SCHOOL HANDBOOK

2026-2027

3591 Orangewood Avenue
Los Alamitos, CA 90720

562-296-9060
www.sthedwigk8.org
Instagram: st.hedwigcatholicschool

Updated 10/2026

“I can do all things through Christ who strengthens me”

Philippians 4:13

Please Note: The purpose of this handbook is to set forth general guidelines that will assist students and their families in understanding what the school expects of them. The Administration of St. Hedwig School reserves the right to amend the Handbook at any time during the school year; students and parents will be promptly notified of any such amendments. Questions about items contained in this handbook should be directed to the administration.

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Hours and Recess/Lunch Schedule

Address:	3591 Orangewood Avenue Los Alamitos, CA 90720	
Telephone:	School Office	562-296-9060
	Business Office	562-296-9064
	Admissions Office	562-296-9071
	Health Room	562-296-9063
	Extended School Day Program	562-296-9077
	Parish Office	562-296-9000
Office Hours:	7:30 – 3:30 p.m.	
Web address:	www.sthedwigk8.org	
Principal:	Mr. Chris McGuiness	
Email:	cmcguiness@sthedwigk8.org	
Pastor:	Father Quan Tran	

School Hours:

7:58 a.m.	First Bell – Students should go directly to their assigned area
8:00 a.m.	Second Bell – Morning Prayer, flag salute, announcements
2:45 p.m.	Dismissal – Grades K-8
3:05 p.m.	Students waiting for pick-up are taken to ESDP
6:00 p.m.	ESDP closes

On Fridays, all students are dismissed at 1:30 p.m. Minimum day dismissal is at 12:00 noon.

Faculty Staff Directory

Chris McGuiness	cmcguiness@sthedwigk8.org	Principal
Keri Flynn	kflynn@sthedwigk8.org	Assistant Principal
Carole Wilson	cwilson@sthedwigk8.org	Business Manager
Jen Schnorr	jschnorr@sthedwigk8.org	Director of Student Activities/Spanish
Christina Hunt	chunt@sthedwigk8.org	Admissions Coordinator/Facilities Manager
John Russell	jrussell@sthedwigk8.org	Athletic Director
Steve Belloise	sbelloise@sthedwigk8.org	Athletic Director
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Tammy Zavala	tzavala@sthedwigk8.org	1
Christina Chow	cchow@sthedwigk8.org	2
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Cynthia Naranjo	ecnaranjo@sthedwigk8.org	3A
Kyle Zeiller	kzeiller@sthedwigk8.org	4
Emily Vaught	evaught@sthedwigk8.org	4A
Kyle Kelly	kkelly@sthedwigk8.org	5
Lindsey Dexter	ldexter@sthedwigk8.org	5A
Colleen Marubayashi	cmarubayashi@sthedwigk8.org	6th Grade / Middle School Science
James O'Donnell	jodonnel@sthedwigk8.org	6th Grade / Middle School Religion
Brian Dishon	bdishon@sthedwigk8.org	7th Grade / Middle School Composition
Angela Wolf	awolf@sthedwigk8.org	7th Grade / Middle School Literature
Irene Moretine	imoretine@sthedwigk8.org	8th Grade / Middle School Math
James Belisle	jbelisle@sthedwigk8.org	8th Grade / Middle School History
Mai Marquez	mmarquez@sthedwigk8.org	Middle School Advanced Math
Lisa Joyce	ljoyce@sthedwigk8.org	PE (TK-3)

Mario Capp	mcapp@sthedwigk8.org	PE Boys (4-8)/Student Conduct Team
Kathy Schroeder	kschroeder@sthedwigk8.org	PE Girls (4-8)/Student Conduct Team
Irene Fotinakes	ifotinakes@sthedwigk8.org	STREAM (TK-5)
Donovan Claverie	dclaverie@sthedwigk8.org	Music (TK-4)
Kelly Hentges	khentges@sthedwigk8.org	Library Coordinator
Dawn Robinson	drobinson@sthedwigk8.org	Resource Coordinator
Dominique Wetzel	dwetzel@sthedwigk8.org	Learning Resources- Reading Specialist
Sarah Ecsedy	secsedy@sthedwigk8.org	Reading Intervention(K-4)/Religion Coordinator
Karina Tamayo	ktamayo@sthedwigk8.org	InstructionalAide/Social Media/Celtic Central
Laurice McCafferty	lmccafferty@sthedwigk8.org	Instructional Aide
Tina Garbe	tgarbe@sthedwigk8.org	Instructional Aide
Annie Laines	alaines@sthedwigk8.org	Instructional Aide/ Admin Support
Emilia Gibbons	egibbons@sthedwigk8.org	Instructional Aide
Cassandra Clark	shshealthroom@sthedwigk8.org	Health Room (M/W/F)
Rachel Williams	rwilliams@sthedwigk8.org	Health Room (T/Th)/Student Conduct Team
Laura Heller	lheller@sthedwigk8.org	Counselor
Natalia Castro	ncastro@sthedwigk8.org	Day Care Coordinator
Dianne Sabol	dsabol@sthedwigk8.org	Volunteer Coordinator/Safe Environment
Raul Mendiola	rmendiola@sthedwigk8.org	Maintenance and Facilities
Marcus Gill	mgill@sthedwigk8.org	Campus Security/Student Conduct Team
Meghan Sullivan	msullivan@sthedwigk8.org	Marketing/Celtic Central/Social Media

A message from the principal

Welcome to a new school year at St. Hedwig School!

As a family, one of the greatest gifts you can give your child is the confidence that comes from faith. In Philippians 4:13, St. Paul reminds us, *"I can do all things through Christ who strengthens me."* This verse is not a promise that life will always be easy, but an assurance that with Christ's strength, we can persevere through challenges together. Whether facing academic struggles, social difficulties, or personal obstacles, children benefit immensely when they see their parents model trust in God, encourage resilience, and remind them that they are never alone. By praying together, supporting one another, and viewing challenges as opportunities for growth, families help children develop a faith-filled confidence that will serve them well throughout their lives. Therefore, the theme of the 2026-2027 school year is:

“We can do all things through Christ who strengthens us”

May this school year be one of tremendous growth, practicing the theme of caring for one another, being kind, and keeping God in the center of it all.

We all look forward to partnering with you.

Sincerely,

Chris McGuiness
Principal

A Brief History of Our School

Saint Hedwig School opened its doors in September of 1960 under the leadership of Fr. Dominic Daly and Sr. Stanislaus, R.S.C. Four Religious Sisters of Charity, two teachers, and 320 students were in the first Saint Hedwig School community.

Under the leadership of the new pastor, Fr. Desmond Quinn, a second unit of classrooms opened in 1962. In 1966, enrollment reached 800 with two classrooms in each grade.

The parish plant grew rapidly adding an auditorium, parish library lounge, and kindergarten. Kindergarten enrollment grew quickly and is now housed in two permanent mobile classrooms.

With the retirement of Sister Mary Beausang, R.S.C. in June of 1996, the school opened in September with its first lay principal. St. Hedwig School continues to grow and thrive to serve the community.

St. Hedwig School is fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges. All classroom teachers have done post-graduate work and are fully credentialed by the state of California. Our students are enthusiastic learners, and our parent community provides outstanding service to our school. Our pastor, priests, parish staff, and parishioners surround the students of St. Hedwig School with a community of faith, spirituality, and prayerful support.

Mission Statement and Philosophy

St. Hedwig School Mission Statement

The mission of St. Hedwig School is to inspire and guide our students in the harmonious development of their spiritual, intellectual, psychological, social, and aesthetic gifts. In living out this mission, we strive to create a nurturing environment where children can develop to their full potential spiritually, emotionally, and academically.

St. Hedwig School Philosophy

As a community of faith, we at St. Hedwig School strive to create a Christ-centered environment that inspires and guides the students in the harmonious development of their spiritual, intellectual, psychological, sociological, physical, and aesthetic gifts. The continued growth of these gifts is in the context of a loving, forgiving, and compassionate community that provides recognition, support, and challenge to all members of the school community. Parents and teachers collaborate with one another to facilitate the development of the whole child.

This holistic education, where the truths of our faith are integrated into all curriculum areas, also provides a sequential teaching of Catholic doctrine that is grounded in faith and presented

as a relationship with Christ and with one another. Students are encouraged to grow in appreciation of the fact that they are created in God's image and likeness and to continually strive for excellence in all that they say and do. They are challenged to recognize, develop, and celebrate the uniqueness of their gifts and to use them to proclaim the Good News by their interactions with all members of the school community and by ministering to the needs of the local, national, and global communities.

The St. Hedwig Faith Community grows in its identity in Christ by providing opportunities to come together to worship God and to engage in shared responses of faith in celebration of the liturgical year.

St. Hedwig Student Learning Expectations (SLE's)

St. Hedwig Students Are:
Catholic believers who

- Demonstrate knowledge of Catholic Doctrine
- Model Jesus' teachings
- Recognize and share personal and aesthetic talents
- Appreciate and respect God's creation on local and global levels

Confident learners who

- Demonstrate academic and technology competency
- Apply critical thinking and problem solving skills
- Demonstrate clear writing and speaking skills

Respectful and responsible citizens who

- Accept responsibility for their actions
- Demonstrate the ability to work in diverse groups
- Foster courteous manners

Healthy persons who

- Show compassion and empathy for others
- Practice a healthy lifestyle
- Respect their body
- Try their best at all times

Academics

St. Hedwig School follows the course of academic instruction recommended by the Superintendent of Schools, Diocese of Orange, and that of the State of California. We are a Catholic school committed to spiritual and academic excellence. Our educational program teaches the fundamentals of religion and family life, mathematics, reading, literature, English grammar and writing, spelling, vocabulary, science, and social studies. Additionally, we provide certificated instruction in STREAM, music, digital literacy, Spanish, physical education, and wellness.

Academic Integrity

Students at St. Hedwig School are expected to complete all assignments with honesty and integrity. A student's original work is expected on all assessments, papers, projects, and homework. Any academic dishonesty may result in both academic and disciplinary consequences (see Student Responsibility Training for further information). Academic dishonesty includes, but is not limited to:

- Plagiarism – use of another's words or ideas without proper citation.
- Cheating – use of unauthorized materials or study aids to supplement academic performance (i.e., cheat sheets, electronic devices, Artificial Intelligence, etc.).
- Facilitating dishonesty – knowingly allowing one's work to be copied by another, allowing another student to obtain information from a test, class assignment, homework assignment, or doing the work for someone else.
- Inappropriate collaboration – working together on a project or assignment without the teacher's knowledge or permission.
- Academic misconduct – stealing or tampering with the work of another student.
- AI - Although it can be a helpful tool, artificial intelligence has no place in a classroom setting for the use of research, writing help, prompts, or other areas that could be considered as using it to complete work.

FACTS Student Information System

St. Hedwig School is utilizing the FACTS Student Information System, an online grading and student information system. FACTS has several key benefits over conventional grading systems. The key features of the program will allow you to:

- Check class grades, attendance, assignment due dates, and see upcoming assignments
- Review grades and GPA from previous term transcripts
- Manage your child's medical information and emergency information
- View important school information

Please note that you will not be able to view your child's grades while the teachers are working on report cards. **For trimester 1 and 2, grade viewing will be turned off on the last day of the trimester. For trimester 3, grade viewing will be turned off 2week prior to the end of the**

academic year. If you have any questions during this time, please reach out to your child's teacher directly.

*See FACTS Family Portal for more information.

Grading Policies & Reporting

Progress Reports and Student Learning Assessments (SLAs, also known as Report Cards) are primarily a communication tool between teachers, students, and parents about each student's progress in academics, conduct and effort. The standard SLA of the Diocese of Orange is issued three times each year to all students. Deficiency notices may be issued at any time a child is averaging a D or F in any subject.

The following grading scale is in accordance with the Diocese of Orange for academic subjects:

Grades TK - 2	Explanation of Marks
O = Outstanding (Not for TK or K) S = Successful E = Emerging Level 2 = Exceeds Grade Level Standards Level 1 = Adapted Curriculum – See I.L.P.	Outstanding: The student is successfully producing work above grade level standards. Successful: The student is successfully producing work that is consistent with grade level standards. Emerging: The student needs to demonstrate more growth towards the grade level student standards for this subject area.

The values of the respective grades on the SLA are as follows:

Grades 3 - 8		Explanation of Marks
A	95% - 100%	A. The student produces markedly outstanding work, based on a consistently high level of knowledge, skills and understanding of level content, responsible behavior, and work habits/study skills.
A-	90% - 94%	
B+	87% - 89%	
B	83% - 86%	B. The student produces work that demonstrates a thorough mastery of the knowledge, skills and understanding of level content, responsible behavior, and work habits/study skills.
B-	80% - 82%	
C+	77% - 79%	
C	73% - 76%	C. The student produces work that demonstrates satisfactory knowledge, skills and understanding of level content, responsible behavior, and work habits/study skills.
C-	70% - 72%	
D+	67% - 69%	
D	63% - 66%	D. The student produces work that demonstrates limited knowledge, skills and understanding of level content, responsible behavior, and work habits/study skills.
D-	60% - 62%	
F	59% and below	F. The student produces work that demonstrates unsatisfactory knowledge, skills and understanding of level content, responsible behavior, and work habits/study skills.

Homework

Homework is valuable for concept reinforcement and to foster responsibility. The ability to study is a skill that must be taught and encouraged. It is the student's responsibility to schedule - and use productively - daily homework time, gather necessary materials, and complete assignments. Use of a Daily planner is recommended.

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

Grade	Comment
TK - 3	Approximately 30 minutes
Grades 4-5	Approximately 50-60 minutes
Grades 6-8	Approximately 60-90 minutes

Homework is given to reinforce material already taught and to foster habits of independent study. Parents can help in the following ways:

1. See to it that homework is one of your child's responsibilities.
2. Insist that daily assignments be written down in their agenda. Help the student to develop a sense of responsibility by refusing to let him/her depend on asking other students.
3. Set a definite time for homework and try to keep to it every night.
4. Provide a good study atmosphere where you can supervise your child. It should be free from distractions, such as TV, phone, video games, etc.
5. Show interest in your child's work by recognition of success in homework of the previous night and by willingness to listen to their reading or other work.
6. Give help, but DO NOT do the child's homework.
7. Check assignments to see that they are complete and neat.
8. Be sure that the child has the necessary supplies throughout the year.

Homework and other practice assignments are mandatory.

Standardized Testing

Renaissance STAR Assessments are administered to students in grades K - 8 each year according to Diocesan guidelines. Students in grades 1- 8 will take these tests three times per year. Kindergarteners will be assessed two times yearly.

Summer School Policy

Students in grades K-7 who receive an average failing grade in math or language arts or fall below the 30% on the STAR Reading or Math Test in May, may be required to attend a summer program acceptable to St. Hedwig School and present proof of successful completion before readmission at St. Hedwig School in the fall.

Admissions, Attendance, Absence

Non-Discriminatory Policy

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to St. Hedwig School on the basis of sex, race, color, or national origin. St. Hedwig School does not

discriminate on the basis of race, color, creed, racial or ethnic origin in the administration of its education policies, admission policies, scholarship and aid programs, athletic and other school administered programs.

Admission

Students applying for entrance into grades TK - 8 must take a screening test prior to acceptance. All tests are designed to determine the readiness of each student for a particular grade.

Once it has been determined that students are ready for a particular grade and there is classroom availability, families are accepted in the following order: registered active parishioners with siblings in the school, parishioners with no siblings in the school, non-parishioners with siblings in the school, non-parishioners with no siblings in the school, and those who profess a faith other than the Roman Catholic faith.

Having no school of their own, the registered, active parishioners of St. Anne Parish in Seal Beach and St. Bartholomew Parish in Long Beach are welcomed at St. Hedwig School, as are parishioners of other parishes who may feel St. Hedwig is a better fit for their children.

The continued enrollment of a student at St. Hedwig School is contingent upon satisfactory behavior, academic grades, and a continued positive partnership with families.

Entrance Age

Students who have reached the age of four years on or before September 1 can be admitted to our Transitional Kindergarten (TK) Program, and students who have reached the age of 5 by September 1 and demonstrate academic, social, and emotional readiness can be accepted in our Kindergarten.

Probationary Period for New Students

New students will be admitted and placed on a probationary period for the first trimester. If a student shows, during that period, that he/she has not adjusted to the school, demonstrated an inability to conform to the Code of Conduct, or has not met the academic standards required for that particular grade, he/she may be asked to enroll in another school that can better meet his/her needs. Evaluation of academic performance and/or behavior, and dismissal of a student can be enacted at any time, beyond the first trimester probationary period, at the discretion of the school administration.

Transfer Students

In order to ensure St. Hedwig can provide the proper level of education and support, students who wish to transfer from another school must provide all necessary application materials and may be asked to also provide any formal academic or behavioral evaluations, including any Individualized Education Program (IEP) or Section 504 plans. In some cases, formal academic or behavioral evaluations may be required for admission consideration. Administration reserves

the right to request such documentation to make informed decisions regarding the applicant's educational needs and to ensure that St. Hedwig School can adequately support their academic and behavioral development. Because St. Hedwig school is a private Catholic school, which does not have the same level of resources as publicly funded schools, not all 504/IEP may be accommodated to the letter of the document, specifically as it pertains to accommodations and aides.

Attendance

Regular attendance is critical for a successful education, and fosters responsibility. When a student is absent, a parent/guardian must report their absence through the school app, by calling (562) 296-9060, or email the health room before 9:00 am on the date of absence. Messages may be left twenty-four hours a day in both the Office and Health Room.
If your child is not well or has a high fever prior to the beginning of the school day, you are asked to keep your child home. Students who are absent due to illness may not participate in after school sports or any other activity (Christmas/Spring Program) on the day of the absence.

1. Students who have a fever above 100.4 or have vomited must be symptom free for 24 hours before returning to school.
2. Taking students out of school for vacations/trips is strongly discouraged as they deprive the student of vital classroom instruction and clarification. Although the student may make up some of the work within a reasonable time, it is important that the parents understand that **the child's absence may significantly affect his/her grades**.
3. Students who leave campus during school hours for medical, dental, or other appointments must submit an excuse slip from the appointment upon returning to school.

Make-Up Work

- It is the student's responsibility for making up work missed during an absence.
- Missed work due to absences for one day will be made up when the student returns. Parents are asked not to request homework be sent home during this time. However, if a student is absent for two or more days and/or recuperating, a parent may request homework be sent home. **Please email the teacher directly to arrange for homework assignments to be picked up after school hours**.
- Time allowed for making up work is one day more than the number of days missed. Because of the timing of the work being turned in late, the process of grading the work may take longer.
- If an assignment or test is assigned before an absence, it is expected that the student will turn in the assignment or take the test on the day they return to school unless previous arrangements have been made with the teacher.

Tardiness

Tardiness is classified as a student not on campus when the 8:00 a.m. bell rings. Tardy students must check in at the gate/front office before reporting to their classroom and will be noted as Tardy. Students are **not** considered tardy until 8:00 AM, even if the car line has been closed for additional cars after 7:55 AM.

Excused / Unexcused Tardiness is handled similarly to Excused / Unexcused Absences. A student may also be marked tardy and receive disciplinary action for failing to report to class on time after recess and when changing classes. Tardiness will result in disciplinary action that will be reflected in the Personal Success grade. Students in grades 1-8 will receive a 30-minute detention if they are tardy six times in one trimester.

Excessive Tardiness

Excessive Tardiness is classified as 2 tardy arrivals per week or 10 tardy arrivals per trimester. Excessive Tardiness will result in the teacher contacting the parents to schedule a meeting to discuss a plan for success moving forward and/or a conference with administration. If a student in grades 1-8 is tardy ten times in a trimester the student will receive a one-hour detention.

Excessive Absences

The State of California and the Diocese of Orange mandate that a student may not be promoted if he/she is absent in excess of 30 days throughout the school year. A student who misses 10% (18 days)or more school days is considered chronically truant. It is possible the student may be asked to withdraw from the school, or required to attend summer school or enroll in an alternative learning program to bridge the gap over the summer.

Upon the tenth and any additional absence per trimester, a student and his/her parents/legal guardians may be required to appear before administration, who will then decide upon a course of action. Each situation will be reviewed by the administration in consultation with parents and/or guardians to determine the best placement for the student.

Excused vs. Unexcused Absences

The only valid reasons for an excused absence under California Education Code are illness (after 3 school days a doctor's notes must be provided), medical/dental appointments with a note, or a death in the immediate family.

Verification: Absences must be cleared by a parent or guardian within three school days, or they will permanently remain unexcused.

Family Vacations: These are not excused. Parents should contact administration and teachers in advance.

Communicable Diseases

If a child has been diagnosed as having a contagious disease (e.g., chicken pox, strep throat, lice), please notify the Health Room so that precautions can be taken, and notifications sent home. The school needs to receive a note from a doctor saying the child has been treated. The child needs to be seen in the school health office before returning to class if he/she has had head lice.

High School Shadow Days

Students in Grade 8 are encouraged to participate in shadow days from a high school they are considering attending. Shadow days can be considered an excused absence with a parent note and verification of attendance from the high school visited.

Irregular Departures & Returns to Campus

Irregular Departures & Returns to Campus require a parent to physically sign out/in and pick-up their student from the authorized school personnel after calling the office.

***Please be sure that your FACTS Information is current for Emergency Contacts, and Transportation Contacts. This will allow someone other than a parent to facilitate your student's departure or return to campus.

Awards and Honors

Honor Roll (Grades 6- 8)

St. Hedwig School has a tiered Honor Roll. To qualify students must have a 4.0 GPA for first honors, 3.75 GPA for second honors, and 3.5 GPA for third honors. No grade may be lower than 80% (B-) in all Report Card grades and the student must display acceptable grades in behavior.

Celtic of the Month

Students at every grade level will be recognized each month for demonstrating the Student Learning Expectations (Catholic Believer, Confident Learner, Respectful and Responsible Citizen, and Healthy Person). **One SLE will be focused on each month**. Teachers will identify specific reasons for how they demonstrated this SLE and will receive a certificate at the monthly celebration. Parents are invited to attend this monthly celebration.

Sports Awards

Students who participate in the PAL program and Varsity Cheer will be recognized at the Sports Award Night in May. Parents are invited to attend. More information will be sent out before the event.

Accelerated Reader

Students in grades 2-8 participate in our Accelerated Reader program that is designed to recognize and motivate students to read. Students who participate actively in the program have the opportunity to win special prizes at the monthly raffle. Students are also recognized at the end of each trimester for reading a million words or being the top reader in their classroom.

Catholic Identity

Catholic Doctrine

St. Hedwig School is a Catholic school and follows the doctrine of the Roman Catholic Church. We respect students and families of all faith backgrounds, however do not waiver from the teachings of the Church. Each student attends Religion class daily and we join together as a school community weekly for Mass. We believe that nurturing the entire person in mind, body, and spirit is necessary for a happy, healthy, and balanced life. St. Hedwig School provides children with the invaluable opportunity to expand their knowledge, explore their passions, create community, strengthen their sense of self, and come to know God all in one place. Students/families cannot opt out of participating or engaging in religious studies, prayers, and/or Mass.

Liturgical Celebrations

The Mass is the center of our faith formation at St. Hedwig School. Students participate in the celebration of school Masses, which are generally scheduled on Wednesday. Parents are welcome to join their children at these school Masses, pace permitting in the church.

Students are expected to attend all school Masses regardless of religious beliefs. Students prepare for the liturgy and participate in the liturgy. The graces that children acquire for themselves and their families through this practice are beyond measure.

Habits formed now influence your child's entire future. Your own presence at Sunday Mass with your child will help him/her form this important habit early in life. Your example reinforces the school's efforts and helps your child develop a reverence and love for the Holy Mass.

Confessions are held at specific times during the year. Children in grades 3 and up are encouraged to go to Reconciliation but are never required to receive the Sacrament.

Students in grade two are prepared during the classroom religion lessons for the Sacraments of Reconciliation and First Eucharist.

School Theme

Each school year, St. Hedwig School develops a theme for the year. Character virtues are highlighted each month with classroom lessons and activities and presented at morning assembly. We believe that the emphasis on character and virtue strengthens our school community.
The theme for the 2026-2027 school year is:
***"*We Can Do All Things Through Christ Who Strengthens Us"**

Sunday Mass Attendance

The family is the first place most children learn about their religion. St. Hedwig School is an extension of the family, but nothing will replace the positive and lasting effect of the student attending Mass with his/her family on a weekly basis. As the primary religious educators of their child, parents/guardians are responsible for their children's participation in the sacramental life of the Church. Parents are expected to attend Mass weekly and participate fully in the sacraments to ensure that their child/ren will do the same. Our Celtic Family Mass is scheduled once a month on Saturday at 5:00 PM. Families are asked to attend this Mass, especially the weekend that their child's grade level is participating.

Service Program

Each grade level participates in one service project each year. Additionally, there are many opportunities throughout the year for the entire school community to participate in various school service projects and to share their time, talent, and treasure with the broader community.

In grades 6-8, students are required to conduct ten hours of service per school year. These hours are coordinated through the Religion Coordinator.

Sacramental Programs

St. Hedwig school prepares our 2nd grade students for the Sacrament of First Holy Communion and First Reconciliation. Students not in 2nd grade may work with the middle school Religion coordinator for Sacrament preparation.
In addition, St. Hedwig parish offers a Faith Formation program for people of all ages, including, but not limited to:

- Education/formation for parish staff and all parishioners, preschool through adult
- Works for family-centered religious education from baptismal catechesis through high school
- Continues to create a climate of openness and support to Catholic education
- Baptism
- First Reconciliation
- First Communion
- Religious Education
- Confirmation

- Youth Groups
- OCIA
- Various Religious Ministries

Please contact the St. Hedwig parish Office of Faith Formation for further questions.

Christian Conduct

Code of Christian Conduct

Students, parents, and school officials are each important partners in the endeavor of educating the whole child, both academically and socially. Students are expected to behave at all times in a manner which shows respect for all persons, as modeled by Christ. Thus, as a Catholic school committed to the teachings of Christ, we will:

- Build a community of shared values based on the teachings of Christ.
- Provide a safe classroom environment conducive to the learning of all students.
- Nurture an appreciation of the importance of developing Catholic morality and social teaching, responsibility, and self-discipline.
- Help to build a sense of respect for self and others.

It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school.

It shall be an expressed condition of enrollment that the parents/guardians of students shall also conform themselves to the standards of responsible behavior that are consistent with the Christian principles of the school.

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

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Any misgivings that a parent might have regarding a teacher, homework, student behavior, uniform, etc. should not be discussed in front of the child, nor discussed in any public or school-related online platform, or through school chats or texts, but rather discussed at a Parent-Teacher or Parent-Administrator conference. Parents are expected to support the administration, faculty, and staff in their efforts to enforce the policies of the school and preserve and promote

the positive environment of St. Hedwig Community. Any form of harassment (see pg. 30 for definition) towards an administrator, teacher, another parent, and/or any of the students may be grounds for dismissal from the school.

- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in any manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, and/or divisive. Concerns should not be discussed in front of the child, nor discussed in any public or school-related online platform.
- These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., ESDP, athletics, field trips, etc.)
- Any parent, guardian, or other person who insults or abuses any teacher or administrator is guilty of a misdemeanor. (California Education Code, sections 44810, 44811)
- Our students are a direct reflection of the values of their family and of the school. Behavior outside of school hours or off the school campus, particularly when wearing St. Hedwig clothing or uniforms should be conducted to be the best representation of the goodness of their family and school.

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Acceptable Attitudes and Behavior

Cooperation

It is expected that students work cooperatively with the principal, teachers, substitute teachers, parents, volunteers, staff, aides, supervisors, and other students toward the attainment of class and school objectives in an atmosphere of mutual respect and trust.

Reverence

Students are expected to show their love for God and for the Catholic Faith by the reverent manner in which they participate in Liturgy (Eucharist), prayer, and at all times in school, church, and the celebration of the sacraments.

Patriotism

Students are expected to show respect for our country and our country's flag. This includes standing and paying respectful attention during morning assembly and/or flag ceremony.

Courtesy
Christian love manifests itself through behavior that is courteous and affirming. It should be characterized by a spirit of thoughtfulness for others, both at home and at school. A polite knock on the door before entering a classroom or the office, responding when greeted, use of the words “Please” and “Thank you,” politely standing back to allow adults to pass, and offering to carry books, bags, or other items, for principal, teachers, or other adults, are some of the practical demonstrations of courtesy expected of our students at St. Hedwig School.

The students, in turn, should expect the same courtesy in their relationships with each other and with adults, both at home and in our school community.

Students are expected to address faculty, staff, adults, and other students politely. We expect the cooperation of parents in insisting on the practice of courtesy, respect, and good manners at home, as well as at school.

We depend on the adults of our school community to model this Christian behavior. We ask parents to assist the school in insisting on good, “clean” language at all times—inappropriate language, gestures, or physical contact is unacceptable at St. Hedwig School.

Honesty
Every student is called to truthfulness at all times, in all situations. We desire that each and every one of our students grow to be outstanding young men and women, demonstrating integrity in their individual lives.

In the event that a student gives or receives information during homework, an examination, test, or quiz, the offense is the same, whether giving or receiving. The student will receive a failing grade for that particular paper, as well as any other disciplinary action deemed necessary and appropriate by the teacher and/or administration.
The same honesty and respect are to be expected with regard to school property, e.g., textbooks, playground equipment, desks, etc., as well as to the belongings of others. Any damaged or lost items, through individual neglect or carelessness, will be replaced at the student’s expense.

We expect our students to take pride in their academic achievements, and more so in their own character.

Student Responsibility Training

The overriding virtue binding the St. Hedwig community should be genuine love, concern, and respect for one another. A student who demonstrates a disregard for others will hinder the growth of the community, and consequently, will be held accountable. One of the most important lessons each young person must learn is that actions have consequences. Expectations are enforced to serve the greater good of both the school community and

individual students. Students are best served by being challenged to a higher sense of maturity, responsibility, and accountability. A primary responsibility of the administration is to maintain an environment that reflects Christian values, is conducive to learning, and is safe for all students and teachers.

Students are expected to be respectful and considerate of teachers, staff, volunteers, and classmates. Students are also expected to be cooperative, industrious, and courteous at all times. Any form of physical, verbal or online harassment will not be tolerated.

Discipline in school is considered an essential component of Christian education and moral development. The correction of a student may take the form of conferences, classroom consequences, loss of points, conduct referrals, detention, or suspension for more serious violations. Student behavior is reflected in the students Personal Success and/or Responsible Behavior grade. Repeated disciplinary issues (see subheading for suspension and expulsion), may result in required withdrawal or expulsion. Consequences are progressive in nature based on the seriousness of the infraction and/or repeated behaviors. Final resolution and appropriate consequences are at the discretion of the discipline team, administration, and/or the pastoral staff and based upon what is in the best interest of the school and the students. The school is under no obligation to offer a dismissed student an opportunity to re-apply to the school.

In order to provide a Christian quality education for all, parents will be informed concerning any discipline problems when they first arise. Teachers will discuss disciplinary actions with a child's parent/guardian. Students and their families have a right to privacy. The school may not share any disciplinary consequences of a student to a different child's family, regardless of any relation or connection to an incident.

The purpose of discipline is to promote a classroom environment conducive to learning and to promote character formation. Therefore, the discipline plan is called the "Respectful and Responsible Citizen Program".

The aim of this program is:

1. To reinforce responsible behavior by acknowledging students who consistently turn in their homework, come prepared for class, and treat others respectfully.
2. To provide parents weekly feedback about the growth of their child in the area of responsibility.
3. To give those students who need help in this area concrete, step by step support to grow in responsibility.
4. To provide parents and teachers concrete data to help develop a plan for students who need assistance to grow in responsibility.

Students earn a Respectful and Responsible Behavior grade based on the following behaviors:

Responsible Behavior

1. Demonstrates Christian behavior.
2. Self-directed learner- follows class rules and procedures.
3. Collaborative learner- participates and contributes in class and group activities.
4. Uses Technology appropriately.
5. Respect the personal space of others.

Personal Success Skills

1. Comes to class with appropriate tools for classwork.
2. Completes assignments on time.

Implementation of Respectful and Responsible Citizen Program:

TK - 4th Grade

Warnings

- **Verbal Warning:** A Verbal Warning is a direct, verbal address that warns students to correct any inappropriate behavior. Minor behaviors can typically be addressed within the classroom based on classroom rules (i.e., talking out of turn, out of the seat, etc.). Students and Parents will be notified of classroom rules at the beginning of the school year.
- **Warning Slip/Reflection Form (TK - 4 only):** A Warning Slip/Reflection Form is the result of not meeting the behavior expectations for the current area. It is used to direct or redirect a student to an appropriate behavior expectation. All Warning Slips/Reflection Forms will be sent home on the day given and expected to be signed and returned to the homeroom teacher the next school day. A conversation with a parent regarding behavior can be conducted in place of a warning slip, if necessary.
- **FACTS Behavior Notice**: A FACTS Behavior Notice is a written warning notice. Receiving a FACTS Behavior Notice indicates that the student has already received a Verbal Warning of the behavior. The FACTS Behavior Notice contains a brief description of what occurred (with the principal cc'd). For serious incidents, a previous warning may not have been given. Parents can view Behavior Notices on the FACTS portal under Student > Behavior. A student will earn a FACTS Behavior Notice for the following reasons including, but not limited to those listed below:
    - Any infraction to the Dress Code policies
    - Unprepared for class (i.e., missing assignments, missing materials, etc.)

- Not following classroom instructions and rules

A conversation with a parent regarding behavior, or a meeting with the teacher and/or administration can be conducted in place of a behavior notice.

Consequences TK - Grade 4

Three Warning Slips/Reflection Forms	Recess or lunch Reflection time out
A second detention in a trimester	**Parent conference
A third detention in a trimester	**Parent conference with principal and possible suspension

Grades 5-8 Responsible Behavior Program

Students will receive a weekly grade out of 100 points in FACTS for Responsible Behavior and Personal Success Skills. The cumulative points for the trimester will determine a student's grades for Responsible Behavior and Personal Success Skills for the Trimester. Parents will be able to review the points deducted weekly through FACTS under Student>Behavior.

Personal Success Skills - Students will lose 10 points for each infraction for the following:

- Coming to class without the necessary supplies, including a fully charged Chromebook
- Coming to class without assignments that are due, including homework, and long term writings and projects
- Tardy to class

Responsible Behavior Program Implementation

- Verbal Warning for first offense
- Point Deduction for second offense - A student will lose 10 points for the following reasons, including but not limited to:
  - Failure to demonstrate Christian behavior
  - Not following classroom, hallway, school or playground rules
  - Uniform violations (see uniform handbook below for more details)
  - Inappropriate behavior at assemblies or Mass

Additional consequences

Failure to turn in a cell phone or other wearable electronic device such as a smart watch	30 points
Loss of 50 points or more in a week	Recess and/or lunch Detention
A second detention in a trimester	**Parent conference
A third detention in a trimester	**Parent conference with principal and possible suspension

Automatic Detention - Administration/staff/teacher reserve the right to issue automatic detentions for flagrant violations of school rules including, but not limited to the following:

forgery	profanity
cheating	plagiarism
lying	teasing, threats, or bullying
unwanted physical contact	fighting
Use of phone or smartwatch without permission	failure to serve a detention
repeated disrespectful behavior, including repeated name calling	violation of school or another's property
disruptive during church, assemblies, & field trips	inappropriate technology use (personal/school)

An automatic detention results in the loss of 50 points in Responsible Behavior for the week issued.

Students who receive detention will not be eligible to participate in extracurricular activities for one week. Extra-curricular activities include, but are not limited to: cheer, basketball, football, volleyball, kickball, intramural sports, student council, yearbook, choir, and academic decathlon.

Character Plan of Action

St. Hedwig School is committed to supporting student success. Administration may decide to place a student on a Character Plan of Action as a way to support their academic or behavioral success. This is implemented when a student's behavior or school performance has reached a point where an intervention from the school becomes necessary. If the student does not meet the identified goals, the disciplinary process may lead to suspension, dismissal, and/or expulsion. Certain academic or behavioral situations may result in dismissal without the implementation of any additional action plan.

The Character Plan of Action may include the suspension of activities and athletics to enable the student to focus solely on his or her academic work and/or behavior. If the school decides to place a student on a Character Plan of Action, a meeting will take place with the administration,

the student, and the student's parents/guardians. Due to the great variety of student concerns that can result in a Character Plan of Action, the administration will use their discretion in determining the extent of a student's plan (limiting activities, no athletics, field trips, community service, etc.).

Should the action plan be unsuccessful in altering behavior, students may be asked to leave the school and pursue enrollment in another school.

Recess and Lunch Period Expectations

During recess and lunch periods, students are not permitted to return to classrooms, loiter in the corridors, restrooms, or in the school building. Students are to obey and respect playground supervisors. Students are to respect and be kind to fellow students. Snacks are to be eaten in the classroom or at the assigned lunch tables, depending on the schedule, and students are expected to dispose of trash and papers in the receptacles. Students must finish their lunch before they will be dismissed from the table by a lunch supervisor.

Playground rules must be obeyed at all times. Those who fail to do so will be asked to sit until the end of the recess period, and/or assigned some other discipline deemed to be appropriate. Recess referrals may be issued by playground supervisors and will affect Responsible Behavior grades. Unwanted physical contact is never acceptable. Students who engage in unwanted physical contact of any kind will earn an automatic detention, and may be suspended from school. There is a zero-tolerance policy for fighting, and those involved will receive automatic detention, suspension from activities and/or expulsion.

Harassment, Bullying, Cyberbullying

St. Hedwig School believes that any form of harassment or actions that make others feel unsafe or unwelcome is contrary to our Catholic values. It is the responsibility of the students, teachers, parents, administrators, staff, aides, or volunteers to conduct themselves in a manner that contributes to a positive school climate. Therefore, harassing, or bullying behavior which is directed at any member of the community -- adult, adolescent, or child -- during school hours (including arrival and dismissal time), or during school related activities will not be tolerated. This policy also extends to any visitor or guests of the school.

All individuals are encouraged to report any incidents of harassment or bullying to the principal immediately. All allegations will be taken seriously and dealt with in a prompt, confidential, and thorough manner. In addition, appropriate action will be taken to deter any future harassment or bullying. Anyone found to have filed false and frivolous charges will be subject to disciplinary action, up to, and including expulsion.

Harassment
Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to any or all of the following:
Verbal Harassment: Epithets, derogatory comments, slurs, and jokes; threatening words spoken to another person.
Physical Harassment: Unwanted physical touching or contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, photography, written words, drawings, or gestures. This includes online posts on social platforms.
Sexual Harassment: Unwelcome sexual advances and propositions, threats, or demands to submit to sexual requests, requests for sexual favors, and other unwelcome verbal, written, or physical conduct of a sexual nature. Specific examples of sexual harassment include but are not limited to: Making unsolicited sexual advances and propositions, using sexually degrading words to describe an individual or an individual's body, displaying sexually suggestive objects or pictures, telling inappropriate or sexually-related jokes. This includes online harassment, passing of photos, notes, jokes or images that are inappropriate.
Retaliation: Reprisal or threat of reprisal for having reported or having threatened to report harassment or bullying.

Bullying
Bullying is understood as repeated physical, verbal, or psychological attacks or intimidation directed against a person over time, with the intent to do harm. It includes but is not limited to any or all of the following:

- Assault
- Demands for money
- Destruction of property, including one’s work, theft of valued possessions
- Humiliation
- Intimidation
- Name Calling
- Repeated disrespect of faculty, staff, and volunteers by students
- Rumor spreading and isolation
- Threatening behavior
- Torment
- Tripping

Cyberbullying
Cyberbullying is considered intentional and repeated harm of others through the use of computers, cell phones, and other electronic devices. It is not tolerated by the administration and may result in the suspension or expulsion of the student and/or parent who commits the acts. The school also recognizes that one posting can cause great harm and even a single incident can be grounds for suspension or even removal of a student from the school.

Cyberbullying includes but is not limited to sending, posting or reposting, harmful or cruel emails/text messages, blog posts, or images using the internet or other electronic devices such as cell phones, iPads, or Chromebooks, during or after school hours. Staff members reserve the right to examine any electronic devices and its digital contents, and to confiscate any such device that appears to have been used in violation of this policy.

Social Media
Parents and Students are not permitted to post negative comments about the school, faculty, administration, or other students on any websites. There is to be no posting or reposting of pictures of fellow students on any social media sites without written permission. Photos of children may not be taken or posted without written consent from the parents. Pictures of students in their uniform should be in good taste and connected to school related activities and events. The administration and/or pastoral staff will judge each incident independently.

Any reports of harassment, bullying or cyberbullying should be reported to the administration immediately. Proof in the form of screenshots, notes or eyewitnesses is vital in helping determine the extent of the alleged incidents.

Detentions and Reflections

Issuing detentions or deducting behavior points from students is never easy; however, consistent accountability is necessary to maintain a positive, respectful, and safe school environment. When a student earns a detention, parents will be expected to sign the discipline form, which will indicate the date and location of the detention. Students must return signed detention to their teacher the following day.

Detentions and Reflections will be served during the student's recess and/or lunch period and will include loss of social/recreational lunch time and campus service, including trash pick-up duty.

- Grades 1–4: Reflections will be served during recess or lunch on the day the incident occurs.
- Grades 5–8: Detentions will be served either at recess and/or lunch and will range in length of days at the discretion of the Student Conduct Team.
- Students in Grades 5–8 who participate on a school athletic team will also be suspended from all normal participation in games and practice during the week in which the detention is served. Students are suspended from playing in the game, however they should be there in their school uniform and sit in the stands with parents to support their team. They should also attend practices to support their team.

- Athletic suspensions will begin on the day the detention is issued and will be in effect for 1 week.

Types of Detention

Detentions may be assigned in two ways:

Automatic Detention

Teachers and staff may issue an automatic detention for a severe infraction or behavior that warrants an immediate consequence.

Point-Based Detention

Detentions resulting from accumulated behavior-point deductions will be reviewed and issued by the Student Conduct Team each Monday.

The Student Conduct Team will identify students who have reached the established threshold for detention and coordinate the appropriate notification, documentation, and detention assignment.

Both students and parents should view this disciplinary measure seriously. Students with multiple violations of the Respectful and Responsible Citizen Program may be excluded from field trips, after-school activities, and other school activities.

If a student is referred to the office for disciplinary purposes the student will be counseled, and parents will be notified if a detention or suspension is issued. Appropriate disciplinary action, including detention and suspension, will be administered at the discretion of the administration in consultation with the teachers. If the unacceptable behavior continues, the student may be asked to withdraw from the school.

Suspension

A student is placed on Suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct. Suspensions may take place at home under the supervision of parent(s)/caregiver(s), or on campus. A student may earn a Suspension for egregious infractions, with examples including but not limited to:

- Habitual profanity or vulgarity
- Language or acts that are considered racially sensitive or racial slurs
- Open or persistent defiance of the authority of the teacher or adult supervisors
- Stealing
- Continued willful disobedience
- Excessive or habitual teasing, threats, bullying, or cyberbullying (see policy)
- Leaving school grounds without permission before, during, or after school
- Serious fighting (determined by the administration and teacher)
- Serious lying (determined by the administration and the teacher)
- Deliberately deceitful behavior
- Failure to improve behavior after previous disciplinary actions have been enforced

Students who are suspended are expected to make up any missing class work and may not receive academic credit beyond being marked complete.

Expulsion

A student will be expelled for the following reasons: (ED. CODE 10602, 25608, 13401):

- Actions gravely detrimental to the moral, physical, or spiritual welfare of other pupils
- Incorrigible or disruptive behavior, which impedes the progress of the rest of the class
- Serious fighting (as determined by administration)
- Assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property or during school related activities
- Any form of harassment of another student or school personnel (including, but not limited to the provisions of the policy)
- Any form of sexual harassment of another student or school personnel
- Habitual or persistent violation of school regulations
- The use, sale, distribution, or possession of narcotics, controlled substances, or alcoholic beverages (including vaping)
- Theft, extortion, or arson
- The use or possession of firearms or other potentially harmful objects or weapons
- Gang-related conduct/activity, which includes but is not limited to: symbols, graffiti, apparel, color, hazing/initiations, and hand signals commonly associated with gangs
- Habitual truancy
- Malicious damage or destruction of property at school
- Hazing
- Public scandal while under school jurisdiction (sports and/or field trips)
- Failure to improve behavior after previous disciplinary actions have been enforced
- Egregious and deliberate acts of racial insensitivity.

NOTE: Student backpacks can be checked by a teacher/administrator at any time.

Technology (per Diocese of Orange Acceptable Use Policy)

Students are expected to comply with the Diocese of Orange Acceptable Use Policy for all technology devices, both school and personal.

- Legal Issues: Vandalism of equipment will not be tolerated. Students will not install or download anything found on the Internet, including software, MP3 files, pictures, etc. without direct permission from the teacher. Students understand that installation of certain files can damage the computer and may be considered vandalism.
- Copyright and Plagiarism: Students will cite all resources with proper research format for all text and other research items used including pictures, MP3 files, videos, etc. Students will respect copyright laws.
- Inappropriate Materials or Language: The use of profanity, offensive, or sexually explicit material and/or language will not be used to communicate online. Students understand that they shall not view, send, or access materials that do not comply with St. Hedwig School Policy. This includes, but is not limited to, materials students wouldn't show to parents, teachers, or law enforcement. If suggestive, harassing, demeaning, or belligerent communication is encountered, students will bring it to the teacher's or principal's attention immediately. Students will never respond to such messages.
- Safety Issues: Students will not use the computer or any other technology device to participate in cyberbullying. If a student comes across any communications that are inappropriate, he/she will notify their teacher or principal immediately. If a student becomes aware of any student participating in cyberbullying, they will notify their teacher or principal immediately. If a student comes across anything (picture, ad, website, etc.) on the Internet that is inappropriate, they will let the teacher or principal know so corrective action can be taken.
- Social Media and Other Technologies: Students will not use social media and other technologies unless they meet the required age limits set by the social media terms of service.

Technology Devices

St. Hedwig School has a 1 to 1 technology program. We require that each student in grades 3-8 purchase a Chromebook directly from SEHI, our trusted technology partner. The classrooms in grades TK - 2 have IPADS and/or Chromebooks for students. We believe that access to the Internet offers students vast, diverse, and unique resources. Our goal is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. Learning is enhanced by such online components as United Streaming, Discovery Education, and Accelerated Reader. Student use of computers is monitored to ensure the responsible use of this technology. Students may not plagiarize work or tamper with the work, files, or username of others. Please closely monitor your child's communication with other students from their home computers.

It is expected that all students comply with the Diocese Policy for Internet Use, signed at the beginning of each school year.

- The devices must be charged at home each night and ready for use at school the next day.
- Just like the curricular textbooks, students are expected to bring the fully charged Chromebook to school daily.
- Devices must be placed on the desk when in use; they are to be opened/closed when instructed by the teacher.
- Unless instructed to do so by a teacher, Students may not peruse YouTube or the web, chat or use email to communicate with other students or parents during the school day, listen to music, take photos/videos in class. * The use of the device camera may only be used for educational purposes. Photos of other students or staff, or school work (including tests) may not be taken with a school device. Inappropriate or unauthorized of a camera will result in disciplinary action
- Students are expected to adhere to the Schoolwide Discipline Policy and Diocese of Orange Acceptable Use Policy regarding appropriate technology usage.

Unauthorized Social Media

- Students may not use the school name, logo or images to create any social media sites that offer the suggestion of being affiliated with the school. Students who open, run, or follow unauthorized social media pages using the school name or logo will receive appropriate consequences. Participating in ages that offer the opportunity for students to comment on other students, faculty or staff, or demean the school in any way may be subject to suspension or expulsion.

Artificial Intelligence (AI)

- As technology advances and evolves, the use of artificial intelligence becomes more common. Students may not use AI in a way to help them gain an advantage in a class or assessment. Use of Google Lens, Chat GPT, etc.. may not be used to complete an assessment, STAR test, written assignment, or other graded or upgrade assignment. Students may only use AI if approved. The unauthorized use of AI may result in detention or suspension.

Cell Phones

All students will turn OFF their phones and place them in an organizer housed in the classroom at the start of each school day. At the conclusion of the school day, students will be able to collect their cell phones. Students may not retrieve their phones at any time during the school day. The school will not be liable for lost or stolen items. The first time a student is found not to have turned in their cell phone, they will receive a FACTS Behavior Notice.

Personal cell phones may not be used while a student is on campus for any school related activity, until they have been picked up or walking home. In the event of a family emergency,

parents can contact the school to communicate with their child(ren). Access to a personal cell phone after school will be determined by the school administration or teacher.

School related activities include after school athletics or activities. Students on campus to watch an athletic event should not be on cell phones.

Communication

School/Parent Communication

Parents will receive communication regarding their child and other school related happenings in various forms such as parent bulletins, email notifications, teacher and school website updates, FACTS SIS, and teacher newsletters.

An online newsletter, Celtic Central, will be emailed to all custodial parents via FACTS each **Sunday**. Parents are responsible for reading this newsletter as it is the school's primary form of communication. Parents are encouraged to download the school app to receive notifications, complete forms, and/or report absences.

Photographs are taken for public relations purposes such as the yearbook, school brochure, social media, newspaper announcements, etc. If you do not wish your picture or your child's picture to be used, please contact the office to fill out the appropriate form to advise St. Hedwig School of your preference.

Teachers can be contacted via email through our website at www.sthedwigk8.org or via our app.

Lines of Communication

The goal of St. Hedwig School is to work as a team with each child's parents/guardians to help the student experience educational success. Parents with questions or concerns about classroom situations, academic progress, or behavior problems should:

1. Gather clear information from the child.
2. Communicate with the teacher by note, email, or appointment.
3. After communicating with the teacher, if the issue is unresolved, parents have the right to appeal to the principal and/or vice principal. With input from the teacher(s) and advice and approval of the Pastor, the decision of the principal is final at the school site.

Back to School Night

All parents are expected to attend Back to School Night in order to maintain a basic understanding of the changes made from the previous year.
All parents of students grades TK - 5 are expected to attend the annual Parent-Teacher Conference.

Parent Teacher Conferences

In grades 6-8, there is no mandatory Parent-Teacher Conference with the homeroom teacher. Rather, the conferences are scheduled by the parents with those teachers the parents feel they need to speak with regarding their child's progress. Teachers may also request a conference regarding a child's progress.

Sign-ups for conferences will be made available through an online scheduling program called Sign-Up Genius.

Parent Initiated Conferences

Parent-Teacher conferences are by prior appointment only. Teachers may be contacted by email, or by a message may be left at the school office for the teacher to contact the parent so that arrangements for a parent-teacher conference can be made. Parents are never to interfere with teachers at any time during the performance of their normal teaching responsibilities and not when teachers are involved in supervision of students. Parental concerns should be brought to the attention of the teacher at an appropriate time and never when a teacher is engaged in their professional responsibilities (i.e., instruction, discipline, supervision of students, and planning periods).

Extended School Day Program (ESDP)

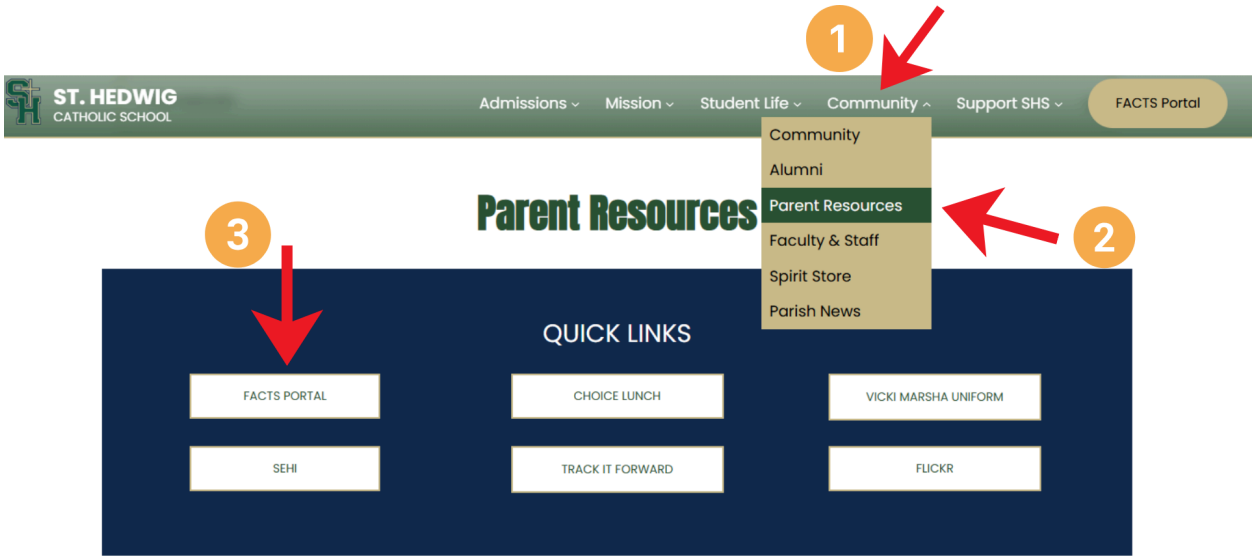
ESDP is offered daily from 6:45-7:50 a.m., after school from 2:45-6:00 p.m., on minimum days from 12:00-6:00 p.m., and on early release days from 1:30-6:00 p.m. Please contact Natalia Castro, the ESDP coordinator, with any questions you may have or to sign your child up. Her email address is ncastro@sthedwigk8.org.

FACTS Family Portal

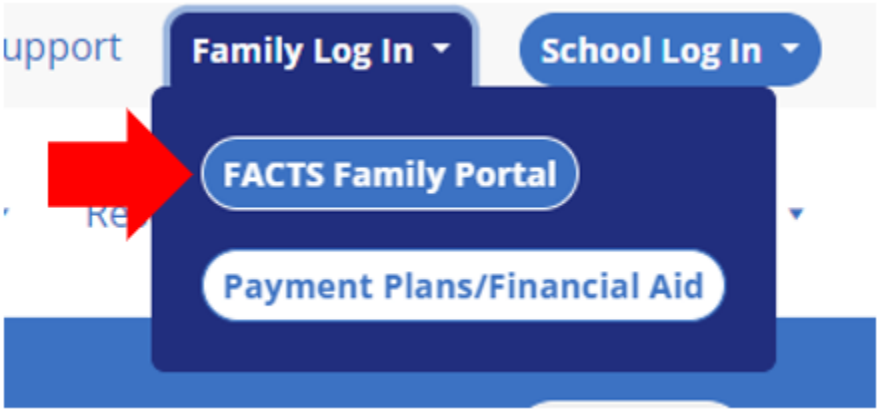
The FACTS Family portal is a private and secure parents' portal that allows parents to see financial and academic information specific to their children, while protecting their children's information from others. From this portal you can see your child's grades, homework, behavior, and attendance, as well as manage their medical information and emergency contacts.

Here's how to access our easy-to-use FACTS Family Portal (ParentsWeb):

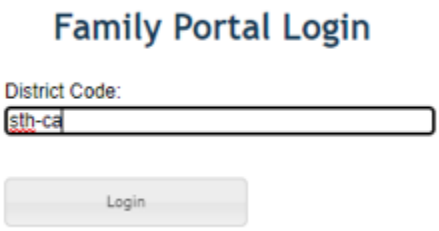
1. From the school website, St. Hedwig APP, sthedwigk8.org, click Community.
2. Click on Parent Resources.
3. Scroll down to FACTS Portal



4. Click on Family Log In
5. District Code: STH-CA
6. Log In using your user ID and Password

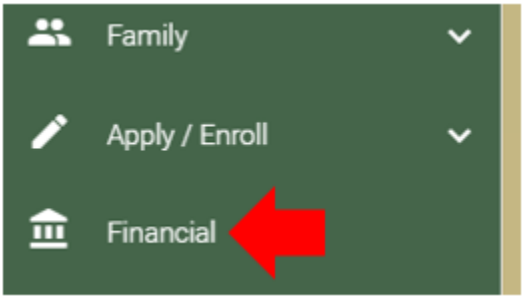


7. Type in the District Code: **sth-ca** (it is not case sensitive)



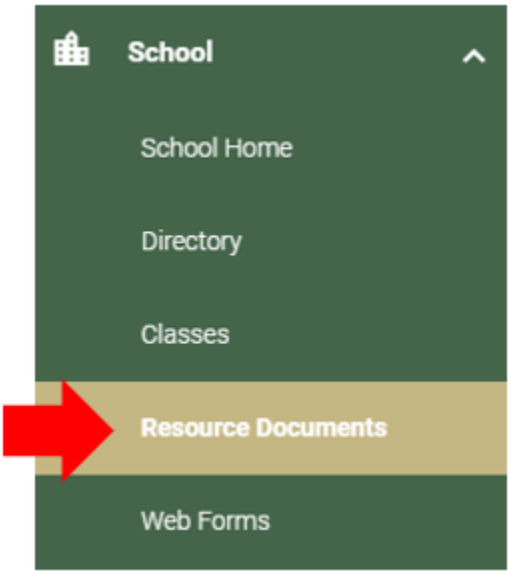
8. Enter your Username and Password. Click Login.

You can manage your tuition payments, as well as incidental bills, through the Financial button on the homepage of the Family portal.

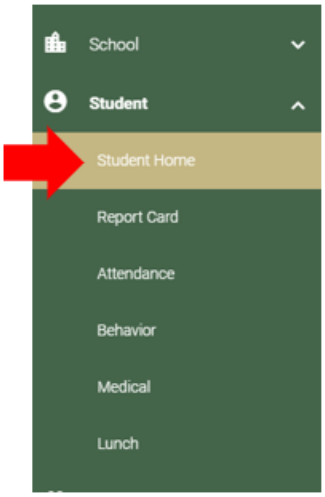


For more details, click the “Financial Home” button.

To locate Resource Documents, the Handbook, etc., click “Resource Documents” under School.



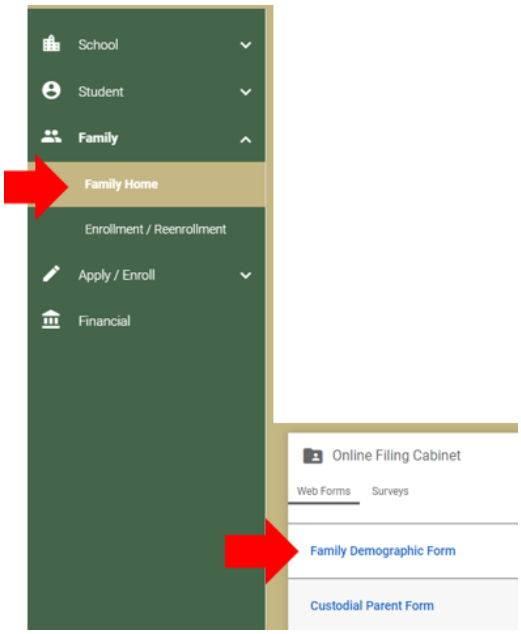
To locate your child's grades and homework, under Student, select the option you'd like to view. If you have more than one student registered at St. Hedwig, there will be a drop down to toggle between your children.



Family and Emergency Information Update Guide

The FACTS Family portal will allow you to update any of your family information that we have in our records, including emergency and pick-up contacts, medical information, and the most up to date contact information. Keeping this information current will allow us to better communicate important information with you, as well as better respond to emergency situations. This is also the place where you will set your preferences on what personal information other families can view on the Family Directory. Please follow the steps below to ensure that your information is up to date and accurate.

1. Login to your FACTS Family portal
2. Under Family on the left navigation bar, click Family Home
3. Then, click Family Demographic Form
4. Then, select the information you would like to change/update



Financial Commitments

Tuition

Tuition is charged on an annual basis as indicated on the Tuition Agreement.

Payment is made through FACTS, our tuition management company – 866-412-4637. A tuition payment plan is selected during the enrollment process. Families have the option to pay the year in full by August 5th or choose 11 monthly payments beginning in July.

One Pay: Due by August 5th payable through the FACTS system by credit card or automatic payment from your checking or savings account. The FACTS enrollment fee will be waived for families who choose to pay their tuition in full by August 5th.

Eleven Pay: 11 monthly payments paid from July 2026 to May 2027, as authorized through automatic payment from a credit card or a checking or savings account on the 5th or 20th of the month. There is an annual fee charged by FACTS for this option.

School Fees

All school fees are billed and to be paid through the FACTS payment system.

School Fee:
Grades TK-8: $700 *(Includes enrollment fee, technology, Diocesan Assessment, textbooks, field trips, yearbook, licensing fees)*

Service Program Family Fee

The Service Program Family Fee is $800 and will be billed in June 2027 unless the family completes and logs 60 service hours in the Track It Forward app by May 1, 2027.

Participation in the Service Program strengthens our school community. Families may opt into the program during registration and are responsible for logging all completed hours in the Track-It-Forward App.

- Partial Hours: Families who record fewer than 60 hours will be billed $13.33 per uncompleted hour in June.

- Non-Participation: Families who opt out of the Service Program will be charged the full $800 fee in June.

Some service positions may not fulfill the full 60-hour requirement. Additional hours may be earned through school events and volunteer opportunities such as Hot Lunch Fundraisers, Autumnfest, and other activities throughout the year.

Volunteer opportunities are posted regularly in Celtic Central (our primary communication platform) and in Track It Forward.

The following fees are billed through FACTS and due with first tuition payment (subject to change):

Grade 2: Sacrament Fee: $25 (if applicable)
Grade 5: ASTRO Camp Deposit $300
Grade 6: Science Camp Deposit $300
Grade 7: Caritas Retreat Deposit $400
Grade 8: Graduation Fee $325 *(includes cap and gown rental, diploma, awards, two 8th grade dances, 8th grade retreat, other miscellaneous items - any remaining funds would be used to offset part of the Disneyland entry fee.*)

***Please Note: All fees are non-refundable**.

Late Fees

Payments must be made according to your selected plan in the FACTS system. A $30 late fee will be applied to any uncollected tuition. Accounts more than two months past due will result in

student withdrawal from the school, unless special arrangements are made due to unforeseen severe circumstances.

For assistance, contact Carole Wilson at **cwilson@sthedwigk8.org**.

Students may not attend school in September if tuition and fees are not current.

Withdrawals

Tuition is prorated monthly for students who withdraw between September and May. After proration, any overpayment will be refunded, and any outstanding balance must be paid in full immediately. All tuition, fees, and other charges must be settled before student records will be released to the new school.

St. Hedwig School reserves the right to deny readmission to any family with delinquent tuition, unpaid fees, or unmet Service Program requirements. The school also reserves the right to decline re-enrollment for any student dismissed for disciplinary or academic reasons.

Fundraising Opportunities

St. Hedwig School Parent Teacher Organization offers a number of opportunities for our families to assist in providing technology and school program enhancements. Our annual budget covers our operational costs. To improve and update the learning environment, we depend on the generosity of our parent community and other benefactors. Listed below are some ways to assist us in keeping tuition affordable and being able to plan for our future growth.

- Parent Service Program
- Annual Auction
- Golf Tournament
- Jog-a-Thon

Parent Service Program Guidelines

St. Hedwig School has a service job program for parents/guardians. Having parent/guardian service program volunteers in our school enriches the educational programs and experience for our students and enhances supervision of our students. Our school would not operate as successfully and efficiently without our parent service program volunteers. As the teachers and staff depend on the service program volunteers to fill a variety of roles, including supervising students and running educational programs, it is imperative the parent/guardians understand the importance of their role and the commitment required. If a service program volunteer does not arrive promptly, or at all, for a shift, the safety and educational experience of the students could be impacted.

Service program volunteers who have an assigned shift are expected to be on time and ready to work the shift. If an illness or other emergency arises, the service program volunteer is to

contact the main office and relay this information as soon as possible, just as one would do in a professional situation. Any service program volunteer, who does not report to serve their shift and does not arrange for a replacement, will be fined on a per hour basis. This fine will be assessed each time the shift is not covered, including the first time. Service program volunteers who fail to work the entirety of their assigned shift, or who otherwise fail to perform their service job, will be charged for the missed shift. No staff member, faculty member, or parent, other than the school principal, in consultation with the service job coordinators, may excuse a parent who has failed to perform their assigned service hours.

Service program volunteers must check in with the school office and receive a visitor's pass prior to entering the school grounds. Service program volunteers cannot bring small children into the classroom or on field trips.

Parent service volunteers must sign in for shifts to receive credit toward their service fee. Service program workers are required to comply with all Diocesan screening and training regulations including fingerprinting and completion of online safety certification.

Parents working in the school are not allowed to use a cell phone while working in their service position. Certain events or unscheduled visits to the campus are not considered service to the school.

Please contact the PTO President to learn more about how you can volunteer today, ptopresident@sthedwigk8.org.

General Information

Animals

No animals are permitted on church property, school grounds, or the fields at any time.

Birthday Celebrations

Birthday party invitations may not be distributed in the classroom or on the playground. Invitations must be mailed or emailed. Birthday celebrations at the lunch tables or in a particular classroom are prohibited as St. Hedwig celebrates birthdays on a designated day during the month. On that day, students who celebrate their birthday may wear non-uniform dress and bring in a treat to share with their class. Flower and balloon delivery is prohibited.

Classrooms

Students are responsible for the desk and books assigned to them throughout the year. Students may not enter a school room or auditorium without adult supervision. Students must be accompanied by authorized personnel. Students are not to be in a classroom without a teacher present. Students have the responsibility for remembering needed items when leaving for the day. Whenever the students enter or leave the school building, they should do so in a

quiet and orderly manner. Running or loud, boisterous behavior is never permitted in the school hallway or any part of the school building. No chewing gum is allowed in class or on the school premises at any time.

Classroom Placement

St. Hedwig School prides itself on its competent and highly qualified teachers. The teachers and office staff will not entertain requests by parents for placement in a particular classroom. The professional level of our teachers makes them competent to teach all students successfully. Great care and collaboration goes into placing students in the classroom that the teachers, former teachers, and administration feel is best for their social and academic growth.

Field Trips

Educational field trips on a school day are planned by each teacher as part of the instructional program and are justified in terms of educational gain. Students must have an official school permission slip signed by a parent to be allowed to participate. It is also available on the school app. The permission slip must be returned by the date indicated on the form in order for the student to participate. A written note is not acceptable. (See permission slip in the Appendix)

A parent may be required to chaperone their child on a field trip at the principal's discretion.

The use of private cars for field trips is discouraged. However, when private cars are used, the driver, who must be 25 years of age or older, must provide the school with a copy of a current valid California driver's license and proof of insurance with adequate liability coverage. When driving on a school field trip, permission is granted for travel to and from the venue only. There should be no stopping at additional places as this jeopardizes student safety and greatly increases liability.

Adults who chaperone a school field trip must be cleared through the Diocese and have completed safe environment training and be fingerprinted.

Insurance and school policy dictate that only students enrolled in the class participating in the field trip may attend; no siblings may accompany the group. Each passenger must wear a seat belt. In accordance with the law, some smaller students will be required to use car seats. Any field trip fees must be pre-paid in advance and are non-refundable.

Field Studies

Field studies are multi day trips and are a privilege and unique to our school. Students can be disqualified from a field study trip if the school determines that their behavior on campus is frequent and serious enough to cause disruptions that may be detrimental to the trip.. By the nature of the travel, students of concern may not be allowed. These trips are earned by consistently upholding the expectation of a St. Hedwig student.

Lost and Found

Lost and Found is located in the health room. Each week unclaimed items will be turned over to the Used Uniform Exchange committee. Parents and students may check for lost items before 3:00 p.m. each regular school day.

Lunch Parties/Potlucks

Students are not allowed to host their own exclusive parties during lunchtime. These activities should be held outside of school hours.

Lunch Program

All students are to bring their lunches to school or buy a school lunch through the Hot Lunch Program or ChoiceLunch. **Parents are not allowed to bring outside lunches for their children during the school day nor have them sent through a food delivery system (Uber Eats, Doordash, etc..)** Students are encouraged to also bring a snack which they can enjoy during the first recess in the morning. In the event of an emergency, and an outside lunch is delivered, the student will be asked to eat in the office before going outside to play.

As a convenience to parents, lunch will be provided daily for students by a company called ChoiceLunch. Parents must register at www.ChoiceLunch.com using the registration code: **Hedwig**. Login online and choose from up to 12 entrees. Students may pick up their pre-ordered lunch at the lunch counter along with any drink, snack, and fruit that was purchased.

Ice cream, and many other snacks are also available at the snack window adjacent to the lunch tables (pending completion)

Forgotten Lunches

If a child forgets a lunch or if they need a lunch at the last minute, there will be plenty of protein-rich lunch items to purchase. If a child does not have money, the family will be billed. The school will provide food, if needed. If fast food lunches are provided in an emergency, the student will eat that meal in the office before going outside to play

Messages and Forgotten Items

Parents are not able to drop off forgotten items or assignments to the classroom. All classwork and forgotten academic items must be delivered to the front office.

Morning Assembly

Each morning prior to entering the classrooms, the entire school community gathers around the flag pole for a morning prayer, Pledge of Allegiance, general announcements, and to highlight student activities. This provides our students with a sense of school community and provides a focus for our school activities. Students are expected to be standing in their class lines, shirts

tucked in, ready to demonstrate respect at the sound of the second bell. All students must be in line for morning assembly by 8:00 AM. Any student arriving after 8:00 AM is considered tardy. Students may not have food or drinks during Morning Assembly.

Picture Day

Students are required to wear their Mass school uniform for picture day and be in adherence to all grooming guidelines outlined in the handbook.

School Grounds

School pride and a genuine regard for both ecology and conservation dictate that the school area is free of trash and litter at all times—inside and out. Students must always clean up after themselves when finished with their lunches or recess snacks. Students are never allowed to chew gum on the school premises.

School Property

St. Hedwig School students should take pride in their school. Students should report any vandalism, damage, etc., which they might have observed. Any student and/or that student's family who has willfully or carelessly caused damage or destruction to school property will be responsible for the cost of repairs or replacement. The personal property of another student qualifies as school property during school hours. Therefore, students will be responsible for the replacement or repair because of the destruction of another student's property.

Students are not allowed to ride skateboards, scooters, Heelys, bicycles or other wheeled vehicles on the school grounds at any time, including when school is not in session. Bicycles are the only wheeled vehicles that students may bring to school. Bicycles are to be left in the designated bike area. All students must be wearing a helmet while riding a bicycle on campus. Any students who ride an electric bicycle (e-bike) MUST have completed the proper training class through Los Alamitos Police before being allowed to ride that bicycle to school.

Telephone Usage

Except in the event of an emergency, students may not use the school telephone. Permission to request forgotten homework or lunches, schedule play dates, and to stay after school for practices or games are <u>not</u> considered emergencies.

An authorization note signed by the respective homeroom teacher is required for each student requesting to use the school telephone for emergencies. The school will determine what constitutes an emergency. At no time during the school day should a student use their personal cell phone.

Textbooks

Textbooks are very expensive and must be cared for properly. Every student must have a book bag or backpack. Books are never to be carried loosely to or from school and should be covered at all times. Covers should be clean and free of writing other than the student's name, class and title of the book. Lost or damaged books are replaced at the student's expense.

Water

Students are responsible for bringing their own water bottles daily. Water bottles will not be provided. There are water bottle filling stations and water fountains for students.

Leadership Programs

Student Council

The Student Council of St. Hedwig School is composed of students from grades four through eight. The goals of this organization are to:

- Model Christian behavior
- Serve the school
- Provide activities
- Enhance the students' enjoyment of school
- Extend our service beyond our school community
- Make the school a clean and safe environment
- Represent the student body at school functions

Special activities are planned for student involvement, fundraisers, and outreach programs. Student Council activities must have the approval of the school principal.

To be eligible to run for office, students must meet *all* the following requirements:

1. Students must have a 3.0 on their report card from *both* the 1st and 2nd trimesters.
2. Responsible Behavior and Personal Success Skills grades must be no lower than a B.
3. Students must be registered for the following school year.
4. Students must meet specific qualifications based on commissioner responsibilities.
5. Students running for Student Council are exemplary models of the SLEs and embody our character virtues. Homeroom teachers consider these qualities when signing applications and giving their recommendation for the candidate.
6. The signature of the homeroom teacher and one parent is required.

To remain in office, students must maintain a 3.0 average in all academic subjects. Responsible Behavior and Personal Success Skills grades must be no lower than a B. Members of the Board

of Commissioners must be in the seventh or eighth grade during their term of office. Students from grades 3 -7 are eligible to vote for the officers. All elections are conducted democratically and by secret ballot.

Students who participate in the school's extra-curricular activities must maintain good standards of academics, work habits, study skills and responsible behavior. They must meet the following requirements:

Students must maintain a 3.0 average in all academic subjects with no grade lower than C-. This includes Spanish. Responsible Behavior and Personal Success Skills grades must be no lower than a B+.
Eligibility is reviewed mid-trimester (progress reports) and end of trimester (report cards).

Academic Decathlon

St. Hedwig School is proud to compete in the Academic Decathlon. Students in grades 6-8 are eligible to participate. The team of 10 is chosen by a placement test. To remain on the team, decathletes must meet the following requirements:

Students must maintain a 3.0 average in all academic subjects with no grade lower than C-. This includes Spanish. Responsible Behavior and Personal Success Skills grades must be no lower than a B+.

Eligibility is reviewed mid-trimester (progress reports) and end of trimester (report cards).

Learning Support

Although St. Hedwig School strives to be inclusive, the school has limited access to resources. In an effort to provide support for students who demonstrate a need for learning support the school does offer the following:

• Differentiated classroom instruction based on availability and resources
• Push in and pull-out support for students with Individualized Learning Plans (ILP)
• Help in navigating academic testing available through the public school system.
• Help determine St. Hedwig's available resources in order to support classroom accommodations and curriculum modifications.

Participation in Learning Support includes but is not limited to:
• Parents commit to meeting with a Learning Support teacher, classroom teacher, and Assistant Principal at least once a year.
• Student has IEP with accommodations the school can adequately meet
• Classroom teacher recommends that a student is evaluated for LS due to below grade level
• LS identifies a need for evaluation through assessment data

The school can request an educational or behavioral evaluation of a student be conducted by the local public school district after consulting with the parents. Upon occasion, if the student requires a more in-depth evaluation, the family will be asked to contact a professional psychologist outside of the school district. The psychologist will be determined and paid for by the family. In some cases, this could be required for continued enrollment/support. In addition, should a student's behavior become disruptive to the classroom, or be deemed dangerous to the student or others, a behavioral assessment from a professional psychologist could be recommended or required. The school will help the family navigate the process of requesting an assessment with their local school district and can also offer suggestions regarding local psychologists that provide private testing.

Medical

Health Records

Each child must have a health record card on file in the school administrative office. On the card is noted all immunizations, as well as other pertinent information. State law requires these immunizations for every student unless such immunizations are contrary to his or her beliefs or medical condition. These records are sent to receiving schools when students transfer or graduate. No child will be admitted to class without a current health record card as well as a current emergency medical form on file in the health room.

It is mandatory that parents inform the school personnel if their child has any serious health problems, i.e., seizure disorder, diabetes, serious allergic reaction, asthma, food allergies,etc.

Medications

School or health room personnel cannot administer medications of any kind without appropriate forms. These release forms must be current and on file in the health room. Over-the-counter medications also require a medical release form from a physician. A new form must be completed at the beginning of each school year or when a new medication is to be administered. (See Medical Form in appendix.)

Calif. Educ. Code Sec. 49423 states: "Any pupil who is required to take, during the school day, medication prescribed by a physician, may be assisted by the school nurse or other designated school personnel if the school office has received (1) a written statement from such physician detailing the name of medicine, the method, amount, and time schedule by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school office assist the pupil in the matter set forth in the physician's statement".

Students who require regular medication for a medical condition, including, but not limited to, diabetes, seizures, asthma, or serious allergic reaction, should keep a reserve supply of their medication in the health room in the event of a disaster. **It is the parent's responsibility to promptly notify the school of any medical conditions that the school should be made aware of and to provide any updated information regarding the medical conditions as necessary.** Furthermore, it is the parents' responsibility to ensure that these medications are current.

The following procedures must be followed when a parent requests that a student be permitted to take medication at school.

1. No medication can be administered to students without physician and parent written consent. This includes over-the-counter medications as well as prescription medications.

2. All medications for students are to be kept in the administrative office or the school health room. Students may not carry medication on their person or keep it in their possession **unless** specifically requested by a physician and the self-administered form is completed and on file each school year.

3. A Medication Consent form must be completed by a physician and signed by the student's parents or guardians. New forms must be completed each year. (See Medical Form in appendix.)

4. Medication must be delivered to the school in the container dispensed by the pharmacy or in the original over-the-counter packaging. For prescription medication, the information on the label must coincide with a physician's order. Medications not in the proper or original containers will not be accepted.

5. Persons administering the medication must record the date, time, and dosage on the student's medication record.
6. It is the parent's responsibility to pick up medication at the close of the school year and bring it in with the proper forms at the beginning of the school year. Medications may not be left in the health room during the summer. Medications that have expired will not be administered and must be pick-up by the parent and replaced with current medications.

Health Screening Examination

California laws require specific health screening procedures for all children entering school for the first time. The principal or her designee shall inform parents of prospective transitional kindergarten or kindergarten students of this obligation and shall verify compliance before admitting the student to class. CERTIFICATE OF EXAMINATION FOR ENTRY INTO GRADES TK OR K must be in the student's health file.

Immunizations

According to state law, no child may be admitted as a student of a school unless she/he has been immunized against Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles, Hepatitis B, Varicella (Chicken Pox), and other diseases as well as has had a TB screen test (Mantoux) per the Child Health and Disability Prevention Program, CHDP. All grade seven students must present proof of a D-Tap booster before entering grade seven.

Illness and Injury

Should a student be injured or become ill, the parent or other authorized adult will be contacted. No student will be permitted to go home before this contact is made and will only be released to an authorized adult.

If the parents cannot be reached, and the illness or injury is serious enough to require medical attention, the school office will consult the student's emergency care authorization form and arrange for the treatment authorized therein.

The need for band-aids, ice packs and minor first aid is a regular occurrence at school during the day. The school nurse or authorized personnel will use their best professional judgment to determine the appropriate level of care. Minor treatments do not require immediate parental notification. If the school nurse or authorized personnel believes the situation needs further attention, the parent or guardian will be promptly notified.

The schools main concern is the child's well-being and safety of all students, and every effort will be made to ensure that appropriate care is provided and loss of instructional time is minimized.

Insurance

All students enrolled in St. Hedwig School are automatically covered by Accident Insurance for their time in school and at school activities. This program assists in the medical expenses incurred due to accidental bodily injury sustained by the children while attending school, while traveling to and from school, or while participating in a solely school sponsored and supervised activity.

Opportunities for Parents to Partner with St. Hedwig School

Volunteers

As part of our mission to help each child reach his or her potential and to be successful, we rely on the help of volunteers in our schools. Whether your child is just starting TK, entering the final year of junior high, or is somewhere in between, there are many good reasons and

opportunities for you to volunteer at school. It's a great way to show your child that you take an interest in his or her education, and it sends a positive message that you consider school a worthwhile cause. We welcome parents who are willing to help our students and teachers. The importance of volunteering in our schools cannot be emphasized enough!

Dependability: The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and giving a notice of absence whenever possible.
Confidentiality: A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, teachers, and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Please refer any concerns regarding this matter to the principal.
Volunteer Dress: St. Hedwig School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of a Catholic school learning environment and wear modest clothing while working in the school or during school activities.
Responsibility: The administration of St. Hedwig School is accountable for facilitating, monitoring, evaluating, and providing continuity for the success of our volunteer program. The faculty and staff are committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives, and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all faculty and staff, and seek clarification when necessary.
Teen Volunteers: Alumni and teenage volunteers are welcome in order to complete required service hours for high school. All volunteers are required to behave responsibly and must only serve the school under the guidance or supervision of an adult school employee. Teen 18 years or older must adhere to the requirements below.

Volunteer Requirements

To be able to volunteer for the school, parents and anyone 18 years of age or older are required to be live scanned (digital fingerprinting) and to complete all the necessary documentation. In a letter to the Pastors dated July 13, 2006, Bishop Brown reiterated his concern that creating a safe environment throughout the diocese is a high priority. The letter stated "every volunteer who works with children must receive safe environment training and go through the background screening process." This training must take place every three years. If these requirements are not met, those individuals who have not been screened or trained are not permitted to chaperone or work with children students in any capacity on campus, including chaperoning field trips.

Fingerprinting: Fill out a Live Scan Application (can be picked up from the office) and return to Dianne Sabol to obtain an official Live Scan Application. The fingerprinting must then be completed and submitted to Dianne Sabol.

Safe Environment: Complete Safe Environment Training which is located on the CMG website at http://CMGConnect.org. Parent must create an account under the Diocese of Orange. Please make sure to sign up under St. Hedwig School, not St. Hedwig Church. Once the account has been created, please click on the training entitled, "A Safe Haven-It's Up to You-Orange" to complete the Safe Environment Training. This certificate is good for three years. **A copy of the certificate must be submitted to Dianne Sabol, dsabol@sthedwigk8.org.**

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) has three functions: fundraising, volunteer support, and parent communication. All parents are welcome to attend to share ideas and ask questions. To learn more about how to get involved, contact the PTO President at ptopresident@sthedwigk8.org.

Visitors to Campus

St. Hedwig School wishes to provide a safe environment for our students and staff. Anyone who comes on campus during the school day must check into the front office, provide their identification through the Raptor system, and wear the corresponding sticker. This way all staff knows that visitors are cleared to be on campus. Please return to the office to sign out and return the visitor pass. No one may walk into the school or to a classroom without first signing in at the office and wearing a visitor's badge. Any items that need to be delivered to a student must be given to the front office and will be delivered by school personnel. Parents may not enter classrooms without first notifying the school and have a legitimate reason (volunteering, mystery reader, etc…)

INFORMAL VISITS TO THE CLASSROOM ARE NOT ALLOWED WITHOUT PRIOR APPOINTMENT.

Student Visitors

St. Hedwig School is proud of their alumni. We encourage all alumni to visit during after-school hours. Student visitors wishing to visit during regular school hours must have prior administrative approval.

School Drop-Off and Pick-Up Procedures

Morning Drop-Off (Gate opens at 7:30 a.m.)

*** We are blessed to have a large student population. However our campus has limited entrances. Therefore, it is important to practice patience and kindness as we work together to get our students on campus safely. Safety of the children is top priority.**

Follow the directions of school staff and morning traffic service workers at all times.

1. Enter the school via the driveway on Orangewood Avenue, following the traffic cones into the school playground area.
2. Do not make a left turn onto Orangewood, so as not to block oncoming traffic.
3. Continue to drive forward to the end of the cones (near 1st grade classroom) or until the car in front of you stops. Once the car stops and you are past the corner of the main building, you may let your child/ren out of the car.
4. Please put your vehicle in park before allowing your child/ren out.
5. Make sure all child/ren are away from the car before moving forward.
6. *TK/Kindergarten* families are required to use the valet service by the kindergarten gate. Please drive through the regular playground drop-off line, making the turn and coming around the coned area in front of the kindergarten gate for valet service. A parent service worker will open the car door and escort your child/ren out of the car. For the first two days of school only, TK/Kindergarten families may walk their child/ren in. If so, you must park east of the Orangewood driveway and escort your child/ren to the gate.
7. The Orangewood gate will close at 7:55 AM to limit the number of cars on the campus when the school day begins at 8:00 and ensure the safety of the students walking on campus. Only after the driveway gate is closed at 7:55, students should enter the school from the main door. Students are not considered tardy until the 8:00 bell rings, regardless of if they entered through the car line or main doors. The main doors should only be used after the gates close at 7:55.
8. Walkers must enter through the gate by the wall of life/ TK and Kindergarteners, and their escorts, continue to the red crosswalk by the athletic field and wait to be escorted across to their classrooms.

Important Safety Reminders

- Children may not exit the car on Orangewood Avenue. To ensure safety, children may only be let out of a car once your car has passed the corner of the building on the main playground.
- The church parking lot or Orangewood Avenue is not to be used for morning drop off.
- Parents attending meetings or conferences or coming to the school to perform service jobs, etc. should use the regular drop-off procedures, and then park in the church parking lot or on the northside of Orangewood Avenue.
- **Cell phone use is prohibited while operating your vehicle on Orangewood Avenue or on the school property.**

After School Pick-Up

***Follow the directions of school staff and traffic workers, including but not limited to, members of the student safety patrol, at all times.**

1. Enter the school via the driveway on Orangewood Avenue and school staff and safety student patrol will direct you where to park.

2. Please pay attention to the pedestrian flag (opposite the center double doors of the school).
3. When the flag is green, you may walk your child to your vehicle. When the flag is red, no children are allowed to cross the cement strip.
4. Once you and your child are back in your vehicle, please wait until the car flag (northwest corner of the Wall of Life) is green and the safety patrol directs you to start driving.
5. Do not move your vehicle until the green car flag is raised.
6. When exiting on the green car flag signal, please follow the car to your left, UNLESS you are parked in the front row (nearest the Wall of Life), in which case you will follow the car to your right.

Important Safety Reminders

- All students should be picked up via the car line. You may have your student walk or ride home in order to avoid using the car line. If you choose to have your child walk off campus to be picked up, a signed walker's permission form must be on file with the student's teacher. A copy of the permission form is in the Appendix.
- **Do not use the church parking lot, Orangewood Avenue, or the front of the Church on Los Alamitos Boulevard, as pick up areas for your child**.
- **Out of respect for our neighbors, local businesses, Good Shepherd Church or surrounding neighborhoods should not be used as pick-up spots as a way to avoid the car line.**
- Do not park on the north side of Orangewood Avenue as it impedes the car line. If you are attending a meeting at the school, performing a service job, working in a classroom, please park on the south side of Orangewood near the kindergarten or in the church parking lot.
- Students walking home will walk along the sidewalk in front of Quinn hall and the church and onto Los Alamitos Blvd. Students may not enter the church parking lot while walking off campus unless escorted by an adult.
- **Cars will not be let out of the church parking lot until all cars have been released from the main school lot.**
- Cars traveling east or west on Orangewood will be stopped when traffic is exiting from the main school lot.
- After first pick up, there will be two lines of cars in the entry driveway between the school building and kindergarten to eliminate back up.
- No pedestrian exiting through the front school doors.
- Daycare parents are free to arrive through either the Quinn Hall vehicle gate or the Kinder Land Vehicle gate, and park on the Blacktop nearest to Daycare/Kinder Land.

***See Appendix for maps.**

Dismissal

St. Hedwig School playground is a "No Cell Phone Zone". Parents are not permitted to use their cell phone when their vehicle is in motion. This includes hands free cell phone use. This rule

must be adhered to at all times. For the safety of the student, parents are requested to follow traffic directors and safety patrol students.

At dismissal each day, the students are to go directly to their cars. Loitering in the hallways or around the bathroom areas is not permitted. All students not leaving in vehicles are to leave school promptly. Students whose parents have not arrived after dismissal time will need to report to after school daycare and the school will contact parents.

Any student walking off campus must have a “Walking Permission Form” on file in the school office. Students walking will also be issued a bag tag for their backpack so the safety team can identify them as “walkers” as they exit school. Students not displaying appropriate “walkers” tags will be stopped by school staff or administrators and contact that student's parents.

Safety Patrol

The safety patrol of St. Hedwig School assists in safeguarding the lives of all students. Stationed at various posts on the school grounds, these students have an opportunity to develop qualities of initiative, cooperation, and leadership. Drivers, pedestrians, and bicycle riders are asked to comply with safety regulations as directed by patrol members at all times.

Parents are expected to set a good example for their children by diligently observingthe traffic rules laid down by the school for the safety of each child. Do not honk car horns on campus or while in the car line. It can impede school staff members ability to functionally communicate with one another while conducting traffic operations.

Disrespect, foul language, or any other form of abuse directed to parents, teachers, students or any other safety patrol personnel will not be tolerated. (Please refer to Christian Code of Conduct for Parents/Guardians.)

Parents are not permitted to use their cell phone, hands-free or otherwise, while their vehicle is in motion.

All children required by law to be in a car seat, must be securely buckled while driving on campus. Students may not hang out of car windows while driving on campus.

Unescorted Walkers/Bicycles

Bicycles and E-Bikes are the only form of wheeled transportation that students are permitted to use for coming to and from school. Bicycles or E-Bikes may not be ridden anywhere on the school or church campus. Each student must walk his/her bike to and from the sidewalk on Los Alamitos Blvd. California state traffic laws regarding bicycles must be followed. All students on bicycles must wear a helmet at all times while riding their bicycles and E-Bikes. The importance of bicycle and E-Bike safety should be stressed at home as well.

E-Bike riders will attend the mandatory E-Bike safety class, put on in partnership with the Los Alamitos Police Department and Los Alamitos Unified School District. These safety classes are offered at the discretion of the Police department and the school district. St. Hedwig is not in control or aware of any dates beyond the ones provided below:

Aug 19th 2026 @1430hrs/2:30pm - Mcauliffe Middle School | 4112 Cerritos Ave, Los Alamitos Ca, 90720

At the completion of this course, students will be provided a completion sticker to place on their E-Bikes. These stickers will be checked DAILY, during normal school hours. If an E-Bike is found to not have properly displayed a completion sticker, the E-Bike owner will be held at dismissal and receive a phone call home to parent/guardian to remind them of the requirement for the E-Bike safety class.

Due to the recent safety concerns regarding bicycle safety as a whole, it is important to note that if the above stated rules are not followed, the privilege of riding a bicycle or an E-Bike may be revoked for a period of time, to be determined at the discretion of the security team and the Principal.

Both bikers and walkers must have a Walkers Permission Form signed by a parent on file and the appropriate walker tags on display at time of exiting campus. Unescorted walkers must be in grade 4 or above, unless accompanied by an older sibling. Students walking or riding their bike home MUST check out with the Unescorted Walkers monitor in the courtyard by the bike racks before they leave campus. If a student fails to check out, they may lose their ability to leave campus unescorted.

Students will be required to have an identification tag attached to their backpacks notifying the school that they are approved to leave campus unescorted.

Student and School Safety

The safety and welfare of our students and staff are our highest priority at St. Hedwig School. We practice safety drills throughout the year to help our students know what to do in an emergency. The goals of the drills are to improve our ability to protect students, save lives, and reduce injuries. These practice drills allow us to assess our emergency operation plans and improve our response skills.

Some ways that you can help to keep our school safe is to:

- Check in at the main office
- Wear a Visitor badge at all times when on campus
- Report suspicious activity to the office, school administration or school security

Child Abuse Reporting Obligations

All school employees are mandated by law to report suspected neglect and/or abuse of children. This neglect and/or abuse include physical, emotional, or sexual and all suspected acts of omission or commission that endangers the child. School personnel are not required to determine or investigate any alleged abuse. As mandated reporters, school personnel report suspicions to a community investigative team who may choose to conduct an investigation, which may or may not prove the suspicions valid. This law requires that the school immediately notify the Child Protective Services regarding suspected neglect and/or abuse.

Emergency Plan Alert System

The emergency Plan Alert System in place at St. Hedwig closely follows the directive from the Diocese of Orange. This system adopts the framework from the Department of Homeland Security, Houses of Worship with Schools attached. Besides having a full time/40-hr a week school security guard, the alerts system is/are every teacher, staff member and administrator on campus. Through the DHS framework, we have constructed emergency action plans for various scenarios. We have covered mass casualty incidents, natural disasters, fires and lockdown drills. These emergency drills are conducted once every month. Each emergency action plan has an emergency action team. Each team consists of specifically placed staff members, teachers and administrators in charge of things like security and sweep, student reunification table, operations and first aid. Every teacher is equipped with all of the necessary emergency equipment needed for an evacuation, should one ever be necessary. With earthquake and fire drills, we have line leaders that assist the teachers in maintaining organization and composure in classroom size movements on campus. During lockdown or intruder drills, teachers are taught to lock their doors, pull down the blackout shades, silence every device and turn off the lights. They are also taught to help their students to remain calm and quiet during these types of emergencies. As often as St. Hedwig can, we participate in our campus in a large-scale mass casualty emergency style training drill with the Los Alamitos Police Department and various neighboring law enforcement agencies. These drills happen every year but across various schools in our district and others. When these large scale drills come to St. Hedwig, we volunteer role-players to assist in the training evolution. Staff members/teachers and students culpable enough to participate, will do so as role-players. Offering an incredibly powerful immersive learning experience in emergency planning action protocols and response.

Fire Drill

California law requires that a minimum of one fire drill per month be conducted during the school year. Every child must abide by the following fire drill regulations:

1. All students shall stop work immediately at the sound of the fire alarm.

2. On leaving the school building, the walking speed should be subordinate to control and order. There must be no talking, running, or pushing. Safety, not speed.
3. Students are not to take books or other personal belongings out of the classroom.
4. The first child to reach any door should open it.
5. Students in lavatories or otherwise out of their rooms should join the nearest lines in exiting the building. Students with STREAM, ADVANCED MATH and PE will return to their homerooms with the teacher they are with at the time of a drill. Students in the library or the health room will safely vacate the building during a drill and line up with either the health room staff or the library faculty on the blacktop.
6. The students proceed to assigned places on the grounds or sidewalks.

Earthquake or Emergency Drop Drills

Emergency drop drills will be held during the year. On such occasions, the administration will command a school-wide “Drop” drill and an earthquake preparedness practice.

The Earthquake or Emergency Drop drill does not always involve a school-wide signal. At the teacher’s command of “DROP”, the student will:

1. Get under a desk or table.
2. Drop to the knees with his/her back to the window.
3. Clasp one hand firmly behind the head, one hand on the leg of the desk, and close eyes tightly.
4. Evacuate on command by the teacher and make way to blacktop emergency line up markers.

Emergency Supplies

Parents are required to purchase the school approved Earthquake Kit for each child. Once the purchase has been made, the kit will be transferred to the student’s new classroom each year. Kits are good for 5 years. School provided emergency supplies cannot account for food allergies or intolerances. Any child with food allergies or intolerances should bring additional individual supplies. The child’s emergency supply kit must contain a sufficient supply of any medication taken regularly, or that may be needed in case of an emergency, such as an inhaler, epi-pen etc.Epi-pen and medication should be with the health room unless other arrangements have been made with the nurse for a more immediate response.

Emergency Forms

Each year, parents/guardians are required to complete a family emergency form for the Health Room and EDSP, and also if registered for before or after school care.

The school must be informed immediately regarding changes in address or any phone number, either at work or at home, as well as the names and phone numbers of alternate emergency contacts. Out of area contacts are required due to disaster occurrences during which local phone lines are unavailable.

PLEASE update/verify emergency contact information in your FACTS portal annually

Supporting the Whole Child

Athletics/After School Sports Programs

The school provides athletic teams through the Parochial Athletic League (P.A.L.) for students in Grades 5-8 throughout the school year. Please see the ATHLETIC HANDBOOK for detailed information

Athletic Policy

The athletic philosophy is in keeping with the holistic education of the school. We emphasize the importance of personal growth in Christian values and de-emphasize the importance of competition in inter-school sports. We believe that participation in extracurricular activities contributes to the development of self-confidence, leadership, and the establishment of desirable interpersonal relations. Good sportsmanship, Christian conduct and the spirit of Christian Community are foremost. The athletic program supports the physical and academic emphasis as stated in the school athletic handbook and the P.A.L. Handbook. Students must agree to the following if they wish to be part of the Athletic Program:

Students must maintain a 2.0 grade average in all academic subjects with no grade lower than C-. This includes Spanish. Responsible Behavior and Personal Success Skills grades must be no lower than a B.

Eligibility is reviewed mid-trimester (progress reports) and end of trimester (report cards).

Students must be present for at least ½ day to participate in any and all extracurricular activities.

Policy for Participation in After School Athletics

An athlete must demonstrate a Christian attitude throughout the training and competitions. A student will commit to the team for practice, games, and tournaments until the end of the playoff season. If there is a conflict of interest, such as another league soccer game, commitment priority must be to St. Hedwig School or **the student may be dropped from the team.**

It is imperative that students arrive and are picked up on time for practice and games. After a third late incident, the student may be dropped from the athletic program for the remainder of the year. In the event of unforeseen circumstances beyond our control, short notification may be given as to the date and time of various athletic events that are canceled. We apologize for any inconvenience.

Students remaining on campus after school for athletics are the responsibility of the school until they are picked up by a parent or designated ride. Therefore, they may not leave campus unattended to go to a restaurant or store and return to school. They must remain on campus at all times under the supervision of their coach, advisor or teacher.

Transportation to Away Games and Athletic Events

- Students may not be dismissed from the classroom until the designated time as approved by the Athletic Director.
- Approved chaperone drivers must provide the school with the same expectation as drivers for field trips. See field trip policy.

The transportation to and from away games is to be arranged or provided by the parent. Teachers are not permitted to drive students unless it is their own child.

Uniform and Dress Code

At St. Hedwig School, students wear a uniform that supports the school community identity, allows a student to focus on learning, and being Disciples of Christ. The uniform policy creates equity among students, a valuable reminder that all students are equally precious in the eyes of God. St. Hedwig School believes that a student's appearance has an impact on his or her attitude, behavior, and learning. The dress code is also designed to help students develop a sense of pride in their appearance and promote neatness and life-long habits.

Parents/guardians are responsible for ensuring that their children are properly dressed and groomed in accordance with the dress code policy. As role models for the students, it is expected that all faculty, staff, parents, and other visitors to campus come dressed in a manner in keeping with school philosophy. Students should never write on their uniforms.

Uniforms

Vicki Marsha Uniforms is the **only** authorized supplier of St. Hedwig School uniforms. They are conveniently located in Huntington Beach. You may also order school uniforms directly from the Vicki Marsha website, https://vickimarsha.com/st-hedwig-school.html .

VICKI MARSHA UNIFORMS
5292 Production Drive
Huntington Beach, CA 92649
(714) 895-6371
contact@vickimarsha.com

Mass Uniform

Mass uniforms for grades TK-8 are required on all school Mass days and other days as designated by administration or their teacher.

BOYS MASS UNIFORM	
Grades TK – 5	• White Long or Short Sleeve Polo • Navy Shorts or Pants • Navy or black belt required for grades K-8 on all pants that have belt loops • Outerwear: Green V-Neck Pullover, Cardigan Sweater, or Polar Fleece Jacket ○ Note: these items are **<u>required</u>** for Mass Days **<u>if</u>** a student requires warmth, though they are not required to wear any warmth option if they are comfortable without additional outerwear. Only sweaters and vests will be allowed to be worn in the church. Sweatshirts and hooded jackets will **<u>not</u>** be allowed to be worn in the church. ○
Grades 6 – 8	• White Long or Short Sleeve Polo • Khaki Shorts or Pants • Khaki or black belt required • Outerwear: Green V-Neck Pullover or Cardigan Sweater, • Note: these items are **<u>required</u>** for Mass Days **<u>if</u>** a student requires warmth, though they are not required to wear any warmth option if they are comfortable without additional outerwear. Sweatshirts and hooded jackets will **<u>not</u>** be allowed to be worn in the church.
GIRLS MASS UNIFORM	
Grades TK – 3	• White Short-Sleeve Round Collar Blouse • Plaid Jumper, worn with Navy Modesty Shorts • Outerwear: Green V-Neck Pullover or Cardigan SweaterNote: these items are **<u>required</u>** for Mass Days **<u>if</u>** a student requires warmth, though they are not required to wear any warmth option if they are comfortable without additional outerwear. Sweatshirts and hooded jackets will **<u>not</u>** be allowed to be worn in the church.
Grade 4	• Plaid Jumper or skirt, worn with Navy Modesty Shorts • White Short-Sleeve Round Collar Blouse **OR** • White Long or Short Sleeve Polo • Skirt length must be longer than the tips of fingers

	• Outerwear: Green V-Neck Pullover, Cardigan Sweater, or Polar Fleece Jacket • Note: these items are **<u>required</u>** for Mass Days **<u>if</u>** a student requires warmth, though they are not required to wear any warmth option if they are comfortable without additional outerwear. Sweatshirts and hooded jackets will **<u>not</u>** be allowed to be worn in the church.
Grades 5 – 8	• White Long or Short Sleeve Polo • Plaid Skirt worn with Navy Modesty Shorts. • Skirt length must be longer than the tips of fingers • Outerwear: Green V-Neck Pullover, Cardigan Sweater, or Polar Fleece Jacket ○ Note: these items are **<u>required</u>** for Mass Days **<u>if</u>** a student requires warmth, though they are not required to wear any warmth option if they are comfortable without additional outerwear. Sweatshirts and hooded jackets will **<u>not</u>** be allowed to be worn in the church.

Daily Wear

BOYS DAILY WEAR	
Grades TK – 5	• Grey Long or Short Sleeve Polo • Navy Shorts or Pants • Navy or black belt required for grades TK-8 on all pants that have belt loops. Boys with elastic waist pants without belt loops do not need a belt.
Grades 6 – 8	• Green Long or Short Sleeve Polo • Khaki Shorts or Pants • Khaki or black belt required
Outerwear Grades TK - 8	• Green Crew Neck Sweatshirt (grades TK-5 only) • Navy Crew Neck Sweatshirt (grades 6-8 only) • Green Hooded Jacket • Green Polar Fleece • Green V-Neck Pullover • Green Cardigan Sweater • 8th grade only: Official Graduation Sweatshirt • Field Study sweatshirts, SHS sweatshirts and high school sweatshirts may only be worn on approved days
Hairstyles	• Students are not allowed to color, dye, highlight, weave, or change the coloring of their hair in any manner. • Hair cannot touch the eyebrows, ears, or top of the collar. • Step haircuts and bald shaved heads (including just the sides) are not permitted. Barber is not to use #0 razor. Shaved lines or designs are never permitted in hair.

	• Hair must be neat and evenly tapered (blended) from top to bottom. Extreme changes in hair length are never permitted. • Extreme or faddish hairstyles or unnatural colors are never permitted. • Hair should be neatly groomed and combed at all times and the students' natural color. Summer bleached hair must be colored back to their natural color before returning to school. • Sideburns may not extend below the ear or be flared.
Accessories	• Boys are not permitted to wear earrings or other body ornaments. • Tattoos or pen markings (either permanent or temporary) are not permitted. • No additional jewelry may be worn other than one simple religious ring, necklace, or bracelet. • No Smartwatches or Fitbits may be worn. No watches allowed with interactive capabilities beyond telling time.

GIRLS DAILY WEAR	
Grades TK – Kinder	• White Short-Sleeve Round Collar Blouse • Plaid Jumper, worn with Navy Modesty Shorts • Grey Long or Short Sleeve Polo (worn with culottes or pants) • Plaid Culottes • Navy Pants • Navy Peter Pan Dress with Navy Modesty Shorts
Grades 1 – 3	• White Short-Sleeve Round Collar Blouse • Plaid Jumper, worn with Navy Modesty Shorts • Grey Long or Short Sleeve Polo (worn with culottes or pants) • Plaid Culottes • Navy Pants • Navy or black belts MUST be worn with shorts or pants that have belt loops.
Grade 4	• White Short-Sleeve Round Collar Blouse • Plaid Jumper, worn with Navy Modesty Shorts • Grey Long or Short Sleeve Polo (worn with skirt or pants) • Plaid Skirt with Navy Modesty Shorts • Skirt length must be no shorter than the tips of fingers and compliance is under the discretion of the school • Navy Pants

	• Navy or black belts MUST be worn with shorts or pants that have belt loops.
Grade 5	• Grey Long or Short Sleeve Polo • Plaid Skirt with Navy Modesty Shorts • Navy Pants • Navy or black belts MUST be worn with shorts or pants that have belt loops.
Grades 6-8	• Green Long or Short Sleeve Polo • Plaid Skirt worn with Navy Modesty Shorts • Skirt length must be longer than the tips of fingers and compliance is under the discretion of the school • Khaki Pants • Khaki or black belt MUST be worn with shorts or pants that have belt loops.
Girls Only- Skirts, Culottes, & Jumpers	• Skirt length must be longer than the tips of fingers and compliance is under the discretion of the school • Uniform bottoms are NOT to be rolled at the waist
Outerwear Grades TK - 8	• Green Crew Neck Sweatshirt (grades TK-5 only) • Navy Crew Neck Sweatshirt (grades 6-8 only) • Green Hooded Jacket • Green Polar Fleece • Green V-Neck Pullover • Green Cardigan Sweater • 8th grade only: Official Graduation Sweatshirt
Hair	• Students are not allowed to color, dye, highlight, weave, or change the coloring of their hair in any manner. Hair should be their natural color. • Bangs should be short enough so that vision is not obstructed and must be above the eyebrows. • Students are not allowed to wear extreme hairstyles or add extensions or hair tinsel to their hair. • Hair accessories must be school colors: navy, green, gold, or white. • No animal headbands or distracting hair accessories (big bows, pom-pom headbands, decorated flowers, feathers etc.) may be worn. • Hair should be neatly groomed at all times.
Make-up & Nails	• No make-up, can be worn at any time while at school. Including but not limited to foundation, powder, eyeshadow, eyeliner, brow color, mascara, lash tint, henna, blush, bronzer, highlighter, lip liner, lipstick, and body glitter. • Medicated foundation must come with a doctor note on file with the nurse, and must be clear and free from tint.

	• Students are not allowed to wear false eyelashes or have lash extensions. • Nail polish (any color) including Gel nails, acrylic nails, fake nails, and French manicures are not permitted at school.
Accessories	• Girls are permitted to wear only **one** pair of stud earrings on the ear lobe. No additional earrings or body piercings are allowed. For safety reasons, no hoops or dangling earrings are allowed. • Tattoos or pen markings (either permanent or temporary) are not permitted. • No additional jewelry may be worn other than one simple religious ring, necklace, or bracelet. Bracelets or other jewelry that could interfere with athletic or PE activities must be removable. Permanent jewelry is a safety hazard • No Smartwatches, Apple watches or Fitbits may be worn. No watches allowed with interactive capabilities beyond telling time. • Acne patches or stickers are allowed provided they are clear or skin tone and round in shape.

Shoes and Socks

SHOES	
Grades TK – 8th	• Casual or athletic shoes with velcro or laces must be worn to school and tied/secured at all times. These would include cross-trainers, running, basketball, and skateboard shoes. • All shoes must be closed at the heel and toe. have a hard leather or hard rubber protective sole, in good condition without tears or holes. • No slip-ons for any grade level. • Shoes cannot be raised, lifted, hi-lift, or platform style. • No bare feet, sandals, hiking boots, other boots or extreme styles/colors are allowed at any time, including on Free Dress Pass Days.
SOCKS	
Grades TK – 8th	• Socks must be **<u>solid color white</u>** and must be above the ankle with all types of shoes. Knee highs can be navy. • Opaque, solid color (white), or navy tights may be worn with jumpers or skirts. No leggings. • Socks may not be branded beyond a small, simple logo (nike swoosh, adidas stripes, etc…) School spirit socks may only be worn on PE days and Spirit Days.

Non-Uniform Dress Days

Free dress is a privilege. When students are not in the usual uniform dress of the school, the school's dress code philosophy and all the previous guidelines with respect to modesty, neatness and grooming continue to apply.

If students do not follow the guidelines for non-uniform dress days, the student will be given a clean uniform from the used uniform exchange to change into or the parent will be called to bring a uniform from home. The student will lose 10 points, receive a uniform discrepancy, and will receive loss of next non-uniform dress day privilege.

Students are to be well groomed. Uniforms are an option for all students even on non-uniform dress days. The school policy regarding hairstyle, jewelry, and make-up is in effect for all non-uniform dress days.

On non-uniform dress days, including birthdays, students may wear ONLY BLUE DENIM JEAN PANTS IN GOOD CONDITION OR SCHOOL UNIFORM BOTTOMS, including school PE shorts or school PE sweats. *Non-uniform skorts, dresses, and skirts are not allowed.*

- Student free dress must be neat, clean, in good taste, and in good condition.
- No short shorts, tank tops, spaghetti straps, spandex, crop tops, scarves, hats, or sleeveless shirts are allowed (shirt must cover stomach and navel at all times).
- Sagging styles: over-sized shirts or pants are not allowed.
- Denim jeans must be in good condition **without** tears or patches or additional embellishments such as bows, jewels and embroidery.
- Shirts or blouses must be modest and free of suggestive or inappropriate pictures or slogans. The neckline of the shirt may extend no lower than a two-finger width below the collarbone.
- No leggings, yoga pants, or any type of form-fitting pants bottoms without functioning pockets are allowed. Leggings are only allowed if used as a replacement for tights under a regulation length skirt or dress.
- Only tennis shoes are allowed. Slip-on vans, boots and booties are not acceptable. Socks must be visible and white only.

NOTE: The school reserves the right to determine and restrict unbecoming styles that reflect negatively on the school and/or the person.

Spirit Wear Days

On pre-determined and advertised spirit wear days, students will be allowed to wear spirit wear. On Spirit Wear Days both boys and girls may wear St. Hedwig spirit shirts and/or sweatshirts with jeans or school uniform bottoms, including school PE bottoms if it falls on your child's designated PE day. Hoodies and sweatshirts from a middle school field study trip may also be worn on designated spirit days.

Uniform Resale
Throughout the school year there will be a uniform resale program. Outgrown uniforms may be donated at any time to the uniform sale committee. These uniforms are washed, minor repairs made, and then offered for sale at a nominal fee on selected days after school and after Mass on Sundays occasionally throughout the year. For more information, please contact the Uniform Resale Chairperson listed in the directory.

RIght to amend
St. Hedwig school or parish reserves the right to amend this handbook

Appendix

The Diocese of Orange, Office of Faith Formation

ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS

All Network Users

Purpose

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- ◊ support the Mission of the Catholic Church
- ◊ promote educational excellence
- ◊ promote resource sharing
- ◊ promote innovative instruction
- ◊ promote communication
- ◊ prepare students to live and work in this century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction, professional development, training, research and communications related to curriculum.

Students are authorized to use the network only for educational learning, research and communication.

The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, terminals, printers, disk drive devices, flash drives, tape drives, firmware, servers, desktop and laptop computers, handheld media devices, school Websites, the Internet as well as local and wide area networks. Use of these devices during and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Hedwig School and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities including parishes, parents, stakeholders, students and the community at large. The technology system also provides the capability to communicate globally especially for educational global project based learning.

Access to St. Hedwig School technology is a privilege not a right. Violation of any of the provisions described in this document will result in disciplinary action.

The Diocese of Orange, Office of Faith Formation

ACCEPTABLE USE POLICY (AUP) FOR CATHOLIC SCHOOLS

Student Acceptable Use Policy

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. In general, this requires efficient, ethical and legal utilization of network resources. Use of all school technology items and systems must be consistent with the educational objectives and mission of the Diocese of Orange.

Each student and parent or guardian shall sign an Acceptable Use Policy Agreement before gaining access to St. Hedwig School network system. Any student who fails to comply with the terms or this policy or the regulations developed by the Diocese of Orange may lose system privileges. Students may also be subject to disciplinary measures including appropriate legal action for violation of this policy or implementing regulations.

A. Illegal Activities

1. No attempts to gain unauthorized access to accounts are permitted.
2. Any type of vandalism or destruction is not permitted and will be strictly disciplined.
3. Transmission of any material in violation of local, state or federal law is prohibited. This includes but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secrets.
4. Users will not plagiarize any materials from the Internet or any other electronic sources.
5. Users will not attempt to circumvent or bypass filtering systems and firewalls.

B. System Security and Personal Safety

1. Network accounts may be used only by the assigned authorized users.
2. Passwords are to be kept private and not shared.

3. Users will immediately notify the teacher in charge if they have identified a possible security problem or receive any messages that are inappropriate, offensive or make them feel uncomfortable.
4. Personal information such as addresses, phone numbers, and financial information shall not be included in network communications.

C. Inappropriate Language

1. Students will conduct themselves in a manner that is appropriate and properly represents St. Hedwig School while using any technology device and the Internet.
2. Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, and acronyms and abbreviations is expressly forbidden.
3. Information will not be posted that, if acted upon, could cause damage or disruption to the learning environment or violate the teachings of the Catholic Church.
4. Users will not harass or otherwise engage in personal attacks.
5. Users will not participate in any form of cyber bullying.

D. Inappropriate Use of System

1. Use of programs or resources for non-educational purposes is prohibited.
2. Internet use for commercial purposes, financial gain, personal business, product advertisements, or political lobbying is prohibited.
3. Users will not engage in spamming or other illicit computer activities.

E. Social Media and Other Technologies

1. The Diocese of Orange does not support or approve of the use of social media under the age required limits set by the social media terms of service.
2. Facebook and other social media sites are not a school function. As the primary educators of their children, it is the parents' responsibility to monitor social media and its correct use. Social media should be aligned with and reflect Catholic values in content created and posted by the individual user.
3. Should an issue regarding posts, comments, or other social media interactions be brought to St. Hedwig School's attention, the school may exercise its right to administer disciplinary action for those involved.

St. Hedwig Honor Code

St Hedwig School strives to create a Christ-centered environment that inspires and guides students in the harmonious development of their spiritual, intellectual, psychological, social and aesthetic gifts. The values by which we educate our students should permeate our learning environment and motivate all towards achieving academic excellence. Academic honesty and integrity are essential to the creation of an effective learning community. Any student that cheats is harmed because he/she has not learned the assigned material. Other students are harmed as those who cheat may gain an unfair advantage in the classroom. The entire school community is harmed as the climate of trust and mutual respect has been undermined. If students have any questions regarding something that may be dishonest or a potential violation of the Honor Code, they should consult their teacher.

Honor code violations are some of the most serious offenses at St. Hedwig School. The following examples, although not an exhaustive list, should serve to illustrate the principles of the St. Hedwig Honor Code.

- Cheating or plagiarism on any work. Cheating can be defined to include seeking, accepting, giving, or using unauthorized assistance or unfair advantage on any assignment.
- Copying another student's homework or allowing someone to copy your homework.
- Sharing or receiving answers to a test or quiz.
- Obtaining information about a test or quiz before it is given.
- Accessing answers written on a cheat sheet, item of clothing or hands during a test or quiz.
- Looking at or allowing another student to look at your work.
- Talking, using signs, or making gestures during a test or quiz for the purpose of communicating with another student.
- Sabotaging another student's work.
- Copying paragraphs, sentences, or parts of sentences from someone else's writing.
- Failure to follow the technology acceptable use policy of the Diocese of Orange.
- Forgery of any kind.

Consequences of Honor Code violation can be found in the Parent/Student Handbook. Such violations may result in detention, suspension, or expulsion.

****

I, _____ have read the St. Hedwig Honor Code and will abide by
(Student Signature)
the information and understand the possible consequences.

I, _____ have read the St. Hedwig Honor Code and will
(Parent Signature)
encourage my child to abide by the information and understand possible consequences.

Date _____

St. Hedwig School Self-Administration of Prescribed Medication Consent

Dear Parent/Guardian,

Students who require the administration of medication (inhalers, epinephrine injectors) during school hours pursuant to a physician's written prescription must have a Self-Administration of Prescribed Medication consent on file in the school health room. This consent must be filled out in its entirety annually and signed by the parent/guardian and the student's physician before the child may carry and self-administer medication while on the school grounds.

In signing the Self-Administration of Prescribed Medication consent form, the parent/guardian agrees to release from liability the school, its volunteers, employees and agents for any loss, damage, injury or culpability of any kind to any person caused or arising from the acts, omissions or negligence of the school, its volunteers, employees and agents related to the self-administration of medication by their child. The parent/guardian agrees to be solely responsible for ensuring the medication is **not** expired and is in adequate amount for dosing at all times.

If the student has asthma, it is extremely important for the parent/guardian to complete an Asthma Action Plan. It is in the best interest of the student to follow the same plan of care at home and at school to maintain a level of control and allow the student to participate fully in all activities. If the student has an allergy that may require self-administration of medication, the allergies must be listed on the student's health record in addition to an action plan outlining the sequence of treatment to be given.

If you have any questions, please contact the school office.

St. Hedwig School Self-Administration of Prescribed Medication

Part I (To be completed by parent or guardian)

I understand and agree to the following:

1. To assume responsibility for sending my child's medication in its original prescription container. This includes the responsibility to ensure the medication is **not** expired and in adequate amount for dosing.
2. To make certain that my child takes the responsibility for taking the medication as prescribed and keeping the medication away from other students.

I also agree that the school and its officers, employees or agents shall not be held liable for any loss, damage, injury, or liability of any kind to any person caused or arising from acts, omissions or negligence of the school and its volunteers, employees or agents related to the self-administered medication by my child.

Name of Student _____Birth date_____

Grade _____ Room____ Teacher_____

Parent/Guardian Name _____

Contact Telephone numbers (please list the numbers which will allow immediate

contact) _____

Part II (To be completed by the prescribing authorized health care provider)

The child named above is under my care and it is necessary for him/her to receive the following medication during school hours. I agree that he/she may carry the medication and self-administer it.

_____ _____

Medication Dose

Method of Administration: _____ Frequency: _____

Regarding EpiPen/Inhalers: It is my professional opinion that this student should be carry/self-administer this emergency medication and this student has been instructed demonstrates an understanding of the proper usage. Health Care Provider Initials: _____

Remarks:

_____

_____

_____

_____ _____

Physician's Name Address

_____ _____ _____

Physician's Signature Telephone Date

Elementary Release Form

Publications, Video, Internet Consent, Technology Presentations and Release Agreement

St. Hedwig School supporters, students, parents and friends occasionally are asked to be part of school publicity, publications, technology presentations and/or public relations activities. In order to guarantee personal privacy and ensure your agreement to participate, St. Hedwig School asks that you sign and return this form to the school.

Agreement

I hereby authorize St. Hedwig School to use my and my student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and technology presentations for purposes of school presentations, yearbook, public relations, public information, school marketing and promotion, publicity, and instruction.

With respect to publication on School Web pages, St. Hedwig School agrees that:

- Students will not be identified by personal details other than first name, or first name and first initial of last name, unless the website area that holds student's information is password protected from the World Wide Web.)
- Where text on a page is not associated with an accompanying image (for example, list of honor roll students or scholarship award winners), only first name and first initial of last name of students will be used.
- **St. Hedwig School** will promptly comply with any request by the undersigned to remove any photograph or text featuring his or her child.
- No other personal information relating to a student or minor will be published.

In signing this agreement, I understand, acknowledge, and agree that:

- ❖ No monetary or other consideration shall be due or owing in connection with this agreement or any use authorized hereby;
- ❖ St. Hedwig School shall be entitled to use the foregoing materials in subsequent years;
- ❖ This agreement may be terminated at any time with written notice.

Please Print All Information Clearly

Name of Parent _____

List all students and their grade for (school year 2023-2024)

Student Name	Grade
Student Name	
Student Name	Grade
Student Name	Grade

☐ **I CONSENT to the above agreement.**

☐ **I DO NOT consent to the above agreement**, with the understanding that my student(s) **Will NOT** be in the school yearbook, any publications or any other media referenced in this document.

Parent Signature_____ Date _____

Unescorted Walkers Permission Form 2023-2024

By signing this waiver, I authorize my child/ren to walk home, bike home, or go to a place I have designated. Please note that this permission slip grants permission for this child to leave school without adult supervision and releases the school of any liability. Unescorted Walkers must be in grade 4 or above, unless accompanied by an older sibling.

If we do not have this slip, your child will not be released to walk/bike and will be sent to ESDP if not picked up by 3:00.

Please fill out the form below and submit it to the student's teacher. A file of this permission form will also be kept in the office. Thank you for your cooperation.

Please fill out the information below:

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

I give permission to the above-named students to walk or bike home unaccompanied by an adult from St. Hedwig School.

- Daily
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

_____

Print Parent Name Signature Date

_____

Print Parent Name Signature Date

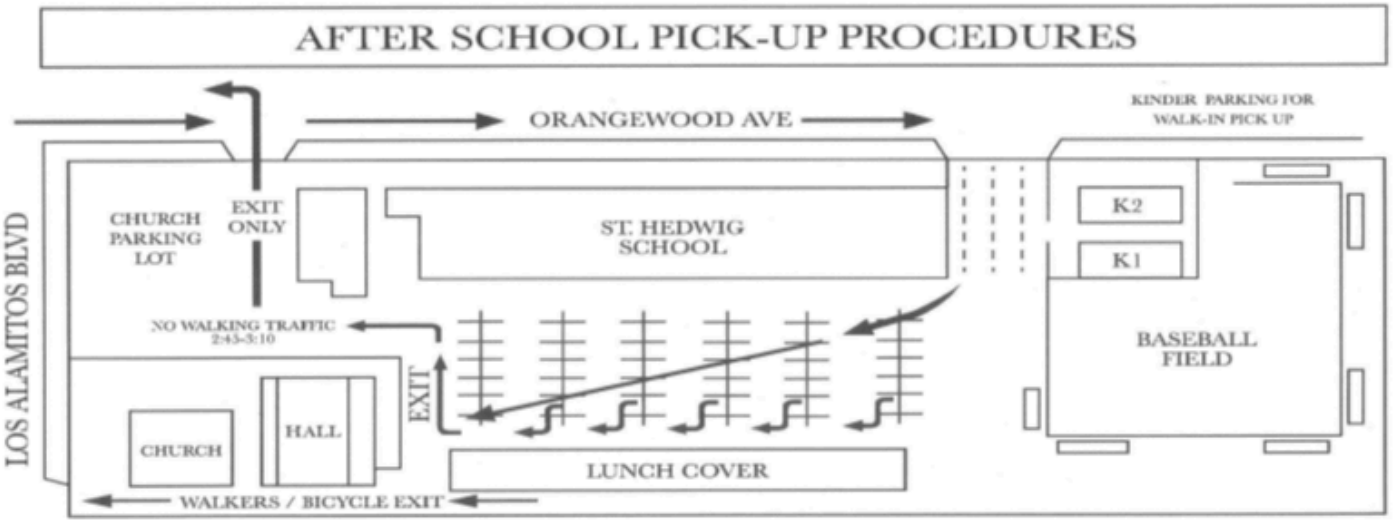
Do not use the church parking lot, Orangewood Avenue, the front of the Church on Los Alamitos Boulevard, as pick up areas for your child.

Students walking or riding their bike home MUST check out with the Unescorted Walkers monitor in the courtyard by the bike racks before they leave campus. If a student fails to check out, they may lose their ability to leave campus unescorted.

Morning Drop-Off Procedures

MORNING ENTRANCE:

1. Students on bicycles or walking should enter the ground off Los Alamitos Blvd. and between the church and south wall.
2. Automobiles are to enter off Orangewood Ave. at the east end of the school and proceed through the orange cones and back to Orangewood Ave.
3. Dirvers should move forwards as far as possible toward the last cone before dropping off students.
4. Students may not be dropped off on Orangewood Ave., Los Alamitos Blvd., in the church parking lot or in the driveway between our church and the church next door.
5. Kindergarten Walk-in Drop-off: Park east of "K" buildings on Orangewood Ave. and walk carefully to class. DO NOT walk between lines of cars.



AFTER SCHOOL PICK-UP PROCEDURES:

1. Studentsand adults are not permitted to walk between convent and parish hall during the "pick-up period" (2:24-3:10 p.m.)
2. Students exiting to bicycles or walking must exit at Los Alamitos Blvd. and the south side of the church and will not "cut through" church and parish hall.
3. Students are not to be picked up on Los Alamitos Blvd. or on the Orangewood Ave. side of the school. Service workers who work in the afternoon and stay to pick up their childern are asked to park in the church parking lot and when leaving procedd through the normal pick up procedure.
4. When east end school gate opens (approx. 2:20 p.m.) drivers form 3 lines and follow directions of school personnel.
5. Drivers- please stay in your care during pick-up and arrive promptly at 2:45 p.m. to collect your childern.
6. STUDENTS ARE EXPECTED TO BE PICKED UP OR LEAVE SCHOOL GROUNDS IMMEDIATELY AFTER THE 2:45 P.M. BELL. THOSE REMAINING ON CAMPUS MUST BE IN EITHER THE EXTENED DAY PROGRAM OR A SCHOOL SPONSORED AND SUPERVISED ACTIVITY.

Standard Response Protocol Parent Handout

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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Handbook Acknowledgement Form

We understand that failure to comply with the standards set forth in the parent/student handbook, may be grounds for dismissal from St. Hedwig School.

We have read the St. Hedwig School Handbook and agree to cooperate in fulfilling its requirements to the best of our ability. The signed form needs to be turned in to your child's homeroom teacher. If you have more than one child, please turn in one form for each child.

_____ _____

Signature of Parent Print Parent Name

_____ _____ _____

Signature of Student Print Student Name Grade

Date signed _____

Please initial below.

_____ I understand that it is my responsibility to have my child in the correct uniform daily, following all uniform guidelines.

_____ I understand that I am not allowed to park in the church lot or Good Shepherd parking lot during school functions.

_____ I understand that I cannot have food delivered through a fmaily member or delivery serviceto school for my child.

_____ I understand that if I park in the church lot after school, I will not be able to exit until after the carline has been completed (approximately 3:05).

_____ I understand that after the driveway gate closes at 7:55 AM my child(ren) is to enter the school through the main doors and will be marked tardy after 8:00 AM.