid white, gray, navy blue or black (small logo such as a Nike swoosh is acceptable)
- Tights, leggings in solid navy or and knee high socks in white
- Closed, casual shoes or athletic shoes in predominantly white, black, brown, gray or blue. (no embellishments) Tennis shoes mandatory on PE Days
- Navy blue Old Mission School insignia hats (Hats are to be removed when students enter any building, and during morning assembly prayer and flag salute. The hat bill is to be worn forward.)

Grooming Guideline for Girls

- Girls' hair must be cut or styled so eyes are visible, no coloring or distracting haircuts; girls may wear traditional headbands, clips, bows, and elastic bands in black, dark brown, light or dark blue, and white only
- Girls may wear stud type earrings (one pierce allowed)
- Crucifix, cross, or medal of a safe length is permitted

- Girls may wear clear nail polish and clear lip balm or lip gloss and may wear cover up over blemishes only
- No visible tattoos
- Shirts must be tucked in at all times (except PE and recess)
- All uniforms must be in good condition (no tears, stains, or rips) and not be excessively faded

Boys:

- Tops: light blue or white polo style top either short or long-sleeved (no logos except the OMS logo permitted)
- Shorts: dark navy blue walking shorts, required to have button and zip closure and belt loops- no jeggings
- Pants: dark navy blue uniform pants, required to have button and zip closure and belt loops- no jeggings
- Socks must be solid white, gray, navy blue, or black (a small logo such as a nike swoosh is acceptable)
- Closed, casual shoes or athletic shoes in predominantly white, black, brown, gray or blue (no embellishments); tennis shoes mandatory on PE Days
- Navy blue Old Mission School insignia hats (Hats are to be removed when students enter any building, and during morning assembly prayer and flag salute. The hat bill is to be worn forward.)

Grooming Guideline for Boys

- Boys' hair length must be above shirt collar and off ears; eyes must be visible
- Hair coloring and distracting or unconventional haircuts are not allowed
- No earrings
- Crucifix, cross, or medal (of safe length)
- No visible tattoos
- Shirts must be tucked in at all times (except PE and recess)

- All uniforms must be in good condition (no tears, stains, or rips) and not be excessively faded.

PE Uniforms-PE uniforms for 6th through 8th grade are available through J. Carroll but are not required. Students choosing not to wear PE uniform will participate in PE in regular uniform worn that day.

****During temporary independent study, students will follow the “free” and spirit wear guidelines below**

“FREE” AND SPIRIT WEAR GUIDELINES:

- All shirts, tops, and dresses must have sleeves, even if a cardigan is worn
- Jeans must fit modestly and appropriately (not too tight or too loose), with no holes, frayed edges, patches, etc.
- Walk-a-thon T-shirts and OMS spirit wear allowed only on free dress or designated spirit wear days
- Skirts and dresses must fall 3 inches from the middle of the knee
- Flat shoes, sandals (must have a back strap), and low heeled boots (1 inch or less) are permitted. No heels higher than one inch. No flip-flops or slippers permitted.

NOT PERMITTED:

- Boots, UGG-type shoes, or slippers (unless part of CSW theme day)
- Leggings or Jeggings as pants (leggings can be worn under skirts/shorts on free dress)
- Socks that are distracting, loud socks, and tube socks
- Clothing with holes, patches or frayed edges; clothing that is too tight or too baggy
- Sheer, lace, boat neck, crop tops, tank tops, halter tops or camisoles worn as a top
- Clothing exposing midriff, cleavage, and/or underwear
- Clothing with emblems, pictures, writing, or symbols incompatible to schools philosophy are not permitted
- No sweat pants (unless part of CSW theme day)

Outerwear Code

Sweatshirts for Middle School:

Designated Middle School only OMS uniform sweatshirt (to be purchased through J. Carroll)

Sweatshirts and Jackets for Grades K-8:

Designated sweatshirts and jackets in dark navy blue with OMS logo (to be purchased through J. Carroll)

Rain Wear Grades K-8:

Solid colored rain jackets and rain boots are permitted on rainy days; however, you may not change out of rain boots into other shoes during the day.

Heavy Outerwear/Winter Wear Grades K-8:

Students are permitted to wear solid dark navy blue jackets with or without the OMS logo during very cold weather, they are allowed to have a small company logo (no sports teams or college logos), provided it is not large and distracting.

**PLEASE NOTE: IF AN ITEM IS NOT LISTED IN EITHER THE DRESS CODE
OR UNIFORM CODE,
IT IS NOT TO BE WORN TO SCHOOL.**

STUDENT ACTIVITIES

Athletics

Old Mission School sponsors after-school athletic programs for its middle school students designed to teach skills, encourage good sportsmanship, and build self-confidence.

The following sports will be offered:

<u>Sport</u>	<u>Grade levels</u>
Volleyball	6-8
Basketball	6-8
Cross Country	6-8
Tennis (enrichment)	6-8
Track	6-8

Students accepted to play on any school team in sixth through eighth grades will pay a sports fee. Preparation for participation in high school sports is created. We try to blend our “everyone plays” philosophy with the reality that the games are more competitive. Consequently, seventh and eighth-grade students may receive varying amounts of playing time during games. The playing time will be determined by the coaching staff. Athletes are asked to consistently attend practice and put forth their best effort, enjoy the experience and learn more about the sport.

The athletic program is designed to help athletes develop their physical skills and self-esteem. It places emphasis on teamwork, good sportsmanship, effort, safety, encouraging others, and having fun. We ask all parents to be role models and support the

OMS philosophy while attending games and practices and supervise and transport their student during these activities.

NOTE: Students must attend a full day of school to be eligible to practice/play in any extracurricular athletics or activities later in the day. Exceptions may only be made by the administration and appointments require a doctor's note with dates and times.

- **OMS will participate in sports as allowed by county health authority during Covid-19 pandemic.**

Class Parties (OMS Campus)

Four school-wide class celebrations will take place during the school year on the OMS campus. These celebrations are scheduled and planned by the classroom teachers with administration approval and assistance from parents.

Personal party invitations *may not* be distributed at school-sponsored functions unless all class students (or all the boys, or all the girls) are invited to participate.

NOTE: Communication by school parents to others in the school community may only be distributed at school with prior-approval by the administration.

Associated Student Body Council

Student government develops responsibility and is organized and developed to provide service to the school and community.

Those who are eligible to run include:

- Students in grades five through eight may be student council representatives. Students who wish to run must have earned at least a 2.0-grade point average and may not have received F's or unsatisfactory in any subject or in deportment during the previous academic year, or during the year of holding office.
- Seventh and eighth-grade students may run for student government positions such as vice-president, treasurer, and secretary. Only eighth-grade students are eligible to run for president. Students who wish to run for ASB president or vice-president must have maintained a 3.0-grade point average (with no F's, no "unsatisfactory") the previous academic year. All other positions require a 2.0-grade point average without any F's or unsatisfactory marks in a subject or deportment.

Middle School Social Activities

Approximately five events will be held during the school year for students in grades seven and eight and, when appropriate, grade six. The following guidelines govern all

events:

1. Appropriate dress will be specified before each activity. It should always be modest, neat, and clean, with no holes or tears.
2. Teachers (and sometimes parents) will chaperone the activities.
3. No one will be admitted late to the event unless s/he has obtained permission from the administrator. Whenever specified, students will not be permitted to leave the activity until their parents come to pick them up *at the door*.

HEALTH AND SAFETY

Health Information

Emergency Cards

Please be sure that your Emergency Card phone numbers and alternative caregivers' names and phone numbers are kept current. Each year two cards are filled out per child within the first two weeks of each school year. One set is kept in the school office; the other is kept in the appropriate classroom. **Please let the office know if there is a change to your emergency card.**

Please include any medical conditions pertinent to the school, such as allergies (insect stings or foods), diabetes, or cardiac conditions.

Health Screenings - Visual, hearing, scoliosis, and dental screenings are performed annually.

Injuries - All school injuries must be reported to the school office within twenty-four hours. First aid will be administered for minor injuries. The physician listed on the emergency card, or 911, will be contacted in the case of a serious injury if parents are unable to be immediately reached.

Insurance - All students in parochial schools must take out student accident insurance with the insurance carrier chosen by the Diocese of Monterey. The insurance premium is paid from your registration fee. When a student has sustained an accident that is covered under the terms of the policy, parents may request a claim form from the school office to reimburse copays or other expenses not covered by the family's primary health provider. (In addition, parents are given the opportunity to purchase additional, optional insurance at the beginning of the school year for a nominal fee).

Medications - **Prescription or over-the-counter medication** to be administered during school hours by school personnel requires a medication administration form from the parents and signed by a physician. Parents may and dispense meds to his/her child during breaks. Students may not keep medications (except inhalers with permission of their physician and parent) with them. All medication must be left in the original packaging with the student's name and directions clearly marked with the office staff or, (on the EEC Campus), with the classroom teacher. **Exception:** Students may have cough drops

held in the classroom with a parent's note.

Medical Release For Contagious Illnesses - Students who contract a reportable communicable illness (chickenpox, measles, etc.) must obtain a medical release certifying their fitness to return to school. This release must be presented to the school secretary *before* a child will be readmitted to his/her classroom. This policy has been designed to protect the health of OMS's students and staff.

Doctor's Directives – After an injury or certain health problems, the school may require a doctor's directive regarding physical activity before a student may participate.

Immunizations - A student's immunization record must be up to date and submitted to the school prior to attendance. Specific immunization requirements are provided for parents of new registrants as well as for parents of continuing students who must comply with additional immunization requirements as they arise (e.g. kindergarten and 7th-grade vaccinations).

Health Forms - A report of health examination form must be completed by a physician within twelve months prior to school entry. In addition, state law requires a physical exam within eighteen months prior to entering first grade.

Nutrition – In order to limit the amount of processed foods and sugar during the school day, Old Mission School has adopted First Friday Birthday Celebrations. On the first Friday of each month (or the second Friday if the first Friday is a holiday), we will honor all children celebrating a birthday that month. In May, we will also celebrate June and July birthdays and in September we will honor August birthdays as well. Room parents will coordinate with parents of our birthday honorees with a single class treat to be served after lunch. Birthday celebrants will be honored at our morning assembly. No other birthday treats will be allowed during the month.

Health Guidelines for Attendance (Both Campuses)

- **Covid-19 pandemic has required new Operations Plan which supersedes the normal health guidelines. Please refer to the OMS COVID Operations/Reopening Plan.**

The State of California licenses our school for well-care only. Your child may not attend school if any one or more of the following conditions are present:

1. A fever during the previous 24-hour period.
2. The child began taking an antibiotic less than 24 hours previously.
3. A thick, heavy, yellow or green nasal or eye discharge of any kind.
4. A severe, persistent cough that has not been evaluated by a physician.
5. Unexplained rash or skin eruptions.
6. Red throat and/or swollen neck glands.
7. An untreated earache, causing extreme pain and/or irritability.

8. Unusual fussiness, crankiness, fatigue, drowsiness, etc.
9. The child is not well enough to participate in all school activities (unless we are waiting for a doctor's directive).

Bicycle Safety – OMS Campus

Traffic laws that apply to automobiles also apply to bicycle riders. Please be sure your child understands the rules of safety. Bike helmets are to be worn to and from school. All bikes must be locked while on campus and must remain in the bicycle racks until students are dismissed to go home. Because of serious safety issues, bicycles may not be ridden on the school grounds or sidewalks and must be walked off campus.

Fire/Earthquake/Disaster Preparedness

Safety drills are held on a regular basis. Yearly reviews and revisions of the emergency plans ensure drills, procedures, and policies are current and fulfill safety standards of the Diocese of Monterey. Parents may ask to review the school's emergency plan in its entirety.

Skateboards and Rollerblades

Skateboards and roller blades are not used on campus at any time. They are to be stored in a classroom or upside down on top of the lockers.

Traffic Guidelines

At the Old Mission School campus, students may be dropped off and picked up on Broad or Peach Streets. Vehicles are restricted from parking any longer than is posted. To ensure the safety of the children, vehicles should never be double parked when children are entering or exiting the vehicle. Children must use crosswalks at all times and obey the directions of supervisory personnel. Please do not pick up on Mill Street as this will block MCP's entrances or fire lines. Extended Care students may be picked up on Mill Street only when a marked parking space is available next to OMS.

OMS campus staggered dismissal - Students will be taken to the designated pick-up areas by staff for loading into parent vehicles. All students in kindergarten and even-numbered grades will be picked up in front of the school on Broad Street. All students in odd-numbered grades will be picked up on Peach Street. This will be a **loading zone only**. Please do NOT exit your vehicle in these zones during the drop off/pick up times. Students who have older siblings may wait in Extended Care (free of charge) until the older child's departure time, or during a parent/teacher meeting after school. Except for kindergarten, first and second grade, please arrive 5 minutes after your child is released to ensure traffic flow.

Students are expected to sit or stand quietly while waiting for rides and if not picked up at the end of sidewalk patrol (2:40 P.M. on regular days and 12:40 P.M. on minimum days),

they will be checked by a staff member into the extended-care program.

GENERAL INFORMATION

Access to Student Files

Old Mission School will not permit access to or release of school records to unauthorized persons without the written permission of the parents. This authorization must be in writing, signed, and dated by the parent/guardian giving consent. It must include a specification of records to be released, the reasons for release, and the names of the parties to whom the records will be released. Discipline notes are not included in a student's cum file.

Animals on Campus

Animals may be brought to school at the school's request if they are part of the educational ministry in the classroom, or if they are part of a special activity. An adult must accompany them at all times.

Appointments with an Administrator

Parents are always welcome on both campuses to come by to say hello before and after school or to sign up to volunteer in the classroom. To treat a parent's individual concerns, the principal would like to set aside a 20 or 30 minute appointment time. Please arrange appointments with the principal at least a day in advance and include the topic of the meeting. If a parent has a classroom concern, they should meet or communicate with the teacher directly before seeking resolution through administration.

Parent Drivers

Parents who are drivers during a class activity must fulfill the following requirements:

1. Be at least 25 years of age.
2. Provide annually a photo-copied proof of a valid California driver's license.
3. Provide annually a copy of the insurance policy coverage for your vehicle and its expiration date.
4. Complete the driver's safety video Be Smart Drive Safe found on the website <https://monterey.cmgconnect.org> and provide a copy of the certificate.
5. Complete the driving information questionnaire form.
6. Complete the online VIRTUS class every three years.
7. Provide fingerprint clearance.

Classroom Volunteers and Chaperone Guidelines

***Due to Covid-19 and the county health requirements to limit access of non-essential adults, volunteering in the classrooms will be limited if allowed at all during the 2021-2022 school year.**

In accordance with Diocesan policy, the following guidelines will apply for all individuals chaperoning school functions:

- Must sign in and out in the office **and wear a volunteer badge** at all times.
- Must be at least twenty-one years of age and be willing to assume the responsibility of supervising students.
- Must maintain vigilant control of students under their supervision.
- *May not consume tobacco, alcohol, or illegal drugs* prior to or during a school function or school-sponsored event.
- Are required to read the Chaperone Guidelines and sign a Chaperone Agreement Form each school year.
- Acting as drivers must fulfill the requirements as Parent Drivers and never use a cell phone or text while driving.
- Are asked to wear apparel both functional and reflective of the school environment.
- Are asked to refrain from chewing gum.

NOTE: Except in an emergency, chaperones (especially drivers) are required to make no other stops than those arranged by the teacher.

Custody of Students

In order to cooperate with student and family needs, the school should be informed of any custody arrangements. It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and/or arrangements. A copy of legal custody documents must be submitted to the school office. **NOTE: All custodial parents will be invited to attend the same formal parent/student/teacher conference.**

Extended-Care Programs

After-school extended care is available from dismissal to 5:30 P.M. on the OMS campus for students in grades TK-8. A snack will be provided for students signed in to ASA.

These programs provide structured play, rest periods, and supervised homework time. Students enrolled in the extended-care program are also served a snack. Students on the

OMS campus who have not been picked up within 10 minutes after the last dismissal will be signed into the extended-care program and will be billed at the hourly rate of \$8. All children at the **OMS campus** must be picked up no later than **5:30 P.M.** Parents are to use the keypad on the Mill St. door to pick up children from ASA. You may get the code from the ASA director or from BJ in the school office.

Failure to arrive before these deadlines will result in significant financial penalties (currently \$1 per minute). Please contact ASA as soon as possible if an issue arises.

Food Service--*Due to COVID-19, we will not be offering a hot lunch program

The OMS campus school lunch program, operated through Mission College Prep, provides well-balanced, nutritious lunches for students in grades TK-8. Menus are sent home monthly. The lunch does not include a beverage. Those students who choose not to participate in the lunch program must bring a sack lunch. Parents are asked not to include food or drink in glass containers. All lunch containers should be clearly marked with the child's name. If a child does not have lunch, the school will contact the parents or charge parents for a school lunch order, since healthy nutrition is a serious matter.

*The school requests that parents refrain from delivering "fast food" lunches to their children or taking their children out to lunch except as a **rare occurrence**. It is good practice for students to learn to pack their own lunches. Students (or parents) are not permitted to order any food to be delivered to the school.*

School Newsletter

Old Mission School strives to maintain a high level of parent-school communication. As mentioned in the Statement of Parent Responsibilities section of this handbook, please refer to the weekly newsletter sent via email to all school families who have given us their email address to stay up to date on special announcements, calendared events, flyers, and notices. It is also posted online on the school's website (www.oldmissionschool.com).

Lockers

***Due to Covid-19 and co-horting of students, lockers will not be used during the 2021-2022 school year unless and until restrictions are lifted.**

Students in grades 6-8 use lockers assigned to them. The locker is school property and on loan for the year, and the student is responsible for its treatment, condition, and contents. Students are requested to safeguard their locker combinations and **never** share them with anyone. If a student enters another student's locker, he/she may forfeit the privilege of using a locker. Students must lock lockers between visits or will forfeit locker privilege.

Lost and Found

On a weekly basis, items with names are returned to the classroom teachers and a record will be kept of items belonging to students. This record will be used to determine responsibility department marks indicated on report cards. All unclaimed items without names will go to the Old Mission School Thrift Store. Old Mission School is not liable for lost or stolen student items.

Parent Information Meetings

***Due to Covid-19, Back-To-School will be held viz Zoom, there will be no assembly of families allowed per county health authority guidelines until further notice.**

An annual parent Back-To-School Night is held at the beginning of the school year on both campuses. Parents have the opportunity to hear a presentation from the classroom teacher regarding curriculum, textbooks, program, etc. Parents are asked to attend this informative evening presentation (and to meet the Parent Club officers).

Information regarding dates, times, and places of these events appears in the school newsletter.

Parent Service Hours Introduction

Your parent service commitment is an integral part of our school. We rely on your talents, service, and generosity to benefit students and the school community as a whole. The minimum service hour commitment is 25 hours per year per family when you have any student on the OMS campus. (20 hours if your children attend only the EEC campus). **Service hours are reported throughout the year using a service hour form available in the office. Please turn in your service hour forms throughout the year, immediately after each event or trimester.** The service commitment must be satisfied by May 6th for all families of students in grade seven or younger of each year (for administrative purposes). Families of eighth grade students will need to have all service hour requirements in by April 26. All other families will need to have their service hour requirements in by May 6. After May 6th, all service hours arranged through the thrift store will be applied to the following school year.

Parent Service Hours Particulars (OMS Campus)

Families with children enrolled in grades TK through eight must contribute 25 hours of service; at least 15 hours of this total must be contributed to the Old Mission School Thrift Store during the months listed under Thrift Store. Service at the Thrift Store (Monday-Saturday) is the primary area of need, and it is a happy place and a solid community resource. There are a wide variety of assignments available at the Thrift Store.

****Due to COVID-19, volunteer service hours will be reduced to 15 total. The Thrift Store is currently in operation. Volunteer opportunities which comply with social distancing and other county health requirements will be published to the school community throughout the year, but all 15 hours may be completed at the Thrift Store. Hours may be credited for take-home work for the classroom and for providing birthday treats, etc. throughout the year.**

A \$20.00 per hour (\$500.00 maximum) will be assessed to families who do not complete their service hours.

Thrift Store/Parent Volunteer Hours Required

The Thrift Store is staffed by a manager and paid staff, as well as volunteers; it provides valuable financial support for the school and a needed service for the community. Please adhere to the Thrift Store class schedule for completing your hours, or **arrange during your assigned month** on a mutually-agreeable alternate time with the Thrift Store manager. Remember to take care of it during your assigned month because thrift store hours are billed throughout the year, at the conclusion of each assigned period. Payment for incomplete Thrift Store hours will be due at the end of each assigned period. When you are making your volunteer arrangements, please contact the Thrift Store manager at 805-548-2660. Active members of the School Advisory Council and Parent Club Officers are required to serve five hours at the Thrift Store to fulfill their service hour requirement and have first-hand knowledge of this very important arm of the school's fundraising.

Volunteer hours at Mission Thrift **MUST** be completed by a family member over the age of 21.

Also, please be aware that, for the safety and convenience of our Thrift Store operation, the premises are under electronic video surveillance, and notices are posted in the Thrift Store to this effect.

NOTE: Summer hours in June and July are reserved for parents completing their Thrift Store hours ahead of the new school year that begins the following August.

Acceptable service projects for satisfying the remaining parent hours following the Thrift Store hours include:

- Member of the School Advisory Council
- Member of the Parents Club Advisory Council
- Teacher-requested assistants, classroom volunteers, field trips
- School-requested assistants: Office helpers, school fundraising, playground supervision, extended-care assistance, chaperones for middle school social activities, labor around building and grounds, marketing committee, athletic assistants, team transportation (at least three team

members), athletic event supervision room mothers/fathers, service on Parent Club activity committees, donated materials with dollar equivalent of \$20.00/hour, other principal approved projects

Attendance at athletic events, school, and Parents Club functions do not fulfill the service hour requirement. Time used preparing or providing food for class parties or school activities does not apply to parent hours, although receipts for purchases may be submitted toward hours. Other projects in lieu of service hours must have the prior approval of the principal.

Parents Club

The Parents Club is organized to build community among the parents of Old Mission School, and to assist in fundraising efforts for the school. The Parents Club will endeavor to become a welcoming community where the love of Jesus Christ is evident. Its complete purpose is school support, community building, parent education, friend-raising, and fundraising. All parents, guardians, faculty, and staff interested in the welfare of Old Mission School are automatically members of the Parents Club. General monthly meetings are announced in the school newsletter. Come join us!

Privacy Notice

Addresses and phone numbers of students and parents will only be released to authorized persons for the purpose of conducting school business. Information will not be released for any other reasons. Honoring privacy laws, addresses or phone numbers of parents, faculty and staff members cannot be released *by the school*. Parents and community members are asked to contact staff members during school hours, or leave a voicemail or an email to them at any time of the day or night. *Please do not call faculty/staff members at home.*

School Addresses

Old Mission School
2958 S Higuera
San Luis Obispo, CA 93401
(805) 548-2660
(805) 543-6246 fax

Mission Thrift
2640 Broad Street
San Luis Obispo, CA 93401
(805) 544-0720

OMS Business Office/Annex
772 Palm Street
San Luis Obispo, CA 93401
(805) 543-2165

Email address: first letter and last name of staff member@omsslo.com (for example: ejones@omsslo.com). The school's web site address: www.oldmissionschool.com

School Office Hours

The OMS school office is open for business from 7:45 A.M. until 3:45 P.M. each day that school is in session and is located at 761 Broad Street.

School Schedules

OMS Campus: Kindergarten/Elementary/Middle School

7:45 A.M.	Playground Opens;
8:00 A.M.	Bell for morning assembly
8:02A.M.	Morning assembly over intercom
9:45-10:05	Recess, grades TK--2
10:05-10:25	Recess, grades 3-5
10:25-10:45	Recess, grades 6-8
11:30-12:15	Lunch, grades TK-2
11:30-12:15	Lunch, grades 3-5
12:15-1:00	Lunch, grades 6 - 7
1:00-1:45	Lunch, grade 8
12:15	Dismissal, Transitional Kindergarten
1:45	Kindergarten
2:00	Dismissal, grades 1 – 2
2:10	Dismissal, grades 3 – 4
2:20	Dismissal, grades 5 – 6
2:30	Dismissal, grades 7 – 8
2:30-5:30 P.M.	Extended Care Program

****Due to COVID-19 and the requirements to cohort and provide for social distance, ASA services will be restricted in size and will require reregistration. There will be no “drop in” service offered during county health restrictions.**

OMS Campus Minimum Day Schedule

8:00 A.M. Bell for morning assembly
No lunch break
Staggered Dismissal
Grades K-8 between 11:45-12:30 P.M.

TK and Kinder	11:45
GR 1-2	12:00
GR 3-4	12:10
GR 5-6	12:20
GR 7-8	12:30

School Advisory Council

The School Advisory Council (SAC) is an advisory body/school board assisting with the operation of the educational facilities at Old Mission School. Meetings are held each month of the school year and all parents are invited to attend the open portion of any meetings; please call the school secretary at least two days in advance of a scheduled meeting if you wish to attend or be on the agenda. The SAC consists of the pastor of Old Mission Parish, the OMS principal, eight to nine voting members appointed from the school community for a three-year term, and an optional faculty representative. The elected officers of the council are the chairperson and second chairperson. The minutes of each meeting are taken by the school secretary.

NOTE: SAC does not address school rules or personnel issues.

School Yearbook/ Pictures

The Mission School Yearbook is published in the spring by the publication class and copies are available to all students online (TK-8). Online orders should be placed mid-year when information appears in the school newsletter. Limited copies will be available for purchase after online orders have closed. Please plan to purchase your annual prior to its deadline. School pictures are taken of all school students in the early fall and are used in the school yearbook. Parents order school and class pictures at the time school pictures are taken. Further information may be found in the school newsletter.

Student Visitors

Guests are permitted to visit Old Mission School only with the permission of the administration. Requests must be made at least one day in advance. The guest should be in the same grade as the host student and should be dressed appropriately for school. A note is required from the guest's or host's parents with emergency medical information and contact numbers, and the guest must remain in classes all day with his/her host. Students from other local schools may only come for a short visit accompanied by their parents.

Drop Off and Side Doors

Parents at the OMS campus are asked to say "goodbye" from the car or at the glass door. Please remember to find a metered parking spot if you would like to walk your child to a glass door. .

During school hours, the gates and side doors will be closed once school is in session, and *visitors will be required to enter and exit the campus through the school office.* **Please never request that a student open the side doors for you when school is in session.**

Supplies

Each teacher on the OMS campus will provide students with a list of necessary materials. All students are responsible for purchasing their own supplies. Parents are encouraged to label supply items with the student's name.

Telephones/Messages

Phones are available on the OMS campus in the school office and in individual classrooms. Students may use these phones for emergency calls during the school day, and for all calls after dismissal. Telephone use requesting delivery for forgotten materials is discouraged.

Calls to parents to report an injury or illness are only made in the office.

To reduce the need for office phone use, please make after-school arrangements with your child before s/he leaves for school. *It is the school policy not to interrupt classes during the school day. Please limit the number of calls to emergency or change of plan notices for your children.*

Tuition and Fees

Families may pay tuition Annually, Semi-Annually and Monthly. Annual and Semi-Annual payments are due August 10. The FACTS Tuition Management System processes all tuition accounts and determines handling fees to all families.

Payment Policies

School fees include charges for tuition, extended care services and fees for Thrift store and parent service hours. Invoices are mailed out no later than the 10th of the month and are due within 30 days. Payments on accounts are to be made no later than 30 days from the mailing date. The office keeps a monthly aging report with the date of invoice mailing. **Delinquent accounts are subject to late fees.**

Over 30 Days Past Due:

Any family account with a balance over \$100 and over 30 days will be assessed a \$30 late fee.

Over 60 Days Past Due:

If an account becomes over 60 days past due, another \$30 late fee will be assessed. If payment is not received within 5 days after the statement mailing, office personnel will call to arrange payment brought into the school office.

Withdrawal of Student mid-year:

In signing the tuition agreement it should be understood that the majority of the cost of a student's education is incurred at the beginning of the year. Due to this, parents who voluntarily withdraw their child from OMS are responsible for the tuition through the end of the trimester during which the child is withdrawn.

If a student is withdrawn from September-November, parents are responsible for 1/3 of total tuition rate.

If a student is withdrawn from December-February, parents are responsible for 2//3 of total tuition rate.

After March 1st, parents are responsible for the full year's tuition.

The Principal can make exceptions to this policy in the event of special circumstances including but not limited to change in work status, family illness, distance move for work, etc.

Removal from School or Grades:

If it becomes necessary, student(s) may not attend school until the account is brought up to date. At the end of each trimester, grades cannot be completed and report cards cannot be finalized for any student until the family account has been cleared.

End of the Year

Fees are billed in May for incomplete parent service hours and incomplete Thrift Store hours. Students will not be cleared to participate in end-of-year events if an account is still delinquent. Eighth-grade promotion fees paid must be paid and cleared with the bookkeeper before students may participate in promotion ceremonies.

Bounced Checks

A bounced check for payment will be assessed a \$30 late fee. Money orders or cash payment may be required if there is more than a single occurrence.

Tuition Assistance

Tuition assistance is available to families who enroll their children in Old Mission School. Parents must apply for this assistance and meet the announced deadlines. Assistance is granted to Mission parish families with students in grades K-8 first (we are a parish school and Mission parish subsidizes our program), before consideration is given to other families. Please contact the school office staff if you would like a Student Aid Form or more information about the program. Funds are allocated based on demonstrated need and are disbursed directly to tuition accounts at the beginning of each school year. We ask families to notify the school if their financial situation improves during the school year so that tuition assistance may be adjusted to create additional dollars for other families who need assistance. Families who belong to parishes other than Mission Parish are encouraged to seek financial assistance from their home parishes in addition to submitting a request for assistance to the school. In addition, limited funds are available from the Knights of Columbus. Contact your parish Knights of Columbus for information.

Tuition assistance is awarded for one academic year. For continued assistance, a new application must be filed each school year (for specific dates, see the newsletter each spring). A review of the previous year's payment and parent involvement record will be taken into account prior to granting a new request.