



SANTA BARBARA CATHOLIC SCHOOL
Parent-Student Handbook
(School Year 2015-2016)

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Accredited by the Western Association of Schools and Colleges (WASC)
Western Catholic Educational Association (WCEA)

Principal's Message

This Parent-Student Handbook provides basic information to help you throughout the school year. In addition to the background information on our history and vision and mission statements, we have included some policies and guidelines necessary to create a wholesome, safe environment for the pursuit of academic excellence.

We do our best to ensure mutual respect and responsibility for actions consistent with the teachings of the Roman Catholic Church. The specific rules and procedures are not all inclusive. We retain the right to amend the handbook for just cause as needed in response to the dynamics of daily life at Santa Barbara Catholic School. In the event of changes, the parents/guardians will be given notification.

We welcome you to Santa Barbara Catholic School (SBCS) and look forward to your active participation in the spiritual, moral, aesthetic, physical, and social development of tomorrow's adults.

Sincerely in Christ,

A handwritten signature in black ink that reads "Sister Jeanette Marie Pangelinan". The signature is written in a cursive style with a large initial 'S'.

Sister Jeanette Marie Pangelinan, RSM
Principal

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HISTORY OF SANTA BARBARA CATHOLIC SCHOOL

Santa Barbara Catholic School opened its doors in September 1950 under the leadership of Reverend Father Fulgence Petrie, O.F.M., CAP, pastor of Santa Barbara Parish. The school was supervised and administered by the Sisters of Mercy with Sister Mary Redempta, RSM as the first principal. With an initial enrollment of 150 in grades K-4, the school was temporarily housed in the convent, Santa Barbara Church, and in the nearby Girl Scout building while awaiting construction of a new three-room school building which was completed in 1951.

With generous financial support from Yigo Parish, construction on a permanent main school building was begun in 1958. Progress was interrupted, however, by the destructive Typhoon Karen in 1962. The school sustained major damages to the main school building. However, repairs were made with the assistance of the nearby military bases.

In 1967, a two-storey building housing 15 classrooms and a library was completed. Then in 1969, the older three-room building was converted into a cafeteria and restrooms facility. During that period, enrollment soared to 987 students. Four lay teachers were added to the staff to supplement the services of the Sisters of Mercy. Double sessions were held to accommodate the large number of students, with half attending in the morning and half in the afternoon. Again, there was a need to expand the building. Four classrooms and a bathroom were added to the second floor in 1972, giving the school a total of 20 classrooms and completing the main building.

Santa Barbara Catholic School entered into a vigorous program for improvement and development of its academic programs and facilities when Sister Bernadette Marie Leon Guerrero took over the leadership of the school in 1981 until 1997. To her credit, much of the school's present physical improvements and curriculum development were initiated and accomplished. She led the school through three accreditations beginning in 1983, then 1989 and 1995.

During the 1983-1988 period, the Msgr. Camacho Building and the Sisters' convent, were built. The former church was converted into the school's gymnasium. The cafeteria was renovated and furnished appropriately to deliver services to the students. And, finally, all classrooms were air-conditioned. In August 1993, another building housing three classrooms, Guidance Office, Teacher Resource Center, Computer Room, Faculty Lounge, and a kitchenette was completed. The McAuley Center, housing the Administration Office was built in 1995.

In school year 1997-1998, Sister Jeanette Marie Pangelinan took over as the new principal of Santa Barbara Catholic School. Under her leadership, the school integrated the Internet and World Wide Web into its curriculum, thus, pioneering this kind of technology among the schools on the island. In December 1997, typhoon Paka wrought extensive damage to the school's gymnasium. The following year, work on the complete renovation of the facility begun and was completed and dedicated in November 1999. September 2000, marked the week-long celebration of the school's Golden Jubilee. In

school year 2001-2002, Santa Barbara School officially changed its name to Santa Barbara Catholic School, to reflect and emphasize its Catholic identity in the community.

Since school year 1982-1983, the school been accredited by the Western Association of Schools and Colleges (WASC). All of them were full term six year accreditations, the highest accreditation the association gives. In school year 2012-13, as mandated by the Archdiocese of Agana, the school underwent and received double accreditation from the Western Catholic Educational Association (WCEA) and Western Association of Schools and Colleges (WASC) for another full six-year term.

After three years of planning, and in response to the increase in enrollment, construction of Our Lady of Mercy Hall housing 5 additional classrooms was started in school year 2006-2007. The building was dedicated and blessed on September 24, 2007, on the feast of Our Lady of Mercy.

School year 2008-2009 marked another important milestone in the school's history as it opened its Pre-Kindergarten program for four-year old.

Throughout the years, Santa Barbara Catholic School's special character as a family school has remained unchanged with the clergy, the Sisters of Mercy, the teachers and the parents consistently demonstrating their support to the school. It remains a multi-cultural community of parents and teachers whose common bond is total commitment to educating children for a life of faith, leadership, scholarship and service.

SANTA BARBARA CATHOLIC SCHOOL'S EDUCATION COMPLEX

Santa Barbara Catholic School is an educational complex consisting of six buildings, as follows:

Catherine McAuley Hall

The Catherine McAuley Hall houses the Administration Office of Santa Barbara Catholic School. It also houses the School Clinic, the Physical Education Office, the P.E. shower and locker rooms and restrooms.

Petrie Auditorium/Gymnasium

Physical Education classes, school assemblies, interscholastic sports, dances, and performances are held in the Petrie Auditorium/Gymnasium. The building is equipped with state-of-the-art sports facilities, air conditioning, lights, and sounds system.

Our Lady of Mercy Hall

The newest addition to the school's building complex, this building houses five classrooms, boys and girls lavatories, the cafeteria, and an elevator.

Thomas Hall

The Thomas Hall is the school's main building. It houses the kindergarten to second grade classrooms, Library, Extended Care and one Music Room on the first floor; and fourth to sixth grade classrooms, two Math Rooms, Archives and boys/girls lavatories on the second floor.

Monsignor Camacho Annex

Connected to the Thomas Hall, the Monsignor Camacho Annex houses the Science Laboratory, a second grade and a sixth grade classroom on the first floor and two third grade classrooms on the second floor.

Leon Guerrero Hall

The Leon Guerrero Hall houses the Faculty Lounge, Kitchenette, and Computer Laboratory 1 on the first floor and three classrooms and the Computer Lab 2 on the second floor.

MISSION STATEMENT FOR CATHOLIC EDUCATION
ARCHDIOCESE OF GUAM (1994)

Catholic Schools of the Archdiocese of Guam exist to proclaim the Gospel, build community, and educate for service to humanity by integrating the truths of the Catholic faith with the learning process.

Catholic Schools fulfill this mission by striving for excellence in education emphasizing character, truths values and tradition, promoting discipline, justice and peace, and living daily the Christian faith. These educational opportunities are extended to children of various racial, cultural, and socioeconomic backgrounds.

This mission is accomplished through the collaboration and shared efforts of the Archdiocese — the Archbishop, the Catholic educators, and the entire faith community.

Santa Barbara Catholic School's Vision Statement

Santa Barbara Catholic School is an elementary and middle school under the Archdiocese of Agana administered by the Sisters of Mercy in partnership with lay faculty and parents in response to the needs of the Church and community for Catholic education.

Rooted in the Gospel and the values and traditions of the Sisters of Mercy, the school provides a holistic formation of the students' mind, heart and spirit to empower them to face life's challenges and opportunities.

Santa Barbara Catholic School's Mission Statement

To realize our vision, our commitment is:

- To instill in our students the teachings of the Gospel with the emphasis on the values of compassion, justice, respect for the dignity of the human person and stewardship of the earth.
- To foster a love of learning through a comprehensive curriculum that integrates technology and wide-ranging activities to develop the gifts and potential of each child.
- To strengthen our school's partnership with the parents, parish and community.

Santa Barbara Catholic School Schoolwide Learning Expectations (SLEs)

Upon completing the requirements of the school's program of studies, Santa Barbara Catholic School students will be self-directed individuals who are:

- **COMMITTED CHRISTIANS**

- Continuing to grow in faith by maintaining an active relationship with God
- Living a moral conscience based on Catholic/Christian values
- Respecting diversity, life, and God's creation

- **RESPONSIBLE MEMBERS OF THE COMMUNITY**

- Taking responsibility for words and actions
- Selflessly serving the Church, school, and community

- **CREATIVE, CRITICAL THINKERS**

- Applying knowledge and mastery of problem solving skills to make responsible decisions
- Displaying the ability to apply learned strategies to real-life situations
- Using technology responsibly in accomplishing various tasks

- **EFFECTIVE COMMUNICATORS**

- Using oral, written, and creative forms of expression to clearly communicate ideas, information, and emotions
- Communicating effectively through active listening
- Utilizing current technology to enhance communication

SANTA BARBARA CATHOLIC SCHOOL GOALS AND OBJECTIVES

- A. To build a faith life in the spirit of the Gospel in the school community, the student will:
1. Have sacramental instruction and opportunities, including the celebration of the Eucharist once a month and other days of special significance; and receiving the sacrament of Penance at least twice a year
 2. Have the opportunity to pray together as a school community.
 3. Have the opportunity to practice the Catholic tradition with scripture, praying basic and other forms of prayer before and after each class.
 4. Have the opportunity for “one-on-one” spiritual direction from any of the priests and guidance from the counselors or any teacher when so desired.
 5. Participate in religious instructions that form and inform, including retreats and service-learning activities
 6. Learn basic Christian attitudes in interacting with one another and with the environment.
 7. Have the occasional opportunity to hear the Principal and other resource persons address the student body on faith and Christian values.
 8. Learn basic Christian attitudes in behavior and discipline.
 9. Have the opportunity to participate in the choir.
- B. To develop the students’ self-esteem and to enable them to grow to their fullest potential in an atmosphere of love, the students will:
1. Receive positive reinforcement from the faculty and administration.
 2. Receive leadership opportunities in the different student organizations.
 3. Experience a loving, accepting, and respectful atmosphere.
 4. Be given opportunities to participate in the arts so they may share their talents with others.
 5. Be given opportunities for success and together appreciate healthy competition.
 6. Be given opportunities to make responsible choices.
 7. Be provided with an environment where adults model Christian behavior.
- C. To serve the academic needs of all the students and to help them seek and appreciate truth together, the students will be provided with:
1. Daily instructions in the different subjects areas that ensure mastery of skills and critical thinking.
 2. After school tutorial.
 3. Assessments to determine skills achieved.
 4. Opportunities to participate in enrichment programs and academic contests.
 5. Opportunities to cultivate good work and study habits.
 6. Computer instruction in all grade levels.

- D. To teach students to be responsible citizens, charitable young women and men, and to reach out in service to others, the students will participate:
1. In the daily morning prayer and flag raising ceremony.
 2. In the classroom and schoolwide discipline program.
 3. In fundraising activities for program and facilities improvements.
 4. In Eucharistic liturgies and prayer services.
 5. In planning youth activities.
 6. In various classroom activities, classroom chores, and beautification projects.
 7. In student organizations and schoolwide/islandwide activities.
 8. In community outreach programs.
 9. In activities supporting respect for life and the environment.
 10. In programs and activities promoting citizenship, loyalty and patriotism.
 11. In giving voluntary assistance in kind or cash to victims of disasters and calamities.
 12. In donating to the needy and the poor, especially at Thanksgiving and Christmas.
 13. In drug free and HIV awareness programs.
- E. To inculcate in the students a spirit of appreciation and open acceptance of multicultural reality, the students will have the opportunity to:
1. Participate in cultural programs that celebrate the uniqueness of the different cultures and to maintain multicultural unity.
 2. Be exposed to cultural presentations to be aware of different cultural heritages.
 3. Contribute to presentation of the cultural legacy of Guam and those native to the students' ancestries.
- F. To develop the students' social skills through a spirited and respectful rapport among students, faculty, staff, and administration, the school community will have the opportunity to:
1. Participate in liturgical and para-liturgical experiences.
 2. Work together in various projects sponsored by the Student Organizations and the Parent-Teacher Organization.
 3. Attend interscholastic games.
 4. Attend student performances.
 5. Participate in pep rallies and playground demonstrations.
 6. Work together in fundraising projects.
 7. Share a meal.
 8. Participate in school-sponsored elections that promote the democratic process.
- G. To develop appreciation for a healthy physical and mental lifestyle, the students will:
1. Participate in physical education activities.
 2. Participate in school and community sports-related activities.
 3. Learn and practice healthy eating habits.
 4. Learn and practice proper etiquette and good conduct.
 5. Follow the school's dress code and learn appropriate dressing habits.

H. To develop in the students a strong set of values, positive attitude toward work, and to help them become self-directed Christians, the students will:

1. Be given the opportunity to have their academic abilities and/or personality profile evaluated through the use of standardized tests, checklists, and/or questionnaires.
2. Participate in group and/or homeroom guidance for personality, leadership, and career development using the results obtained from the above mentioned assessments.
3. Be provided with the appropriate counseling service upon referral.
4. Be provided the opportunity to participate in curricular and co-curricular activities upon identification of their needs.
5. Receive follow-up evaluation to determine the effectivity of the assistance extended to them.

I. GENERAL SCHOOL POLICIES AND PROCEDURES

A. ADMISSION AND ENROLLMENT POLICIES

Admission of Students

Santa Barbara Catholic School admits students of any race, national or ethnic origins, or religious affiliations to all rights and privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of disability, if with reasonable accommodation, the student can meet the program requirements. While SBCS admits students of many different religions to the school, it reserves the right to give preference in admission to Catholics. The school uses the following preference system: (1) Students whose parents belong to the parish will have first preference. (2) Students from outside the parish will be admitted on a first come, first served basis. (3) Siblings of students already enrolled (4) all others.

Requirements for Admission to Pre-Kindergarten

1. Applicant must be four years old or will be four years old on or before December 31 of the academic year for which he/she is seeking admission.
2. A Certificate of Health, including Record of Immunizations, birth certificate, and baptismal certificate are required.
3. Applicant must be toilet-trained.

Requirements for Admission to Kindergarten

1. Applicant must be five years old or will be five years old on or before December 31 of the academic year for which he/she is seeking admission.
2. A Certificate of Health, including Record of Immunizations, birth certificate, and baptismal certificate are required.
3. Applicant must take an entrance test to be administered by the Guidance Counselor.

Enrollment

1. Returning Students

Yearly enrollment for returning students starts on the first week of March of every school year. The June deadline for re-enrollment will be announced every school year. Late registration for returning students will incur a fee of \$25.

The non-refundable Registration Fee (composed of registration, books, and technology fees) is due upon enrollment and the first month's tuition is due before the first day of classes. However, payment options are available upon request from the Accounting Department.

2. New Students

Enrollment starts on the first week of February for pre-Kindergarten and Kindergarten and the first week of March for First through Eighth Grade.

Requirements for Admission:

1. Copy of Birth Certificate and Baptismal Certificate.
2. Immunization and shot records.
3. Physical Examination or Medical Clearance.
4. Copy of most recent report card.
5. Entrance Test to be administered by the Guidance Counselor.

The non-refundable Registration Fee (composed of registration, books, and technology fees) is due upon enrollment. The first month's tuition is due before the first day of classes.

Transfer of Students

1. General Information

The school office requires two weeks' notice when the student is transferring to another school. An official document showing the parent's request must be signed. The student must return all textbooks and borrowed library books or equipment in good condition. A fee covering full replacement costs will be charged for any lost or damaged books and school property.

2. School Records

Student records are mailed directly to the new school or given to the parents upon request. Report cards may be given to the student or parent for transfer purposes, until such time as the official transcripts are requested by the school to which the child is transferring. Official transcripts are available upon request.

To ensure greater efficiency in administration, the following forms and records are required and filed accordingly:

1. Registration Forms.
2. Reports Cards for Pre-Kindergarten to Eighth Grade.
3. Roll Books. An accurate record of the student's daily attendance in school is required. The exact number of absences is recorded. This information is transferred to the Cumulative Record at the end of the school year.

4. Cumulative Records. These records are filed in the guidance counselor's office and are available to teachers. Results of achievement tests are placed in the students' folder. Grades are filed at the end of the year. Names and addresses of students and their parents, and other information in the records are confidential data and are not released to any unauthorized persons, e.g. business firms, insurance companies, fund raising organizations, etc.
5. Health Records. The following records are maintained as part of a student's record: Immunization and Health Shot Record, physical check-up record, vision and hearing tests.

Santa Barbara Catholic School supports the need of school records for each student that will reflect academic, physical, emotional, and social development of the student.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. In the case of SBCS, the school is receiving funds through Title V-A.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

B. APPOINTMENTS

The principal is available to all parents/guardians. Please speak with the school secretary to arrange an appointment. Parents requesting a teacher conference should arrange time after class hours so as not to interrupt classroom time.

C. PICK-UP FOR EXTRA AND CO-CURRICULAR EVENTS

Students should be picked up immediately following an activity, game, or practice. Students must be picked up within 15 minutes of the end of the event

D. BUS RULES

The Government of Guam furnishes bus transportation for students living more than three-fourths of a mile from school. Bus transportation is a privilege and the following rules, set forth by the Public Works Department, must be followed:

1. Students being transported are under the direct authority of the bus driver and are his direct responsibility. Passengers unloaded at school become immediately the responsibility of the school principal.
2. Students shall be courteous to the driver, fellow students, and to passersby.
3. Students may be assigned seats by the driver.
4. Students shall be waiting and ready to step on the bus when it arrives at the bus stop.
5. Students shall remain seated at all times while the bus is in motion.
6. Students shall not extend hands, heads, or arms outside the bus window.
7. Students shall converse in normal tones. Vulgar language is prohibited.
8. Students shall not deposit refuse of any kind in the bus.
9. Damaging of bus in any way is prohibited and punishable by loss of use of bus, plus cost of any and all damages.
10. Students living across the highway from the bus stop must wait at right front corner of bus until the driver gives them the signal to cross.
11. Students shall not throw any article in the bus or outside.
12. Students shall not grab or take article belonging to other students.
13. Students shall refrain from any "rough-housing activities" in the bus.
14. No smoking shall be allowed in the bus.
15. Students refusing to promptly obey the instructions of the bus driver in accordance with these rules may be asked by the bus driver to disembark.
16. The bus driver shall have direct responsibility for students' behavior in the bus. This responsibility shall not be delegated to students.
17. The principal and bus drivers shall provide safety instructions to the passengers in carrying out the above regulations.
18. Violation of any of the rules by the students will be reported by the bus driver to the school principal and to the bus inspector. Punishment may result in the following:

| | |
|-----------------|-------------------|
| First Offense: | Warning |
| Second Offense: | Parent Conference |
| Third Offense: | Busing Denied |

E. CAFETERIA

The school's cafeteria is operated and managed by a catering company. Breakfast, snacks and hot lunches may be purchased daily in the school cafeteria. Snack/Lunch tickets may also be purchased in advance. A monthly menu is sent home to the parents for reference.

F. CELLPHONES and ELECTRONIC DEVICES

While cell phone and texting technology are features of modern life, SBCS strongly discourages the bringing and use of cell phones and other electronic devices in school. Electronics include, but are not limited to, Playstations, iPods, cameras, ebook readers, and the like.

As a school, we want students to be “present in the moment” during the day, giving their attention and energy to their lessons, their teachers, and classmates rather than to other friends and social relationships outside school. In addition, the ability to deal with personal ups and downs in academics and friendships at school is an important step in developing the independence that will be required of students in high school and beyond. For this reason, it is beneficial for students to wait until they get home to discuss the school day with their families.

SBCS does not accept responsibility for lost or stolen cell phones and other electronics.

- **Grades K4 to 5:** We do **NOT** allow students in grades K4 to 5 to bring cell phones and other electronic devices to school.
- **Grades 6 to 8:** We strongly recommend that cell phones and other electronic devices be left at home. Students may only bring other electronic devices e.g. camera, laptop, for educational purposes. A written authorization will be provided by the teachers. Any unauthorized electronic device brought to school will be confiscated, taken to the Principal’s Office for pick up at the end of the day, and the student will serve a detention. Repeated violations will merit additional consequences.

If a student has a written parental permission to bring a cell phone to school, the following guidelines are to be followed:

- All cell phones are to be turned-off and kept in their lockers during school hours.
- Students may use their cell phones before 7:30 in the cafeteria and after 3:00 while waiting for their rides in the waiting area.
- Any phone that is used or taken out of a locker during the school day will be confiscated by the teacher, taken to the Principal’s Office for pick up at the end of the day, and the student will serve a detention. Repeated violations will merit additional consequences.

Parents who need to contact their children should call the office at 632-5578. If it is an emergency, we will get the word out to the student personally.

G. CHANGE OF ADDRESS

Parents/Guardians should notify the school of change of home address, business address, telephone number, or any other contact information.

H. CLEANLINESS AND CARE OF SCHOOL AND PERSONAL PROPERTY

Every student must cooperate in keeping the classrooms, classroom furniture, bathrooms, cafeteria, and school premises clean and free from litter. Books should be covered and free from writing. Writing and carving on the walls, desks, and other school property are prohibited.

1. Each child shall keep his/her desk and personal belongings clean, neat and orderly at all times.
2. Each student must bring her/his pencils, papers, crayons and other supplies.
3. Students are not to bring large sums of money, jewelry, costume jewelry and/or other valuables to school. Smaller children may give their money to their teachers upon arrival in the classrooms for safekeeping.
4. All lost and found items must be submitted to the main office for safekeeping until claimed. All unclaimed and unlabeled articles will be donated to charity.
5. Please put names on all clothing and personal items

I. CLINIC

The clinic is available for the immediate and temporary care of injuries and illnesses that occur during the school day. The clinic is staffed during the day by a Health Counselor who will provide first aid care for the injured and isolate ill students until they are picked up. Parents must pick up their ill children within one (1) hour after notification by the Health Counselor. Note that only the Health Counselor can administer prescribed medication to students. Parents should give the Health Counselor the medication along with the dosage.

J. COMMUNICABLE DISEASES

Communicable disease (i.e. chicken pox, strep throat) must be reported immediately to the school's health counselor or child's homeroom teacher. The child must be kept at home until all symptoms are gone and medical treatment has occurred (if appropriate). Students with lice are not allowed to come to school unless treated.

K. COMPUTER and TECHNOLOGY USE

Access to SBCS technology (which includes any SBCS-owned computer, printer, software package and the SBCS Internet connection) is a privilege we provide our students. Computers are provided in the two Computer Laboratories, the Science Lab, the Library, and all classrooms for academic purposes. Students who bring personal computers on campus and who use the SBCS network are also considered to be using SBCS technology resources, and as such are expected to abide by the rules set forth in this handbook.

SBCS technology may only be used for educational purposes during the school year. It has not been established as a public access service or for social networking, e.g Twitter, Facebook, MySpace, etc. The school has the right to place reasonable restrictions on the material students access or post

through the system. While using technology at SBCS, students are also expected to obey the law and follow the school rules listed in the handbook, treat all computer equipment with care and respect, and follow all posted computer facility and usage rules.

Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting the educational purpose of the computers. Any addition or modification of computer programs is prohibited. Any inappropriate use of computers in the school setting will be considered an act of vandalism. Students and parents must sign the Computer System Acceptable Use Policy (See p.58) detailing the appropriate use of the computer and the SBCS Computer System before students are allowed access to the school's system.

Outside of school, families bear responsibility for guiding the student in the use of the Internet. All information sources such as television, telephones, cell phones, radio, movies, as well as the Internet, contain offensive material. We encourage parents/guardians to discuss and supervise the use of the Internet with their children and create home rules appropriate for their age.

L. CORPORAL PUNISHMENT

Consistent with Supreme Court opinion of April 1977, CORPORAL PUNISHMENT is defined as the moderate use of physical contact by a teacher or a principal as may be necessary to maintain discipline or enforce school rules. Corporal punishment is not administered in Santa Barbara Catholic School.

M. DRIVER POLICIES

Often, field trips and/or interscholastic sports events require that parents/guardians volunteer to drive. To qualify to drive on a field trip or interscholastic game, parents/guardians must sign a field trip/interscholastic game driver agreement form. (see sample form on page 57)

N. DRUGS, ALCOHOL AND TOBACCO

Santa Barbara Catholic School takes a positive action through education, counseling, parental involvement, medical referral, and police notification of incidents in the school involving the possession, sale, or use of illicit drugs. Possession and/or use of drugs, tobacco, and alcohol is prohibited in the school grounds, facilities, school related activities, and school buses. (Public Law 30-15, 3619, Public Law 23-87 & 26-125)

O. FIELD TRIPS

Field trips are a privilege and not a right and are designed to aid the student's educational, cultural, and social growth. All field trips shall be approved by the administration. Since field trips are a privilege, students who fail to meet academic or behavioral requirements may be denied participation.

The cost of bussing and other fees (e.g. entrance fee) shall be shouldered by the students. A student who does not have a signed permission form shall not be allowed to go on the field trip. A phone call from a parent/guardian shall not be accepted in place of the signed form. However, a permission letter signed by the parent/guardian sent by facsimile may be accepted. (see field trip form on page 57).

P. GRAFFITI

According to the law, graffiti is a crime. Students caught defacing any school property will be subject to disciplinary measures.

Q. MESSAGES, DELIVERIES, SCHOOL VISITORS

All visitors or parents who come to school during school hours must first report to the Administration Office, sign in, and obtain a visitor's pass. For the safety and security of our students, no one is permitted to go directly to the classroom, cafeteria, playground or clinic.

Forgotten homework, P.E. uniforms, medications and student messages, etc., are to be delivered to the school office. **Parents and guardians are not to go directly to the classroom.** Any deliveries for the students will be done by a school personnel.

R. SCHOOL WEBSITE

The SBCS website is located at: www.sbc.edu.gu Throughout the year, information and links are updated to reflect activities, student accomplishments, athletic events, current news, and other items of general interest. Parents are encouraged to visit the school's website to keep themselves updated with school happenings.

Santa Barbara Catholic School recognizes the limitless potential of the Internet and World Wide Web for research, information, and communication. Therefore, SBCS uses the Internet for publicity but is subject to the following terms:

1. Student work may be published only as it relates to a curricular or school activity.
2. All Web page documents may include students' names and pictures unless instructed otherwise by the student, parent, or guardian.
3. No confidential student information shall be published or linked to a Web page.

S. RENWEB

RENWEB is an Internet-based school management system that the school provides to SBCS families for viewing school information. It provides students and parents access to grades, lesson plans, homework, announcements, activity and lunch calendars, progress reports, and quarterly report cards. It also has a library feature in which users can conduct a search of library materials according to title, author, subject, key word, and Lexile.

T. SCHOOL LOCKERS

Students are provided lockers for his/her use in the classroom. Students will be given a key for their lockers which they must surrender at the end of the year. If they lose the key, they will shoulder the cost of replacing the lost key. Locker keys must be kept in the classroom at all times. Students are asked to leave valuable jewelry, watches, and money at home.

U. SCHOOL PICK-UP and DROP OFF

The official drop-off and pick-up area of the school is at the South entrance of the school, in front of Thomas Hall. The front of McAuley Hall and the Faculty Parking Area may not be used as drop-off and pick-up points. Parents are expected to pick up their children right after school, between 3:00 and 3:40 pm. Students who are still in campus after 3:40 pm are placed on extended care and are charged a late pick-up fee of \$12.00. Students who are part of school organizations who meet after school, from 3:00-4:00 pm, are also expected to be picked up immediately after the meeting is over. After 4:15 pm, the students are placed in extended care and are charged a late pick-up fee of \$12.00. At this time, students should not be waiting in the classrooms to be picked-up.

V. SCHOOL PRODUCTIONS

SBCS presents two musical productions every year: a Christmas Play in December and a Spring Production in April. All the students are given the opportunity to develop their artistic and musical talents as they participate in these musical productions. The Spring Production has traditionally been a major fund-raising activity of the school, supported by the Parent-Teacher Organization.

W. SCHOOL SUPPLIES

A variety of school supplies is available for purchase at the Business Office, such as: SBCS jackets, folders, ties, book covers, P.E. T-shirts, P.E. shorts and others. Parents and students are encouraged to patronize SBCS products.

X. SPORTS SPECTATOR CODE OF CONDUCT

The Athletic Department welcomes spectators to our interscholastic sports games held in the gym. Players and fans are reminded that they maintain high standards of conduct, competition, and relations with member schools of IIAAG. Athletes compete as friendly rivals with opposing teams. An attitude of good sportsmanship should be reflected by all athletes and spectators. Students who come to watch the games (home or away games) must wear their school or PE uniforms at all times.

Y. TELEPHONE

Although the school has a number of telephone lines, these lines receive heavy use during the school day. Therefore, students may only use them for emergency purposes, provided that they log in with the secretary and keep their calls short. (Also see policy on use of cell phones on p. 16.)

Z. TEXTBOOKS/SCHOOL PLANNER

Students are provided textbooks and school planners for use throughout the year and are responsible for care of the books. Students must pay for the loss and damage to textbooks and/or school planners that have been assigned to them. Students are required to cover their textbooks and are highly encouraged to use SBCS book covers.

AA. TRAFFIC CONTROL

Parents are asked not to stop traffic on the main driveway and block any crosswalk. Please observe the one-way sign and the no parking sections in front of the school. Students are not permitted to run between cars to get into a vehicle pulling up in front of the school. Remember, STUDENT SAFETY is our most important concern.

BB. WEAPONS AND CHEMICALS

No weapon or harmful chemicals may be brought into the school property, facilities, grounds, school related activities or school buses. Weapons shall include tools, instruments, or implements capable of inflicting bodily injury, as well as firearms, even if not loaded or lacks a clip or other components to render it immediately operable. Students caught bringing these items to the school shall be subjected to disciplinary actions and penalties.

II. EMERGENCY PROCEDURES

A. Fire Drill and Bomb Scare

A fire alarm will go off to signal an evacuation.

1. The students shall stand and push chairs in quietly.
2. Leader opens door.
3. Class leaves the room quickly and quietly.
4. Class leader leads class into the field.
5. Class forms two lines and waits quietly while teacher calls roll in the field. Silence and order shall be maintained throughout the emergency evacuation.

B. Typhoon

If Condition 2 is announced while school is in session, the following procedures shall be observed:

1. Students who are not normally transported by school buses shall be dismissed as soon as their transportation arrives.
2. The students who are normally transported by bus shall be sent home as soon as the buses arrive.
3. The students shall help the teacher secure the room.
4. Books shall be stored in the students' desks/lockers.
5. Students will return to school when announced by the Principal and/or the Superintendent of Catholic Schools.

C. Earthquake

1. During an earthquake, students observe silence and listen to the teacher for directions.
2. Students may be told to get under their desks and cover.
3. When the bell rings, students are to start emergency evacuation procedures similar to those for fire drill.
4. Appointed class monitors shall assist the teacher in leading the class to each assigned station. The students shall position themselves away from trees, buildings, telephone posts, and other dangerous objects.

III. ATTENDANCE POLICIES

A. Absences

Absenteeism is reported by a telephone call to the Office, a note from the parents stating the reason for absence, or doctor's report.

Once a student returns to school after an absence, he/she must obtain an admit slip from the administration office before reporting to the classroom. If a student was sick, a doctor's report must be presented before getting an admit slip. Please note that Santa Barbara Catholic School maintains a strict attendance policy.

B. Tardiness

A student is considered tardy if he/she arrives to school after 7:50 a.m. Tardiness will be excused in the instance of unforeseen emergency or during rainy days. If tardiness is habitual, a conference between the parents and the principal will be necessary.

C. Continued Absence

A student who has 15 days or more of unexcused absences is not entitled to any marks for that quarter. The notation "NB" is written in the column in place of the grade. If a student has a valid reason for his/her absence, he/she should make the effort to complete required work.

The classroom teacher, in consultation with the principal, determines whether the student has satisfactorily made up required work.

D. Leave for Special Trips (Emergency and Non-Emergency)

A student who needs to leave school for special trips should request a Leave for Special Trips Form from the Counselor. A fee of \$50 will be charged for non-emergency leaves. Special trips are limited to two weeks. Instructional time is of primary importance. We ask every family to consider the effects of an extended absence on their children and to plan vacations outside of school time.

If a student is absent due to a special trip, assignments will be collected in a folder for the student to pick up when he/she returns. Teachers will not be able to prepare the assignments prior to a planned absence if the request is made less than a week prior to departure. Deadlines for submission of assignments without penalties are to be arranged with teachers and the counselor.

E. Truancy

Truancy is absence from school without a reasonable and bona fide excuse from a parent/guardian for more than three (3) days during any year. Cases of this nature are subject to parent-principal-teacher-student conference. Habitual truancy may result in filing a petition concerning such cases in the Family Court of Guam (Public Laws 21-11:1 and 21-139) or a referral to Child Protective Services.

F. Releasing Students and Student Information From School

1. Students are released from school only to their parents, guardians or to persons authorized by parents or guardians. The identity of the person to whom a student is released must be verified by the principal and/or counselor. An off-campus pass is issued.
2. Santa Barbara Catholic School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

G. Off-Campus Pass

Students who are picked up at any point during school hours (7:50AM to 2:50PM) must receive a pink slip from the main office notifying the school of their departure. The departure from school warrants the 0.5 absence on the attendance record regardless of the student's return to class after their appointment.

IV. TUITION PAYMENT POLICY

Tuition payments must be made from the 1st to the 5th of each month. If the 5th falls on a weekend or holiday, tuition payment must be made before the 5th). Unpaid tuition is considered PAST DUE after the 5th of each month, in which case a late payment fee of \$25.00 will be imposed. All fees and charges are non-refundable. NO EXAMINATION WILL BE GIVEN TO STUDENTS WHOSE TUITION PAYMENTS ARE PAST DUE.

All families must have clearance from the accounting office before 4th quarter exams may be administered. Tuition for the month of May and other financial obligations (i.e. extended care, late pick up, sports fees, club fees, ticket monies, etc.) must be paid at least a week before the final exams are administered. Only cash or forms of card will be accepted for all May payments.

Payment schedules will also be posted on RenWeb and the school website.

V. SCHEDULES

A. Office Hours

Office hours are from 7:30 a.m. to 4:00 p.m. on school days.

B. School Hours

The school day starts at 7:50 a.m. and ends at 3:00 p.m. Please note that the school is not responsible for students who arrive on the premises before 7:00 a.m. or remain after 3:40 p.m. Parents, please note that there is no supervision in the school yard after 3:40 p.m. Only students with permission from advisers of after school activities (e.g. Honor Choir, Sports, Academic Challenge Bowl, etc.) are allowed to stay in school, provided that they are picked up at the time the activity ends. (also see School Pick-Up and Drop Off on page 20). After 3:40 p.m., students who are not picked up by their parents will have to stay in the Extended Care program and their parents/guardians are charged a late pick up fee of \$12 payable upon pickup of child.

Students who arrive in school between 7:00 and 7:30 A.M. are required to stay in the cafeteria and wait for their homeroom teacher.

C. Extended Care Program

To accommodate the varied schedules of the SBCS families, an extended care program is available, from 3:00-5:30 pm. The program is held in one of the classrooms and includes a free snack for the students. The monthly fee is \$120.00 Extended Care can also be arranged for each day or only for certain days of the week. The fee is \$12.00/day. Extended Care fees should be paid together with tuition fees.

D. Daily Schedule

Flagraising Ceremonies

Flagraising ceremonies start with Morning Prayers followed by the singing of the National Anthem or Guam Hymn, raising of the flag, recitation of the Pledge of Allegiance, and singing of the school Alma Mater. Fitting attention is given to the flag during ceremony. When no formal ceremony is held outdoors, flag salute and prayers take place in the classroom. Important announcements are made after the ceremonies.

Regular School Hours

- Pre-Kindergarten to Second Grade

| | | | |
|-------|---|-------|----------------------|
| 7:50 | - | 8:10 | Flagraising/Homeroom |
| 8:10 | - | 9:00 | Classes |
| 9:00 | - | 9:20 | SNACK |
| 9:22 | - | 10:50 | Classes |
| 10:50 | - | 11:35 | LUNCH |
| 11:35 | - | 2:40 | Classes |
| 2:40 | - | 2:50 | Homeroom/Prayers |
| 3:00 | | | Dismissal |

- Third Grade to Fifth Grade

| | | | |
|-------|---|-------|----------------------|
| 7:50 | - | 8:10 | Flagraising/Homeroom |
| 8:10 | - | 9:42 | Classes |
| 9:42 | - | 10:02 | SNACK |
| 10:04 | - | 11:36 | Classes |
| 11:36 | - | 12:21 | LUNCH |
| 12:21 | - | 2:40 | Classes |
| 2:40 | - | 2:50 | Homeroom/Prayers |
| 3:00 | | | Dismissal |

- Sixth Grade to Eighth Grade

| | | | |
|-------|---|-------|----------------------|
| 7:50 | - | 8:10 | Flagraising/Homeroom |
| 8:10 | - | 10:29 | Classes |
| 10:29 | - | 10:49 | SNACK |
| 10:51 | - | 12:23 | Classes |
| 12:23 | - | 1:08 | LUNCH |
| 1:08 | - | 2:40 | Classes |
| 2:40 | - | 2:50 | Homeroom/Prayers |
| 3:00 | | | Dismissal |

E. School Calendar

A School Calendar is sent to the parents at the beginning of the school year. Monthly calendars are updated on Renweb and the school website. Parents are encouraged to mark important dates on the school/monthly calendars such as release of progress reports, exam schedules, and parent-teacher conferences, among others. The monthly calendars are also posted in the school's website at www.sbcs.edu.gu

VI. PROGRAM OF STUDIES

A. Catholic Religious Studies

Students of all faiths are welcome at Santa Barbara Catholic School. All students are expected to attend classroom periods of religious instruction and scheduled church services. Non-catholic students are not required to actively participate in church services, but are required to maintain a respectful attitude at such times. Students study Catholic doctrine and heritage, and are provided time for prayer and worship. Religion is an essential subject and students will be assigned a grade.

1. Religion Program

The Religion program of Santa Barbara Catholic School follows the Archdiocese of Agana Theology Standards of Learning revised in May 2009. The standards include: Sacred Scripture, Doctrine, Sacrament, Life in Christ, Community, Service, Prayer and Spirituality. Special topics may include current events, social justice issues, human sexuality, Mercy spirituality and vocation among others.

2. Sacramental Program

Catholic students in Grade Three who have been enrolled at SBCS for two consecutive years are prepared for the reception of the Sacrament of Reconciliation and the Sacrament of the Holy Eucharist. Parents of older students who have not received these sacraments may make special arrangements with their Religion teacher provided they have been enrolled at SBCS for two consecutive years.

3. Confession

Students from grades three to eight receive the Sacrament of Reconciliation twice a year during Advent and Lent.

4. Spiritual Exercises and Religious Celebrations

Santa Barbara Catholic School provides the atmosphere for learning and the living out of the Catholic faith in its total environment. Provisions for daily prayer, liturgical celebrations and observances are designed. Student, faculty, staff, and parent participation is highly encouraged.

The school community celebrates Mass every month with classes from fifth to eight grade taking turns in preparing the liturgy. In addition, classes plan and observe religious celebrations such as Reconciliation Services, Rosary, Stations of the Cross, May Crowning, etc.

B. Mathematics

The Mathematics Program of Santa Barbara Catholic School emphasizes mathematics as hands-on learning and teaches problem-solving skills. Basic computation and math in everyday life provide a realistic basis for mathematics in the elementary levels. Higher level mathematics up to pre-algebra are taught in the junior high levels. Pre-algebra and Algebra 1 are offered as honors courses in seventh and eighth grade.

C. Language Arts

The Language Arts Program includes composition, grammar, handwriting, phonics, reading, and spelling. Each is taught commensurate with the grade level, development, and maturity of the student. Basic skills become the foundation for future education and are emphasized each year.

D. Science

The Science Program for all grade levels includes teacher demonstrations and age-appropriate hands-on student involvement in all areas of general science. Students are taught the basic elements of observation, classification, prediction, and experimentation. Emphasis is placed on a global perspective and respect for our planet.

E. Social Studies

The Social Studies Program develops an understanding of history, geography, and social institutions. It also fosters an appreciation of the peoples of the world and Guam history and culture, while strengthening commitment to democratic values and processes. Students are also taught critical thinking, comprehension, and study and research.

F. Fine Arts

Santa Barbara Catholic School provides its students with many stimulating and exciting opportunities to express themselves creatively through the visual arts, dance, music and theater. The students will be using a variety of materials and media which contribute toward the children's experience and growth. The school believes expression through art and music gives the children great satisfaction thus helping to promote self-worth.

G. Computer

All students are given the opportunity to become computer literate in the school's Computer Science Program. Computer literacy is the ability to function in a computer- and technology-oriented society. Students will understand computers and their applications and implications in the world around them. They will also develop the skills necessary to communicate using computers through the use of the Internet and the World Wide Web.

H. Physical Education

The Physical Education Program emphasizes psychomotor, developmental, and locomotor skills. Each student will have a better understanding of their body's functions through exercise. Students are also taught different sports, gymnastic skills and health education.

VII. PERFORMANCE ASSESSMENT

A. Grading System

Santa Barbara Catholic School has adopted the following grading system:

1. Pre Kindergarten

The following letter grades are given on the report card:

| | |
|--------------|-----------------------|
| M - Mastered | NH - Needs Help |
| O - Ongoing | N - Needs Improvement |

Grades are given only at the end of each semester.

2. Kindergarten

The following letter grades are given on the report card:

| | |
|--------------------|-------------------------|
| O - Outstanding | A - Average |
| AA - Above Average | IN - Improvement Needed |

Grades are given only at the end of each semester.

3. Grades One to Eight

The following letter grades and their quantitative equivalent are used:

| | | | | |
|----|---|----------|---|---------|
| A | - | 93.00% | - | 100.00% |
| B+ | - | 89.00% | - | 92.99% |
| B | - | 85.00% | - | 88.99% |
| C+ | - | 82.00% | - | 84.99% |
| C | - | 78.00% | - | 81.99% |
| D | - | 70.00% | - | 77.99% |
| F | - | 69.99% | - | BELOW |
| NB | - | No Basis | | |

B. Progress Reports

Progress Reports are used to inform parents of their child's progress or performance in all subjects and are released on RenWeb every mid-quarter.

C. Report Cards

Report cards for grades one to eight are released quarterly through RenWeb. Grades for each quarterly period are based on daily work, projects, class participation, assignments, quizzes, and quarterly tests. The weighted average of all subjects are recorded in the report cards.

A student who is absent for 15 days or more in a quarter will not be given a quarterly grade unless make-up work has been satisfactorily completed.

See pages 65-66 for a sample on how quarterly averages are calculated.

D. Department

Santa Barbara Catholic School stresses the importance of discipline and proper behavior in the learning exercise. As such, the school has developed a Department Grading System based on two of the school's SLEs: Committed Christians and Responsible Members of the Community. Below are the letter grades and their corresponding behavioral descriptions:

| | |
|----|-------------------------|
| VS | Very Satisfactory |
| S | Satisfactory |
| MS | Moderately Satisfactory |
| NI | Needs Improvement |
| WS | With Suspension |

The SBCS Department Rubrics are on pages 57-58.

E. Stanford Achievement Test (Tenth Edition)

Testing provides a means of understanding the students' ability to acquire certain knowledge and it assists in measuring achievement and mastery of certain skills.

Santa Barbara Catholic School provides the students with a standardized testing program, the Stanford Achievement Test (10th Edition). The test results are recorded in the student's cumulative folder and are released to the students' parents/guardians. This score describes how the student did compared with other students from the same grade across the nation who took the same test at about the same time in the school year.

F. Homework

Homework must evolve from class work to supplement it. Reasonable scope and quantity are used in assigning homework. Unless specifically stated, all homework is to be completed by the students. A consequence may be imposed for negligence of this responsibility including but not limited to the following: lunch detention, after-school detention, loss of privileges such as attending school functions, and probation from participating in extra curricular activities.

Students with an outstanding number of missing assignments and show a lack of effort may be called to meet with the Guidance Counselor or Principal.

VIII. ACADEMIC PROGRESS

1. Promotion

A student must have an average of at least 70.00% in each subject in order to be promoted to the next grade.

If a student fails in one subject, the student must make up the deficiency by attending summer school after the parents consult with the teacher, counselor, and principal. A passing certificate from an approved institution must be presented to the school if the student attends summer school outside of SBCS.

2. Retention

Failure to pass two or more core subjects disqualifies a student from promotion to the next grade level. In addition, a student who is absent for 20 days or more in a given school year may be retained in the same grade level upon the decision of the principal.

3. Graduation (Eighth Grade students)

Students in the eighth grade must complete the following requirements to be eligible for graduation:

- a. **Academics** - Pass all subjects.
- b. **Service** - Must have rendered at least 30 hours of service to the school and/or community. Service sheets are to be submitted on the Monday of the quarter exam review week and should have at least 7 hours and 30 minutes accomplished per quarter. Fourth quarter service sheets are due on the last Monday of April. The minimum number of service hours shall be divided among the following:
 - i. School (10 hours) – Organizations, Sports, Plays, School-related Activities
 - ii. Church/ Community (10 hours) - Church ministries, volunteer work with the parish, community, other schools, or any island organization
 - iii. Home (10 hours) – Chores and family activities
- c. **Financial Obligations** - All financial obligations must be paid before the final examination. This includes tuition fees, graduation fee, yearbook fee, etc. (Please view the TUITION PAYMENT POLICY for more details).
- d. **Clearance** - The student must return all textbooks, borrowed costumes, library books and equipment in good condition. A fee covering full replacement costs will be charged for any lost or damaged school property.

- e. **Completed clearance form** – Students must fulfil all responsibilities in order to obtain signatures from all subject teachers, homeroom advisors, the guidance counselor, and the accounting office. The accounting office shall be the last signature to be collected.

- f. **Behavior** – Students are still expected to abide by all school rules and regulations after their clearance forms are signed. Students who consistently exhibit behavioral problems or grave misconduct may not be allowed to participate in the Baccalaureate Mass and Graduation Ceremony.

Students who fail to meet these requirements will not participate in the Baccalaureate and Graduation Ceremonies.

IX. CERTIFICATES / AWARDS

A. Gold and Silver Certificates

Gold and Silver Certificates are given at the end of every quarter to students who qualify based of the following criteria:

1. Gold Certificate

- A weighted average of at least 95.00% with no grade lower than 88.00% in any subject.
- Department grade: S or VS (no MS, NI, WS)

2. Silver Certificate

- A weighted average of 93.00% to 94.99% with no grade lower than 85.00% in any subject.
- Department grade: S or VS (no MS, NI, WS)

B. Year End Awards

1. Principal's Award

The Principal's Award is given to the student who has displayed excellence in academics as well as co-curricular activities, leadership, and has rendered service to the school. This award is solely determined by the principal.

2. Valedictorian, Salutatorian, and Honorable Mention

To qualify for these awards, a student must have completed four quarters of eighth grade in Santa Barbara Catholic School, must be in the Honors Math program, and must have a weighted year end average of at least 93.00%. Other factors, such as extracurricular activities, service to school, character, department, etc., shall also be taken into consideration.

3. Academic Excellence Awards

To qualify for these awards, a student must have completed four quarters in Santa Barbara Catholic School. At the end of the school year, the top three students of each class from First through Fifth grade and from each grade level for Grades Six and Seven are awarded the Gold, Silver, and Bronze Academic Excellence Medals, based on the following criteria: yearend weighted average of at least 93.00%; and Department grades of S or VS only (no MS, NI, WS). Students from grades K-3 getting an MS in Department can still get a yearly award provided there is only one MS during the year. If students tie for any place, they will all be given the award. For example, if two students tie for the gold medal, they will both be given the gold medal.

4. Subject Achievement Awards

Each teacher names an awardee for each class (grades 1-5) or grade level (grades 6-8) that she/he teaches. The teacher grants this award to a student who demonstrates outstanding performance in class and an enthusiastic attitude towards learning.

5. Special Awards

A. Department Award

This award is given to students who display exemplary behavior, who have exerted much effort in their studies and have demonstrated leadership inside and outside the classroom.

B. Loyalty Award

This award is given to students who have studied at Santa Barbara Catholic School from Kindergarten through Grade Eight.

C. Perfect Attendance Award

This award is given to students who maintain a perfect attendance for the school year. This implies that the student has never been tardy nor has been released for doctor's appointments.

X. CO-CURRICULAR ORGANIZATIONS

Students of Santa Barbara Catholic School are encouraged to participate in school-sponsored and islandwide programs, and other organized activities that meet their interests and needs. However, they are expected to meet their obligations in the following areas: academics, attendance, personal behavior, conduct, appearance, and other school regulations.

A. Organizations

- *Academic Challenge Bowl* — a program designed to enrich learning in all subject areas among the junior high students.
- *Honor Choir* — a program designed to develop love, appreciation, and knowledge of music as a unique access to express ideas, feelings, and thoughts. The Honor Choir sings regularly at the eight o'clock Sunday masses and performs on special occasions.
- *Interscholastic Sports* — a program designed to develop skills in physical and social fitness, and knowledge of healthy lifestyle.
- *MathCounts* — an accelerated program and a series of competitions combined to obtain high level achievement among the junior high students
- *Math Olympiads* — a program designed to promote interest and excellence in mathematics and is open to students in the fourth through fifth grade.
- *Mercy Club* — a club designed to promote the charism of the Sisters of Mercy, particularly Catherine McAuley, foundress of the Sisters of Mercy.
- *National Junior Honor Society* - an organization established to recognize outstanding middle school students. It serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship.
- *Student Council* — an organization to provide opportunity to train students in leadership. Students from grades six to eight may run for office. Elections are held in the beginning of the school year.
- *Scouting* - an informal educational program designed to help girls and boys from Kinder to Fifth grade put into practice the fundamental principles of the Scouts. It is carried out in small groups (6 to 18) with adult leadership and provides a wide range of activities developed around their interests and needs to help build a better world and play a constructive role in society.
- *Youth Crime Watch*— a program designed to help students protect themselves from the dangers of drug abuse and the pressures that lead to this abuse.

XI. CONTESTS AND OTHER ACTIVITIES

The following is a list of some contests and activities that students can participate in or join during the school year:

- *Art/Drawing Contest* — an activity providing students the opportunity to display their artistic talents in visual art.
- *Essay Contest* — an activity to develop the students' ability to write.
- *School Shows and Musical Productions* — programs designed to develop students' talents in the performing arts — drama, dance, music, declamation, etc..
- *Science Fair* — a program designed to develop scientific skills, values, keen observation of the environment, appreciation of God's creation, and to acquaint students with leading scientists.
- *Spelling Bee* — a program designed to further enhance spelling skills.

XII. DRESS CODE AND GROOMING

The dress code and grooming standards are established for good health and safety. All students are required to comply with the standards set forth.

A. Uniforms

The official uniform provider for SBCS is ROYAL BIC's (Tel. 646-6500). P.E. T-shirts, P.E. shorts and SBCS jackets may be purchased at the Business Office.

Described below is the uniform code for the entire school year, except for designated "dress-up" days:

PRE-KINDERGARTEN (Boys and Girls)

- Red SBCS shorts
- Grey K4 shirts
- Rubber shoes (Velcro only. No laces.)
- White socks (not low-cut)

BOYS (K-8)

- Dark blue pants (not jeans) with the right fit with the SBCS emblem on the left belt loop. No baggy pants allowed.
- Black leather belt, not canvas.
- White short sleeved shirt with SBCS emblem on the left pocket
- Plain black leather school shoes or plain black rubber shoes (not high-cut or canvas) and dark blue or black socks (not low-cut)
- Shirts must be tucked in at all times
- Undershirts should be plain white or SBCS P.E. t-shirt
- Red SBCS tie for special occasions
- PE uniforms: navy blue or red shorts for grades 6-8 and red shorts for grades K-5; white PE t-shirt, rubber shoes, and plain black/dark blue/white socks (not low-cut)

GIRLS (K-5)

- Red and white checkered jumper with SBCS emblem on the left side
- White short sleeved blouse
- Plain black leather school shoes (no sneakers) and white socks (not low-cut)
- PE uniforms: red shorts, white PE t-shirt, rubber shoes and white socks (not low-cut)

GIRLS (6-8)

- Red pleated skirt with length just below the knee
- White quarter-sleeved blouse with SBCS emblem on the left pocket
- Plain black leather school shoes (no sneakers) and white socks (not low-cut)
- PE uniforms: navy blue or red shorts for grades 6-8 and red shorts for grades K-5; white PE t-shirt, rubber shoes, and plain black/dark blue/white socks (not low-cut)

Students should not wear P.E. uniform for after-school activities, unless required to by their adviser(s).

B. Hair

Students wear hairstyles as determined by the administration.

Girls' hair must be neatly groomed and arranged so that it does not impair vision. Boys' hair must be neatly groomed in such a way that the hair is cut above the eyebrows and is neatly trimmed above the shirt collar. Other "fashion" haircuts are not permitted for girls and boys. Hair coloring or dyeing is not allowed. Also, no "bald" or "shaven" haircuts allowed. If in doubt about a certain hairstyle, obtain approval before the hair is cut.

C. Jewelry and Accessories

Santa Barbara Catholic School encourages the values of modesty and simplicity. The wearing of make-up, nail polish, fake nails and expensive jewelry that is distracting and obtrusive are not permitted at Santa Barbara Catholic School. Facial ornaments (including, but not limited to, nose, eyebrow, lip, and tongue studs or rings), other than one pair of earrings for the girls, are not permitted.

D. Dress-Up Days

On special occasions, students are allowed to attend school in non-uniform attire. Clothes worn should be in good taste. Students having P.E. may not change into their P.E. uniforms.

Some examples of inappropriate clothes are: tank tops, clothing that exposes the midriff, provocative dresses or blouses, see-through patterns, shorts, jeans, "baggy" or oversized clothing, tight clothing, basketball jerseys, hats, baseball caps, and clothing with advertising messages or designs in poor taste (clothing promoting drugs, alcohol, tobacco, violence, or sex, or any offensive slogans or acronyms). Costume jewelry is not allowed.

XIII. STUDENT RIGHTS AND RESPONSIBILITIES

Genuine and effective learning can take place only when there is appropriate balance between student rights and responsibilities. In Catholic education, it is the duty of the school administration to articulate student rights and responsibilities in such fashion as to protect the student while, at the same time, providing for the control and discipline necessary to ensure order.

STUDENT RIGHTS

- To attend school
- To represent complaints and to suggest changes of educational policies or regulations, and express opinions through speech, assembly, petition and other lawful means
- To receive written rules and sanctions for violations
- To due process in matters of suspension, expulsion, and other forms of compulsory exclusion
- To participate in decision making processes as suitable to age and maturity
- To participate in school affairs

STUDENT RESPONSIBILITIES

- To be punctual and regular in attendance, to avoid and prevent any disruption of the educational process, and to assist staff in running a safe and effective program
- To express opinions in a respectful manner and without interfering with the rights of others; not to advocate violation of existing policies, rules and regulations
- To respect rules/regulations, to behave courteously and exhibit good citizenship everywhere, and to assume that all rules/regulations are in effect until waived, altered, or repealed
- To promote orderly conduct, freedom from fear of insult and injury, and maximum learning opportunities; to volunteer information in disciplinary matters and cooperate with officials in resolving problems
- To utilize designated structures/ channels and established organizations and recognized student groups, or special committees and task forces dealing with specific topics; to honor restrictions and limitations on participation
- To conduct oneself in manner compatible with educational functions and not to endanger health, safety, and well-being of persons or damage to property

- To inspect cumulative records and have it explained and interpreted and to challenge and remove or correct false or misleading statements
- To communicate information necessary for accuracy and prevent misunderstanding and misinterpretation in any possible way
- To locker and desk privacy
- To keep locker and desk clean and free of prohibited articles, and to use such property in accordance with regulations. LOCKER/DESK INSPECTION: As co-tenants of lockers and desks, Santa Barbara Catholic School reserves the right to inspect them.

HONOR PLEDGE

1. For all assignments, including but not limited to worksheets, papers, and projects, students have the responsibility to exhibit good moral behavior and agree to pledge the following:

On my Honor, as a Student of Santa Barbara Catholic School, I pledge to submit work containing my original ideas, and I will rightfully give credit to others' ideas, which will be properly cited. I understand that copying someone else's work is considered plagiarism and is against school rules.

2. For all quizzes, tests, and exams, students have the responsibility to exhibit good moral behavior and agree to pledge the following:

On my Honor, as a Student of Santa Barbara Catholic School, I, _____ Name _____, pledge to complete my work with honesty in mind, heart, and spirit. I will do my best on these exams. I will not cheat or help others to cheat. By making this pledge, I am building trust within our community and I am showing respect for myself and my fellow Spartans.

XIV. PARENTAL RESPONSIBILITIES

1. Support School Policy

We expect parents/guardians to support school policies. This responsibility is especially important because of the moral development message parents convey to their children. Questions about established rules or policies should be addressed to the Principal.

2. Support the Parent-Teacher Organization (PTO)

In Santa Barbara Catholic School, Homeroom Parent Officers are elected in the beginning of the school year. Homeroom representative are also elected to be part of the PTO Core Group. PTO Core Group meetings are held at least once a month. Elections for PTO Core Group Officers are also held at the beginning of the school year.

3. Develop Moral Values In Your Child

Respect for all persons is the foundation of Christian education. While it is the teacher's duty to encourage an attitude of respect and cooperation, our students must be responsible for their actions. Please discuss with your child the need to be:

- Respectful to oneself and others.
- Courteous to others.
- Cooperative and considerate
- Aware of the impact of their actions to others.

4. Support the School Development Program

Fundraising and volunteer activities, allow the school to improve the resources available to support academic excellence while minimizing impact on tuition. We encourage everyone to find a way to use their talent for the betterment of Santa Barbara Catholic School and their child(ren)'s educational experience.

EXPECTATIONS OF PARENTS/GUARDIANS

The school has additional practical expectations from parents/guardians listed below:

- Instruct your children, before they start school and repeatedly after they are in school, that they must respect and obey teachers and school personnel, study lessons given, and practice good behavior, because this is the right thing to do and you expect this kind of attitude and behavior from them.

- Take an interest in your children’s work and in their report cards, thus giving them an opportunity to understand that their progress and behavior in school are matters over which you keep close watch.
- Avoid taking sides openly with your children against authorities at school. Seek the facts, not opinions.
- If there is a concern with your child, talk the matter over with the teacher first. Do not go to the School Principal without first discussing the matter with the teacher involved. Please call the school secretary to arrange an appointment with the teacher.
- Expressions of your ideas, reflections, concerns, and constructive suggestions are welcomed and encouraged.
- Extra-curricular activities do impact a student’s performance. Please be aware of your children’s individual abilities.

ORIENTATION MEETINGS

A meeting is held at the start of the school year, specifically for the purpose of orientation for parents/guardians. This meeting is held to provide the parents/guardians the opportunity to:

- meet with their children’s teachers.
- meet with the School Principal.
- meet with fellow parents.
- be informed about school policies.
- be informed about the school’s program for their children.

All parents/guardians are expected to attend the appropriate orientation meetings.

PARENT-TEACHER CONFERENCE

A formal parent-teacher conference is held on the first and third quarters of the school year. Parents/Guardians are highly encouraged to attend this meeting. If a parent would like information regarding a concern or problem in class, speak with the teacher first. If no satisfactory resolution is forthcoming, make an appointment with the principal.

XV. DISCIPLINE PROGRAM

The students of Santa Barbara Catholic School are expected to behave in a manner that reflects Christian virtues. Their actions are characterized by self-discipline and acceptable relationship with others. Students are subject to the rules, regulations, and policies adopted and sanctioned by the school administration and published in the handbook at any time, any place on campus, and in any school-sponsored activity.

Students are also expected to conduct themselves outside of school in a manner that does not affect the reputation of SBCS. The school reserves the right to discipline students for inappropriate off-campus conduct.

Bullying

Bullying behavior may violate civil or criminal law. These behaviors include the following:

- Physical bullying = assault
- Gender bullying = sexual harassment or assault, dating abuse, domestic violence
- Intimidating for gain = extortion
- Rumors/Lies = defamation of character
- Bullying based on race, national origin, sex or disability = (civil rights violation)
- Bullying persons with disability = disability harassment
- Cyberbullying = harassment by communication; stalking
- Sexting = child pornography
- Harassment by intent

See Guam Anti-Bullying Laws (<http://www.stopbullying.gov/laws/guam.html>) and

[CA §3112.1. Policy against bullying](#) (PDF - 237 KB)

[GCA §28.100. Illegal Use of a Computer or Telecommunications Device to Disseminate Prohibited Materials Involving a Minor- Sexting; Crime Defined and Punished](#) (PDF - 295 KB)

SBCS does not tolerate nor permit bullying. We define bullying as aggressive behavior(s) that is/are intentional and that involve(s) an imbalance of power and strength. Often, it is repeated over time. These aggressive behaviors may be physical or verbal including, but not limited to, hitting, kicking, ridiculing, teasing, taunting, threatening and cyber bullying. Bullying may involve indirect actions such as manipulation of friendships or social exclusion, being mean, using hurtful gestures or making hurtful written comments.

SBCS will investigate any incident that occurs in school. We recognize that this type of behavior sometimes goes undetected unless the student or the parent/guardian being bullied comes forward. Thus, we can only address incidents that we are made aware of. Bullying incidents are taken seriously and viewed as a major offense.

A. School-wide Rules

Santa Barbara Catholic School students are expected to:

1. Do their best.
2. Treat others as they want to be treated.
3. Be truthful, fair, and respectful of the property of others.
4. Take responsibility for their actions.
5. Follow directions the first time they are given.
6. Obey and follow established rules and procedures.
7. Do all assigned work.
8. Conduct themselves in a respectful, courteous, and orderly manner, e.g. in church, in the classroom, the hallways, and cafeteria.
9. Leave personal items at home, e.g. cards, toys, games, and electronic items of any kind unless requested by the teacher.
10. Follow uniform policy and dress code at all times
11. Report contraband such as alcohol, drugs, tobacco products, sexual paraphernalia, and weapons of any kind found on campus.
12. Refrain from calling each other names, cursing, or teasing.
13. Refrain from fighting with or inflicting bodily injury to anyone.
14. Refrain from using foul, abusive, vulgar, or inappropriate language.
15. Refrain from chewing gum while on campus.
16. Be on time for classes.
17. Walk to their designation.
18. Stay in assigned areas.
19. Keep hands, feet, and objects to themselves.
20. Keep campus free of litter and graffiti, and refrain from acts of vandalism.
21. Practice safety and respect for others on the playground.
22. Use Physical Education equipment and other equipment with care.
23. Form a line when moving between classrooms.
24. Report to the counselor for an excuse slip when absent. (Absences require written notes from parent/guardian before an excuse slip is issued).
25. Refrain from leaving the school campus during class hours without permission from appropriate authorities.

B. Classroom Rules

Santa Barbara Catholic School students are expected to:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to themselves.
3. Raise hand and wait to be called upon before speaking.

4. Stay in you seat unless given permission to get up.
5. Use “indoor voice” when speaking.
6. Be in class and in their assigned place when the bell rings.
7. Bring own books and school supplies to class.
8. Submit all homework at the appropriate time during class.
9. Keep resource materials and equipment in their designated areas.
10. Observe courtesy at all times.

C. Rewards

Listed below are some of the rewards the student may receive:

1. Positive letter to parents
2. Positive reinforcement (affirmation)
3. Recognition for achievement/good behavior
4. Monitor the class
5. Enjoy lunch with the teacher
6. Star/Sticker opposite name on class chart
7. Feature student in bulletin board display or school papers
8. Movie
9. Grab bag
10. Book, pencils, erasers
11. SBCS pins or religious articles
12. King or queen for the day
13. Teacher’s assistant for the day
14. Lead class for the day

D. Consequences

Listed below are some of the consequences the student may receive:

1. After school detention
2. Lunch detention
3. Letter of apology to the appropriate persons.
4. Fines (when school or others’ property has been lost or damaged)
- 4 Letter to parents
5. Phone call to parents
6. Conference with counselor (in serious matters, a student is referred to the principal.)
7. Denial of student privileges (e.g. social events)
8. In-school suspension
9. Referral to the C.H.O.I.C.E program

E. Severe Behavior Problems

Incorrigible behavior and moral delinquency are just reasons for expulsion. The principal makes the decision in the expulsion of a student after consultation with parents, teachers, and counselor;

F. Offenses

1. Major Offenses

Fighting or Assaulting

Bullying

Possession of drugs/Controlled Substances/Sexual Paraphernalia

Forging signature

Cheating

Vandalism

Theft

Possession of outlawed materials (e.g. weapons and harmful chemicals, pornographic materials)

Graffiti

Truancy

Hassling

Abusive Language/Vulgarity/Profanity

Smoking

Arson

Insubordination or open, persistent defiance of the authority of any school employee.

Cutting Class

Other serious matters as determined by the Principal

Consequences

Students with major offenses are sent directly to the counselor and/or principal. In-School Suspension or Transfer to Another School is recommended, but the Principal reserves the right to assign disciplinary action on a case-by-case basis.

2. Minor Offenses

Chewing Gum

Littering

Disrespect

Lying

Disrupting Class

Bad Influence

Fooling Around
Loitering
Inappropriate Hairstyle
Inappropriate public display of affection
Inappropriate Attire
Other matters as Determined by the Disciplinary Board and or Principal

NOTE: Repeated acts classified as minor offenses become major offenses.

G. C.H.O.I.C.E Program

The Centering Honest Open Individual Character Education ***C.H.O.I.C.E. Program***, is a behavior modification program being implemented in Archdiocesan Catholic Schools from K-8th grade. Rubrics are provided for teachers to assist in handling inappropriate behavior in and out of the classroom. Consequences for inappropriate behavior include the following:

Step 1: A warning from the teacher and explanation as to why the behavior is inappropriate.

Step 2: Snack Detention

Step 3: Lunch Detention and an Unsatisfactory Report

Step 4: Meeting with the counselor and referral to the C.H.O.I.C.E. Program

Students are referred to the CHOICE Program after having committed three offenses as outlined in the rubric. Parents are notified of the referral and a schedule is arranged for the student to undergo the four phases of the Program. At the start of the program the student is informed that sessions will be kept confidential unless there are health, safety or welfare concerns for the student, as Guam law requires the disclosure. These phases consist of:

Phase I: Peer Pressure

Phase II: Anger Management

Phase III: Self-Esteem

Phase IV: The Three R's. (Respect for Self, Respect for Others, Responsibility for your actions)

The student must successfully complete each Phase in order to move on to the next. At the end of the program the student fills out an evaluation regarding the effectiveness of the program.

XVI. SONGS AND PLEDGES FOR FLAG RAISING

A. The National Anthem

Oh, say can you see, by the dawn's early light
What so proudly we hailed at the twilight's last gleaming
Whose broad stripes and bright stars through the perilous fight
O'er the ramparts we watched were so gallantly streaming?

And the rockets' red glare, the bombs bursting in air
Gave proof through the night that our flag was still there
Oh say does that star-spangled banner yet wave,
O'er the land of the free and the home of the brave?

B. Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

C. Guam Hymn

Fanoghe Chamorros, pot i tano-ta
Kanta i matuna-na gi todo i lugat
Para i onra, para i gloria
Abiba i Isla sin parat.

Gi todü i tiempo i pas para hita
Yan ginen in langet na bendision
Kontra i peligro, na fansafu ham,
Yuus protehi i Islan Guam.
Kontra i peligro, na fansafu ham
Yuus protehi i Islan Guam.

Guam Hymn (English)

Stand ye Guamanians for your country
And sing her praise from shore to shore
For her honor, for her glory
Exalt our island forevermore.

May everlasting peace reign over us,
May heaven's blessings to us come.
Against all perils, do not forsake us
God protect our island of Guam.
Against all perils, do not forsake us
God protect our island of Guam.

D. Inifresi (Chamorro Pledge)

Ginen i mäs takhilo' gi hinasso-ku
I mäs takhalom gi kurason-hu,
Yan i mas figo' na nina'siña-hu,
Hu ufresen maisa yu'
Para bai prutehi yan hu difende
I HINENGGE,
I KOTTURA,
I LENGGUÅHI,
I AIRE,
I HANOM yan I TANO' CHAMORU
Ni' irensiã-ku direchu ginen as Yu'os Tãta,
Este hu afitma gi hilo' I Bipblia
Yan I Banderã-hu,
I Banderan Guãhan.

Offering (Chamorro Pledge in English)

From the inner-most recesses of my mind,
From deep within my heart,
And with all my might,
This I offer.
To protect and defend
The Beliefs
The Culture
The Language
The Air
The Water and The Land of the CHamoru.
My heritage comes directly from God,
This I affirm on the Bible
And my Flag
The Flag of Guahan.

Written by Dr. Bernadita Camacho Dungca, Class of 1955

XVII. BASIC PRAYERS RECITED IN SCHOOL

Prayer is vital to the life of our Santa Barbara community. The freedom we enjoy to pray in school is ours to exercise with sincere gratitude. The administration mandates that the following prayers are recited in class at the designated times. Spontaneous prayer is encouraged but should not substitute for these prescribed prayers.

Teachers shall insist that the students say their prayers deliberately and with reverence. Pausing a few seconds before actually starting the prayers help the students focus on what they are about to do. Never begin a prayer to quiet the students. Quiet the students first then begin the prayers.

Begin all prayers with “LET US REMEMBER THAT WE ARE IN THE PRESENCE OF GOD”... pause ... then begin prayer with the sign of the cross.

A. Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart, the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for all the intentions of our bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

B. Prayer for Vocations

Lord Jesus, we earnestly pray for women and men who will freely commit themselves to you and your people as ministers. May your Spirit of truthfulness fill their minds with faith, their vision with hope and their hearts with love.

C. Suscipe of Catherine McAuley (Foundress of the Sisters of Mercy)

My God, I will belong to You forever. Teach me to trust in you because I know You love me and will always be near me. Help me always to obey You even when it is hard. Take from my heart all fear. Help me never to be sad, but always joyful knowing that You are my God and that some day I will be with You in heaven.. AMEN

D. The Lord's Prayer

Our Father, who art in heaven, hallowed by thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen

E. Hail Mary

Hail Mary, full of grace, the Lord is with you. Blessed are you amongst women and blessed is the fruit of your womb Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour our death. Amen.

F. Apostle's Creed

I believe in God, the Father Almighty, Creator of heaven and earth. I believe in Jesus Christ, His only Son our Lord, who was conceived by the power of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell, on the third day, He rose again from the dead. He ascended into heaven, sits at the right hand of God the Father Almighty. From thence, He shall come again to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

G. Grace Before Meals

Bless us O Lord and these Thy gifts, which we are about to receive from Thy bounty through Christ our Lord. Amen

After lunch, the following prayers are recited:

H. Grace After Meals

We give you thanks, almighty God, for all Your benefits. You live and reign now and forever. May the souls of the faithful departed through the mercy of God rest in peace. Amen

I. The Angelus

L. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail Mary, full of grace . . .

L. Behold, the handmaid of the Lord.

R. Be it done to me according to Thy word.

Hail Mary, full of grace . . .

L. And the word was made flesh.

R. And dwelt among us.

Hail Mary, full of grace . . .

L. Pray for us, O Holy Mother of God.

R. That we may be made worthy of the promises of Christ

L. Let us pray.

A. Pour forth, we beseech thee O Lord, your grace unto our hearts that we, through whom the incarnation of Christ your Son was made known by the message of an angel, may, by His passion and cross, be brought to the glory of His resurrection through the same Christ our Lord. Amen

J. Regina Coeli (Queen of Heaven)

(To be said during the Easter season)

O Queen of heaven, rejoice, Alleluia.

For He whom you did merit to bear. Alleluia.

Has risen as He said, Alleluia.

L. Let us pray. O God, who through the resurrection of Your Son, our Lord Jesus Christ, has given joy to the whole world, grant, we beseech you that through the intercession of the Virgin Mary, His mother, we may attain the same joys of eternal life through the same Christ our Lord. Amen.

K. Hail Holy Queen

Hail Holy Queen, Mother of Mercy. Hail our life, our sweetness and our hope! To you we cry, poor banished children of Eve; to you we send up our sighs, mourning and weeping in this valley of tears. Turn, then, O most gracious advocate, your eyes of mercy towards us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary.

L. Pray for us, O holy Mother of God.

A. That we may be made worthy in the promises of Christ.

L. Our Lady of Mercy.

A. Pray for us.

L. Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against you whom I should love above all things. I firmly intend with your help to do penance, to sin no more, and to avoid whatever leads me to sin. Jesus Christ suffered and died for us. In His name, dear God, forgive me. Amen.

M. Angel of God

Angel of God, my guardian dear, to whom God's love entrusts me here. Ever this day, be at my side, to light and guard, to rule and guide. Amen

N. The Rosary

OCTOBER is the month of the rosary in our Catholic tradition. The following are the mysteries of the rosary for your reference.

1. Joyful Mysteries

a. The Annunciation

b. The Visitation.

c. The Birth of Our Lord.

d. The Presentation of the Child Jesus in the Temple.

e. The Finding of the Child Jesus in the Temple

2. Sorrowful Mysteries

- a. The Agony of our Lord in the Garden.
- b. The Scourging at the Pillar.
- c. The Crowning of the Cross.
- d. The Carrying of the Cross.
- e. The Crucifixion and Death of our Lord on the Cross.

3. Glorious Mysteries

- a. The Resurrection of Our Lord.
- b. The Ascension of Our Lord.
- c. The Coming of the Holy Spirit.
- d. The Assumption of Our Blessed Mother into Heaven.
- e. The Crowning of Mary as Queen of Heaven and Earth.

4. Mysteries of Light

- a. The Baptism of Jesus
- b. The wedding of Cana
- c. The proclamation of the Kingdom of God
- d. The Transfiguration
- e. The Institution of the Eucharist

O. Act of Consecration

Most Holy Mary/ Our Lady/ To your faithful care and special keeping./
And to the bosom of your mercy./ this day,/ every day/And particularly
at the hour of our death./We commend our souls and our bodies,/
all our hopes and consolations/All our trials and miseries/ our lives and
the end of our lives,/We commit to you,/ that through your most holy
intercession./And by your merits,/ all our actions may be directed and ordered,/
According to your will, / and that of your Divine Son. AMEN.

P. The Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to
your protection, implored your help, or sought your intercession was left unaided. Inspired
with this confidence, I fly unto you, O Virgin of virgins, my Mother, to you do I come, before you
I stand, sinful and sorrowful; O mother of the Word Incarnate, despise not my petitions, but in
thy mercy hear and answer me. AMEN.

Q. Tatan-Mami (Our Father)

Tatan-mami ni gaige Hao gi langet, umatuna i na'an-mu, umamaila' i gobietno-mu, umafa'tinas
i pinto'-mu, asi gi tano' komu gi langet.Na'i ham pa'go nu i kada ha'ani na agon-mami, ya un
asi'i ham nu i diben-mami, taiguihi i in asisi'i i dumidibi ham siha, ya cha'mo ham pumopo'lo
na in fanbasnak gi tentasion, lao na'fanlibre ham gi tailayi. Amen.

R. Abe Maria (Hail Mary)

Si Yu'us ungen'negge, Maria, bula hao grasia, si Yu'us gaige guiya ha'go, matuna hao entre i totos i famalaoan, ya matuna i finanagumo as Jesus. Santa Maria, nanan Yu'us, tayayute ham ni i manisao pago yan i oran finatai-mami. Amen.

S. Umatuna I Tata (Glory Be)

Umatuna i Tata, yan i Lahiña, yan i Espirito Santo. Taeguihe i tutuhonna, yan pago, yan siempre yan i manaihinekog na haane. Amen.

SANTA BARBARA CATHOLIC ALMA MATER HYMN

*Dear Santa Barb'ra, May you always shine
With your colors flying, we'll cheer you all the time
Oh, how we've labored Full of hope so bright
With our teacher's guidance, we'll strive to do what's right.*

*Dear Alma Mater, we'll remember you
And what we have learned here
Will last our whole life through
And your example, Santa Barbara
Will give us peace and joy inside
Saint Barb'ra be our guide.*

*Dear Santa Barb'ra, may we always be
Brave and loyal Christians like you of long ago
Dear Santa Barb'ra, Hail, O hail to thee
Spread the fame of your sweet name; Hail, O, hail to thee!*

Words and Music by: Sister Mary Dolores Cruz, RSM and Mrs. Judy Link

FIELD TRIP PERMISSION FORM

I/We, _____, the parents/guardian of _____
Name of Parent/Guardian *Name of Child*

hereby grant permission and request that the school allow my/our child to participate in _____
Field Trip/Activity

In consideration for my child's participation in this trip, I/we hereby release and save harmless SANTA BARBARA CATHOLIC SCHOOL and any and all of their employees from any and all liability for any and all harm arising to my/our child as a result of this trip.

Mode of transportation: _____

Parent(s)/Guardian Signature: _____ Date: _____

FIELD TRIP/INTERSCHOLASTIC GAME DRIVER AGREEMENT

At Santa Barbara Catholic School, we depend upon, value and appreciate parents who volunteer to drive on our field trips and interscholastic games. We also believe that volunteering to drive and chaperone on field trips and sporting events is a serious responsibility.

In order to make our field trips/away games run more smoothly, we feel it necessary to give clear guidelines and procedures.

When you sign up to drive on a field trip, you agree to the following:

- Arrive at school at the time designated for the drivers
- Have a seat belt available for every occupant in the vehicle being used.
- Have a copy of your up-to-date insurance and your driver's license.
- Stay with your group of cars as much as you possibly can.
- Do not veer from schedule/itinerary (i.e., do not stop along the way to get coffee, treats, visit a friend, go shopping, etc.)
- Arrive back at the school at the scheduled time unless circumstances are beyond your control (traffic, child gets sick, etc.). Remember, parents are waiting for their child to arrive back safely. When you are late, they begin to worry.
- Follow through with your commitment. The teacher is counting on you. Backing out the last minute puts a lot of extra work and stress upon the teacher.
- Never exceed the speed limit. Do not drive faster than is safe for existing road conditions.
- Be responsible to watch for the safety and well-being of the children in your charge. Stop inappropriate behavior. Notify the teacher when a child is disobedient and will not listen to you.
- Have some means of communication with the school, e.g. cell phone.

Driver's Name/Signature _____ Date _____

Contact Numbers _____

SANTA BARBARA CATHOLIC SCHOOL COMPUTER SYSTEM ACCEPTABLE USE POLICY

This document contains the Acceptable Use Policy for your use of the Santa Barbara Catholic School Computer System. The Santa Barbara Catholic School Computer System consists of, but is not limited to, all computers in the school and any software running on them, including Internet access.

A. Educational Purpose

1. The Santa Barbara Catholic School Computer System has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Santa Barbara Catholic School Computer System has not been established as a public access service or a public forum. Santa Barbara Catholic School has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Student Handbook and the law in your use of the Santa Barbara Catholic School Computer System.
3. You may not use the Santa Barbara Catholic School Computer System for commercial purposes. This means you may not offer, provide, or purchase products or services through the Santa Barbara Catholic School Computer System.
4. You may not use the Santa Barbara Catholic School Computer System for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to the Internet and the World Wide Web information resources through their classroom, library, or school computer lab.
2. Students may obtain an individual e-mail account with the approval of their parent and computer teacher.
3. If approved by your parents, you may create a personal web page. All material placed on your web page must be pre-approved in a manner specified by the school. Material placed on your web page must relate to your school and career preparation activities.

C. Unacceptable Uses

The following uses of the Santa Barbara Catholic School Computer System are considered unacceptable:

1. Personal Safety
 - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
 - b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.

c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

a. You will not attempt to gain unauthorized access to the Santa Barbara Catholic School Computer System or to any other computer system through the Santa Barbara Catholic School Computer System or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. You will not use the Santa Barbara Catholic School Computer System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

b. You will immediately notify a teacher or the Systems Administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

c. You will avoid the inadvertent spread of computer viruses by using storage devices (e.g. USB drives, external hard drives, discs, etc.) approved for school use by your computer teacher and asking for the computer teacher's permission before you download files from the Internet.

4. Inappropriate Language

a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

c. You will not post information that could cause damage or a danger of disruption.

d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
- b. You will not download large files unless you obtain permission from your computer teacher.
- c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

- a. You will not use the Santa Barbara Catholic School Computer System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. Santa Barbara Catholic School fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

The Santa Barbara Catholic School Computer System is considered a limited forum, similar to a school newspaper, and therefore Santa Barbara Catholic School may restrict your speech for

valid educational reasons. Santa Barbara Catholic School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

- a. You should expect only limited privacy in the contents of your personal files on the system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the Santa Barbara Catholic School Computer System may lead to discovery that the you have violated this Policy, the Student Handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail messages, and personal web page (including your accounts in Facebook, Twitter, Instagram, Tumblr, and similar social sites).

3. Due Process

- a. Santa Barbara Catholic School will cooperate fully with local, or state officials in any investigation related to any illegal activities conducted through the Santa Barbara Catholic School Computer System.
- b. In the event there is a claim that you have violated this Policy or Student Handbook in your use of the Santa Barbara Catholic School Computer System, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the school's disciplinary board.
- c. If the violation has been established, then your access privileges may be revoked and school disciplinary or appropriate legal action taken.

E. Limitation of Liability

Santa Barbara Catholic School makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. Santa Barbara Catholic School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Santa Barbara Catholic School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Santa Barbara Catholic School will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the Santa Barbara Catholic School Computer System, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will

know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

F. Student Account Agreement

Copy and paste the text after the dotted line into your email program.

Email it to your child's computer teacher:

Kinder - 1st Grade:

(Mrs. Cecilia Padios): padiosc@sbc.edu.gu

2nd Grade - 8th Grade:

(Mr. Joel Suplido) suplidoj@sbc.edu.gu

.....

To whom it may concern:

I have read the Santa Barbara Catholic School Computer System Acceptable Use Policy. I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Santa Barbara Catholic School Computer System, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Santa Barbara Catholic School Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue e-mail and personal web page accounts for my child. I also give permission to have my child's picture and likeness to be posted on the school's web pages and on my child's personal web pages.

Signed:

Child's Name and Class:

SBCS DEPARTMENT RUBRIC

| Committed Christians | Always (5) | Most of the time (4) | Sometimes (3) | Rarely (2) | Never (1) |
|---|-----------------------|---------------------------------|--------------------------|-----------------------|----------------------|
| Continuing to grow in faith by maintaining an active relationship with God · Knows and prays traditional and spontaneous prayers · Shows reverence and sincerity during prayer · Participates actively during masses, prayer services, retreats, processions, and reception of the sacraments | | | | | |
| Living a moral conscience based on Catholic/Christian values · Knows, practices, and/or respects the teachings of the Catholic Church · Stands up for what is right regardless of what is popular. · Practices self-discipline and positive self-awareness · Being reflective, inclusive, compassionate, kind and merciful to all | | | | | |
| Respecting diversity, life and God's creation. · Being sensitive to and appreciative of cultural and personal differences · Shows reverence for self and others · Takes care of the environment and the property of the school and others | | | | | |
| TOTAL POINTS = | | | | | |

VS = 13-15

S = 11-12

MS = 7-10

NI = 3-6

| Responsible Members of the Community | Always (5) | Most of the time (4) | Sometimes (3) | Rarely (2) | Never (1) |
|--|-------------------|-----------------------------|----------------------|-------------------|------------------|
| Taking responsibility for words and actions · practices and models responsible behavior · follows the rules of the school in the PS handbook and encourages classmates to do the same · works and plays cooperatively and justly with others; resolves conflicts in a peaceful manner | | | | | |
| Selflessly serving the Church, school and community · has initiative to help others · contributes time, talent and treasure to school and Church-sponsored activities | | | | | |
| TOTAL POINTS = | | | | | |

- VS** = 9-10
- S** = 7-8
- MS** = 5-6
- NI** = 2-4

COMPUTATION OF QUARTERLY/YEAR-END AVERAGE

The quarterly and year-end average that appears on a student's report card is a weighted average dependent on the number of class periods in a week. Following is the breakdown of the weights for each subject per grade level.

| SUBJECT | GRADE 1-3 | GRADE 4-5 | GRADE 6-8 |
|--------------------|-------------|-----------|-----------|
| Religion | 4 | 4 | 5 |
| Language Arts | 21.5 | 8 | 8 |
| Mathematics | 5 | 5 | 5 |
| Science | 5 | 4 | 5 |
| Social Studies | 5 | 4 | 4 |
| Music | 3 | 2 | 2 |
| Art | 3 | 2 | 1 |
| Physical Education | 4 | 3 | 2 |
| Computer | 1 | 2 | 2 |
| Total | 51.5 | 34 | 34 |

For example:

Grade 1-3

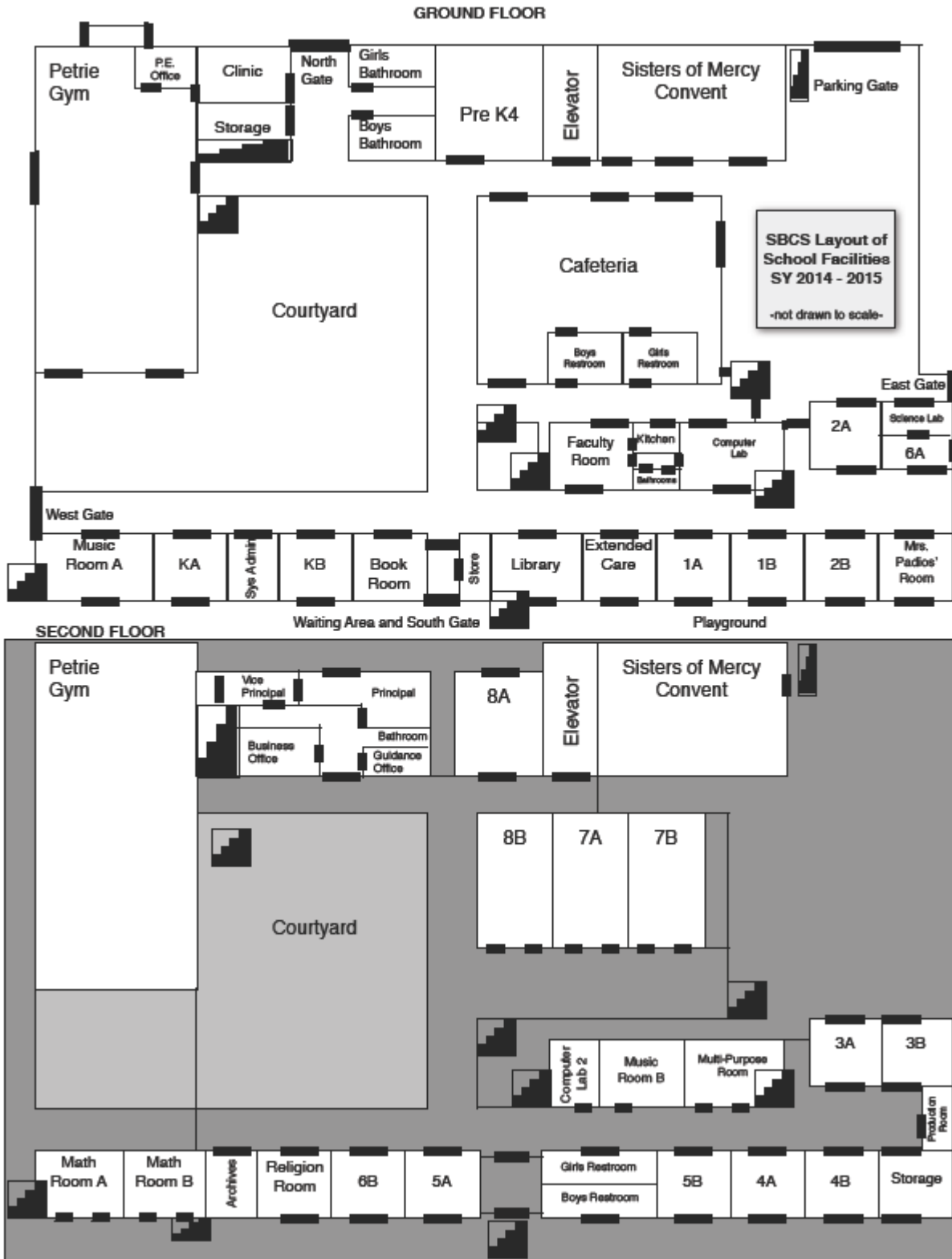
| SUBJECT | GRADE | POTENTIAL CREDITS | PRODUCT |
|--------------------|------------|-------------------|----------------|
| Religion | 94 | 4 | 376 |
| Language Arts | 95 | 21.5 | 2042.5 |
| Mathematics | 89 | 5 | 445 |
| Science | 85 | 5 | 425 |
| Social Studies | 83 | 5 | 415 |
| Music | 97 | 3 | 291 |
| Art | 94 | 3 | 282 |
| Physical Education | 90 | 4 | 360 |
| Computer | 95 | 1 | 95 |
| | Sum | 51.5 | 4731.50 |
| | | GPA | 91.87 |

Grade 4-5

| SUBJECT | GRADE | POTENTIAL CREDITS | PRODUCT |
|--------------------|------------|-------------------|--------------|
| Religion | 94 | 4 | 376 |
| Language Arts | 95 | 8 | 760 |
| Mathematics | 89 | 5 | 445 |
| Science | 85 | 4 | 340 |
| Social Studies | 83 | 4 | 332 |
| Music | 97 | 2 | 194 |
| Art | 94 | 2 | 188 |
| Physical Education | 90 | 3 | 270 |
| Computer | 95 | 2 | 190 |
| | Sum | 34 | 3095 |
| | | GPA | 91.03 |

Grade6-8

| SUBJECT | GRADE | POTENTIAL CREDITS | PRODUCT |
|--------------------|------------|-------------------|--------------|
| Religion | 94 | 5 | 470 |
| Language Arts | 95 | 8 | 760 |
| Mathematics | 89 | 5 | 445 |
| Science | 85 | 5 | 425 |
| Social Studies | 83 | 4 | 332 |
| Music | 97 | 2 | 194 |
| Art | 94 | 1 | 94 |
| Physical Education | 90 | 2 | 180 |
| Computer | 95 | 2 | 190 |
| | Sum | 34 | 3090 |
| | | GPA | 90.88 |





PARENTS AND STUDENTS AGREEMENT

Santa Barbara Catholic School retains the right to amend this handbook for just cause. Parents shall be given prompt notification of the change(s) made.

For everyone's protection, the parents and students of Santa Barbara Catholic School shall sign the following:

We have read and agree to be governed by the Parent-Student Handbook of Santa Barbara Catholic School.

Student's Name

Father's Signature

Mother's Signature

Guardian's Signature

Student's Signature

Homeroom Teacher

Grade/Section

Date Signed: _____

Please sign and submit this form to your child's Homeroom Teacher immediately.