



**SANTA BARBARA CATHOLIC SCHOOL**  
**Parent-Student Handbook**  
**School Year 2025-2026**

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

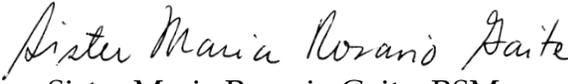
## Principal's Message

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,

  
Sister Maria Rosario Gaite, RSM  
Principal

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## HISTORY OF SANTA BARBARA CATHOLIC SCHOOL

Santa Barbara Catholic School of the Archdiocese of Agaña opened its doors in September 1950 under the leadership of Reverend Father Fulgence Petrie, O.F., 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, the Guidance Office, the 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 began 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.

After three years of planning, and in response to the increase in enrollment, construction of Our Lady of Mercy Hall housing five 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 olds.

In school year 2015-2016, the school received a generous donation from Mr. Alfred Ysrael and family. They financed the construction of the school's newest facility, the Ysrael Science Hall, a two-story building housing a Science Lab on the first floor and a Computer Lab on the second floor. The building was blessed on February 23, 2016.

In school year 2017-2018, Sister Maria Rosario Gaite, RSM started her term as new principal upon the retirement of Sister Jeanette Marie Pangelinan, its longest serving principal of twenty years.

Since school year 1982-1983, SBCS has been accredited by the Western Association of Schools and Colleges (WASC). All of them were six-year accreditations. In school year 2012-2013, as mandated by the Archdiocese of Agaña, 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. SBCS again received these highest accreditations in school years 2018-2019 and 2024-2025.

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, and 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**

Added in SY 2007-2008 to the school's building complex, this building houses five classrooms, boys' and girls' lavatories, the cafeteria, and an elevator.

### **Thomas Hall**

Thomas Hall is the school's main building. It houses on the first floor the kindergarten to second grade classrooms, Library, Extended Care, Counseling Room, Book Room, Systems Administrator's Office and Music Room. On the second floor can be found the third to eighth grade classrooms, Archives, and boys'/girls' lavatories.

### **Monsignor Camacho Annex**

Connected to the Thomas Hall, the Monsignor Camacho Annex houses the Art Club Room and storage rooms on the first floor and additional classrooms on the second floor.

### **Leon Guerrero Hall**

The Leon Guerrero Hall houses the Faculty Lounge and Museum on the first floor and Multi Purpose Room and a sixth grade classroom on the second floor.

### **Ysrael Science Hall**

The Ysrael Science Hall has the Science Lab on the first floor and a fifth-grade classroom 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 Vision Statement**

Santa Barbara Catholic School, a pre-K through eighth grade school under the Archdiocese of Agana, will provide a transformative Catholic education to students from diverse backgrounds. Rooted in Gospel values and within a nurturing environment, SBCS will form the mind, heart, and spirit of its students, to share God's love to the world.

**Santa Barbara Catholic School Mission Statement**

To realize our vision, our commitment is:

- To build a strong spiritual foundation through faith formation programs emphasizing the values of respect for the dignity of the human person, mercy, justice, service and stewardship of the earth
- To engage a holistic approach in guiding the students to develop their gifts and become socially and emotionally mature, compassionate, and responsible individuals
- To foster a love of learning in a culture of excellence through the school's rigorous and comprehensive academic, artistic, athletic and co-curricular programs
- To continue and strengthen our school's partnership with our families, Church, 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 and parish/archdiocesan activities 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 serve in the appropriate church ministries: Altar Servers, Hospitality, Music Ministry, and Ministry of The Word
- 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, staff and administration.
  2. Receive leadership opportunities in the different student organizations and school activities.
  3. Experience a loving, accepting, and respectful atmosphere.
  4. Be given opportunities to participate in the academic clubs and competitions, the arts, religious, sports, technology and special events 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 subject 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 and technology incorporated in all grade level instructions.

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 school wide 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 projects.
7. In student organizations and school wide/island wide 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 safe school environment-related 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 events celebrating 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 paraliturgical experiences.
2. Work together in various projects sponsored by the school, student organizations and the Parent Teacher Organization.
3. Attend interscholastic games.
4. Attend student performances.
5. Participate in student assemblies and special events
6. Work together on fundraising and community service projects
7. Share meals.
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 because 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) regular / permanent students over temporary students (5) all others.

SBCS is a certified Child Care provider, allowing Block Grant recipients to enroll in Pre-K.

#### **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 (if applicable) 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 (if applicable) are required.
3. Applicant must take a diagnostic test to be administered by the School Counselor.

#### **Enrollment**

##### **1. Returning Students**

Yearly enrollment for returning students starts on the first week of February 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 \$50.

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.

An updated medical clearance, valid for one year, is also required.

## 2. New Students

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

Requirements for Admission:

- 2.1. Copy of Birth Certificate and Baptismal Certificate (if applicable)
- 2.2. Immunization and shot records
- 2.3. Physical Examination or Medical Clearance
- 2.4. Copy of most recent report card
- 2.5. Diagnostic Test to be administered by the School 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.

## 3. Class Section

Much thought and reflection is put into the sectioning of the students by the Homeroom teachers, in collaboration with other grade level teachers at the end of the year for the next school year. Students are heterogeneously mixed based on the number of males and females in a class, behavior, and other factors that may affect the class environment and dynamics. Teachers are intentional and mindful of each student's strengths and unique needs as sectioning is decided.

Incoming Kindergarteners and new students may request for their section of choice.

## **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 on paper and digitally on the Internet-based school management system called FACTS SIS:

1. Registration Forms: Personal information of students are entered into FACTS SIS. 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, fundraising organizations, etc.
2. Attendance Records on FACTS SIS: An accurate record of the student's daily attendance in school is required. The exact number of late and absences is recorded.
3. Gradebooks on FACTS SIS are updated by teachers and accessible to parents during the course of the school year. Report Cards for pre-Kindergarten and Kindergarten can be accessed by parents at the end of each semester and year, and for first to eighth grade at the end of each quarter and year. Parents may request printed copies, if needed.
4. Year End cumulative records of each student is maintained in FACTS SIS. Students' transcript records are given to the receiving schools or the parents upon graduation or transfer.
5. Results of achievement tests are placed in the students' folder and kept in the School Counselor's Office.
6. 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 federal funds through the Consolidated Grants, among others.

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 a game or practice. Students must be picked up within 15 minutes of the end of the event, otherwise they will be asked to stay in Extended Care.

## **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 the catering company *Consider it Done!* (CID). Breakfast, snacks, and hot lunches may be purchased daily in the school cafeteria. Snack/Lunch may also be purchased in advance. A weekly menu is emailed to the parents via FACTS SIS communication for reference and orders. Inquiries and concerns about cafeteria services should be directed to the CID management via [cidfoodsc@gmail.com](mailto:cidfoodsc@gmail.com).

## **F. CELL PHONES 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, video games, smart watches, digital cameras, mobile devices, earpieces, 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 and friends.

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 or laptop, for educational purposes. The teachers will provide a BYOD (Bring Your Own Device) (see page 81) permission form. Any unauthorized electronic device brought to school will be confiscated, taken to the Assistant Principal for Discipline’s Office for release to the parents. An appropriate disciplinary consequence may be given to the student.

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 turned-in to their homeroom teachers at the start of the day
- Students may use their cell phones before 7:30 in the cafeteria and after 3:00 while waiting for their rides.
- Any phone that is used or taken out of a locker during the school day will be confiscated by the teacher, taken to the Office for release to the parents, 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. Reference text books should be 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. Younger 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. A Health Counselor who will provide first aid care for the injured and isolate ill students until they are picked up, staffs the clinic during the day. 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 diseases (i.e., chicken pox, strep throat, Covid symptoms) 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.

The school has been an accredited Covid 19 rapid antigen testing site since SY 2021-22. The school follows the Department of Public Health and Social Services (DPHSS) guidelines and protocols. Parents are provided the latest guidelines set forth by the DPHSS as necessary through emails.

## **K. COMPUTER and TECHNOLOGY USE**

Access to SBCS technology (which includes any SBCS-owned and federally-funded computers, printers, software packages, and the SBCS Internet connection) is a privilege we provide our students. Computers are provided in the Library and classrooms for academic purposes. Students who bring personal computers and other mobile devices 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 X, Facebook, Instagram, Discord, Snapchat, Thread, Tiktok 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 and mobile devices in the school setting will be considered an act of vandalism. Students and parents must sign the Computer System Acceptable Use Policy (see pages. 75-80) 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 the 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 and driver agreement form. (see sample form on pages 68-69)

## **N. DRUGS, ALCOHOL AND TOBACCO**

Santa Barbara Catholic School takes 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, e-cigarettes, 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 and the Archdiocese of Agaña. Since field trips are a privilege, students who fail to meet academic or behavioral requirements may be denied participation.

The students shall shoulder the cost of bussing and other fees (e.g., entrance fee). 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 email or facsimile may be accepted. (see field trip forms on page 68-69)

Teachers will submit to the Archdiocese of Agaña the request for field trip and pertinent documents a month prior to the event. Volunteer chaperone / parents must have completed the necessary Virtus Training and other required documents.

## **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 and sign in. For the safety and security of our students, no one is permitted to go directly to the classroom.

Forgotten homework, P.E. uniforms, medications and student messages, etc., are to be delivered to the school office. Lunch and snacks delivered for students must be dropped off in the designated area in the cafeteria. **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 [sbcs.edu.gu](http://sbcs.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. FACTS SIS**

FACTS SIS 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.

## **T. SCHOOL LOCKERS**

Students are provided lockers for their use in the classroom. In some classrooms, students may 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. In some classrooms, they will have to provide their own padlocks for their lockers. Students are responsible then for their own locker keys. 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 for students whose classrooms are in the Thomas Hall, Leon-Guerrero Hall and Ysrael Hall is at the South entrance of the school, in front of Thomas Hall. The North Gate in front of McAuley Hall is the drop-off and pick-up area for students whose classrooms are in Our Lady of Mercy and McAuley Halls. The West Gate and the Cafeteria Gate may not be used as drop-off and pick-up points. Parents are expected to pick up their children right after school, 2:30 pm for Grades K4-Grade 2 and 3:00 pm for Grades 3-8. Students who are still on campus after 3:40 pm are placed on extended care and are charged a late pick-up fee of \$18.00. Students who are part of school organizations who meet after school are also expected to be picked up immediately after the meeting is over. After 4:15 pm, these students are placed in Extended Care and are charged a late pick-up fee of \$18.00. Extended Care services are only up to 5:30 p.m. Students picked up beyond this time are charged an additional late fee of \$18.00 and an additional \$1 per minute beyond 5:30 p.m. 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 Presentation in December and a Spring Production in March or April. All 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, P.E. T-shirts, P.E. shorts, bibles 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 expected to maintain high standards of conduct, competition, and relations with member schools of IIAAG. Athletes compete as friendly rivals with opposing teams. All athletes and spectators should reflect an attitude of good sportsmanship. 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 the use of cell phones on pages 16-17.)

## **Z. TEXTBOOKS**

Students are provided textbooks for use throughout the year and are responsible for care of the books. Students must pay for the loss and damage to textbooks that have been assigned to them. Students are required to cover their textbooks.

## **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 and Bomb Scare Drill**

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. Shelter in Place Drill (Run - Hide - Fight)**

(adapted from the US FBI's Active Shooter Event Quick Reference Guide)

1. A message of shelter-in-place will be sent to school personnel. Personnel then must silence (including vibrate mode) their cell phones.
2. Teachers in the classroom will instruct students to hide in the designated area in the classroom.
3. Assigned students lock the doors and block entry areas to their hiding place before hiding.
4. Students will remain quietly in place until the signal for safe evacuation or resumption of classes is sent to the school personnel.
5. If evacuation happens, school personnel lead students through the evacuation route. Students must leave belongings behind, help others escape if possible, not attempt to move any wounded encountered, and prevent others from entering the area where the intruder might be. When evacuating, hands must always be kept visible especially to first responders on site.
6. When unavoidable and life is in imminent danger, fight. Incapacitate the intruder. Act with as much physical aggression as possible. Improvise weapons or throw items at the intruder.

### **C. 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.

### **D. Earthquake (Drop, Cover and Hold On)**

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, an email or note from the parents stating the reason for absence, or a doctor's report.

All Homeroom teachers check attendance in Homeroom Class. If a student has been habitually sick or absent for 3 or more days, a doctor's report must be presented upon return. For grades 4-8, upon a student's return to school after an absence, he/she must obtain an admit slip from the Homeroom teacher. This student must ask all his/her teachers to sign this 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 at 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. Any instance of tardiness is a disqualification for the Perfect Attendance Award given at the end of the year.

#### **C. Continued Absence**

A student who has 15 consecutive days or more of unexcused absences is not entitled to any marks for that quarter. The notation "NB" (No Basis) 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 Office. A fee of \$75 will be charged for non-emergency leaves. Documentation regarding the emergency nature of the trip must be provided for request to be granted. 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. Make up for missed work due to non-emergency leaves will be given at the discretion of the teachers. It is also the responsibility of the student to follow up with the teachers regarding missed lessons, classwork and tests, if any were given.

### **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 is verified before 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 3:00PM) must obtain 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 5<sup>th</sup>. Unpaid tuition is considered PAST DUE after the 5th of each month, in which case a late payment fee of \$50.00 will be imposed.

If for any reason the student leaves the school permanently from the 1<sup>st</sup> to the 15<sup>th</sup> of the month after the tuition has been paid, half of the tuition fee for the month will be refunded. If the student leaves from 16<sup>th</sup> to the end of the month after the tuition fee has been made, no refunds will be given.

All other fees and charges are non-refundable. NO QUARTER 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.

Email reminders are sent by the Business Office regarding payment schedules.

## 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 2:30 pm for K4-Grade 3 and 3:00 p.m for Grades 4-8. 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 22). 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 \$18 payable upon pickup of child. In the event the student is not picked up on time, and something happens to him/her inside or outside the school grounds, we understand that the school is held free from any liability.

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 2:50-5:30 pm. The program is held in the Extended Care Room and includes a free snack for the students. The monthly fee is \$150.00/month (\$140/month for 2 or more siblings). Extended Care can also be arranged for each day or only for certain days of the week. The fee is \$18.00/day. Late pick up fee of \$18, and an additional \$1 per minute will be charged if students are picked up after 5:30 p.m. Extended Care fees should be paid together with tuition fees.

### **D. Daily Schedule**

#### **Flag raising Ceremonies**

Flag raising 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 the

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**

- PreK to Second Grade

7:50-8:05	Flag Raising/Homeroom
8:05-9:10	Classes
9:10-9:30	SNACK
9:30-10:55	Classes
10:55-11:40	LUNCH
11:40-2:15	Classes
2:15-2:30	Homeroom/Prayers/Dismissal

- Third Grade to Fifth Grade

7:50-8:05	Flag Raising/Homeroom
8:07-9:40	Classes
9:42-10:02	SNACK
10:02-11:40	Classes
11:40-12:25	LUNCH
12:27-2:48	Classes
2:50-3:00	Homeroom/Prayers/Dismissal

- Sixth Grade to Eighth Grade

7:50-8:05	Flag Raising/Homeroom
8:07-10:28	Classes
10:30-10:50	SNACK
10:53-12:25	Classes
12:27-1:12	LUNCH
1:15-2:48	Classes
2:50-3:00	Homeroom/Prayers/Dismissal

### **E. School Calendar**

A School Calendar is posted and regularly updated on FACTS SIS and the school website [sbcs.edu.gu](http://sbcs.edu.gu). 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.

## 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 Agaña 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, Generation Global 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.

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

#### *3. 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.

The school prays daily as a community in the morning and in the afternoon. Individual classes begin and end each lesson with prayers. Monthly liturgy is held for the school community at the Santa Barbara Parish Church, with students from 3rd to 8th grade

serving in the different ministries: Altar Servers, Hospitality, Music Ministry and Ministry of the Word. The school also observes other special liturgical celebrations and devotions as a community throughout the year such as the Living Rosary, Advent and Lenten Prayer Services, Stations of the Cross, May Crowning, among others. The school also joins the parish for the Solemnity of the Assumption of Mary, Solemnity of all Saints, Feastday of Santa Barbara, Ash Wednesday, the Feast of the Annunciation. The school joins the Archdiocese of Agaña for the Feast of the Immaculate Conception/Our Lady of Kamalen and other activities prescribed by the Catholic Schools Office and the Archbishop.

Grades 4-8 classes are provided retreat experiences that deepen their understanding and practice of the school's Mercy Core Values. The Fourth Grade retreat is on God's Love as Mercy. The Fifth Grade retreat reflects on Human Dignity. The Sixth Grade retreat contemplates on Compassion. The Seventh Grade retreat explores Justice. The Eighth Grade considers Stewardship.

#### 4. Outreach/Service Learning

The school as a community does Spiritual and Corporal Acts of Mercy via Thanksgiving Canned Good drives, daily prayer intentions for the living and the dead, and other special activities. The Religion classes in coordination with their homeroom classes and different school and community organizations support different projects and causes as part of their service learning.

### **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, respectively.

### **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 from Kindergarten to Eighth Grade 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 and in the different subject areas. 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 different applications, the Internet, 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 released on FACTS SIS every mid-quarter.

### **C. Report Cards**

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

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

See pages 72-74 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	NI	Needs Improvement
S	Satisfactory	WS	With Suspension
MS	Moderately Satisfactory		

The SBCS Department Rubrics are on pages 70-71.

### **E. Standardized Tests and ACRE**

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 test results are recorded in the student's cumulative folder and are released to the students' parents/guardians.

In addition, the Assessment of Catechesis/Religious Education (ACRE) is administered to students from fifth and eighth grade.

## **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. Interventions for students may include a meeting with parents and referral for counseling among others. 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 extracurricular activities.

## VIII. ACADEMIC PROGRESS

### **A. 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 for 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.

### **B. Retention**

Failure to pass two or more core subjects disqualifies a student from promotion to the next grade level.

### **C. Graduation (Eighth Grade students)**

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

1. **Academics** - Pass all subjects.
2. **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:
  - a. School (10 hours) – Organizations, Sports, Plays, School-related Activities
  - b. Church/ Community (10 hours) - Church ministries, volunteer work with the parish, community, other schools, or any island organization
  - c. Home (10 hours) – Chores and family activities
3. **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 on page 28 for more details).

4. **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. Students must fulfill all responsibilities in order to obtain signatures from all subject teachers, homeroom advisors, the School Counselor, and the accounting office. The accounting office shall be the last signature to be collected.
  
5. **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 graduating 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: year-end weighted average of at least 93.00%, receiving at least a B in all subjects; having no grade lower than a B in any subject; 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**

To qualify for these awards, a student must have completed four quarters in Santa Barbara Catholic School. 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. The award is not necessarily given to the student with the highest grade in the subject.

#### **5. Special Awards**

- **Deportment 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.
- **Loyalty Award** - This award is given to students who have studied at Santa Barbara Catholic School from Kindergarten through Grade Eight.
- **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 during school hours due to illness or appointments.

## X. CO-CURRICULAR ORGANIZATIONS

Students of Santa Barbara Catholic School are encouraged to participate in school-sponsored and island wide 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 (ACB)* – a program designed to enrich learning in all subject areas among the junior high students.
- *Art Club* – a program designed to develop and enhance the art skills of the students. It is open to students from Grades 3-8.
- *Broadcast Media Club (BMC)* - an organization designed to help students hone their writing, producing, editing and journalism skills and learn technology concepts. The BMC covers news and school events that go on broadcast and/or live feeds via the school's Facebook page.
- *Dance Club* – a program that nurtures a group of enthusiastic dancers who will be exposed to different dance forms to express and communicate themselves. Through dance, the students learn skills of observation, perception and concentration. They also learn the values of teamwork, dedication and respect. They serve the school community by performing on special school programs and occasions.
- *Honor Choir* – a program designed to develop love, appreciation, and knowledge of music as a unique way to express ideas, feelings, and thoughts. The Honor Choir sings regularly at monthly masses and performs on special school programs and 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 everyday scholarship, leadership, service, character, and citizenship. For a detailed description of the these pillars:  
<https://www.njhs.us/parents/student-membership/everyday-pillars-of-njhs/>
- *Robotics Club* – an organization that promotes science, technology, engineering, and mathematics through programming activities and competitions
- *Safety Patrol* – a program designed to help students be safe through activities such as aiding traffic, monitoring hallways, etc.

## **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
- *Geography Bee* – a worldwide geography quiz competition
- *Oratorical Contest*- an activity to help students gain experience in public speaking, perfect self-expression, gain self-assurance, improve communication skills, and provide them the opportunity to participate in the Department of Youth’s Island Leadership Day
- *School Shows and Musical Productions* – a program designed to develop students’ talents in the performing arts — drama, dance, and music
- *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, and provide them the opportunity to participate in the Guam Island Wide Science Fair
- *Spelling Bee* – a program designed to further enhance spelling skills and the opportunity to join the Scripps National Spelling Bee

## **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 BICS (Tel. 646-6500). P.E. T-shirts, P.E. shorts and SBCS jackets may be purchased at the Business Office. Students are highly encouraged to wear the SBCS jackets.

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 shirt
- 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.
- Black belt
- White short sleeved shirt with SBCS emblem on the left pocket
- Plain black leather school shoes or plain black rubber shoes and white, dark blue, or black socks
- 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: red shorts, white PE t-shirt, rubber shoes, and plain black/dark blue/white socks

#### **GIRLS (K-5)**

- Red and white checkered jumper with SBCS emblem on the left side
- White short sleeved blouse
- Plain black leather school shoes or plain black rubber shoes and white socks
- PE uniforms: red shorts, white PE t-shirt, rubber shoes and white socks
- Undershirts should be plain white or SBCS P.E. t-shirt

#### **GIRLS (6-8)**

- Red pleated skirt with length below the knee
- White quarter-sleeved blouse with SBCS emblem on the left pocket
- Plain black leather school shoes or plain black rubber shoes and white socks

- Undershirts should be plain white or SBCS P.E. t-shirt
- PE uniforms: red shorts, white PE t-shirt, rubber shoes, and white socks

Students should not wear P.E. uniform for after-school activities, unless allowed to by their adviser(s). Students are encouraged to buy red SBCS jackets from the Business Office. However, if they choose to wear a jacket other than this, they must be plain red, white or gray only with no big advertisements or logos.

## **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. In addition, no "bald" or "shaven" haircuts are 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 makeup, nail polish, fake nails and expensive jewelry are not permitted at Santa Barbara Catholic School. Boys are not permitted to wear earrings. Facial ornaments (including, but not limited to, nose, eyebrow, lip, and tongue studs or rings), other than one pair of minimalist earrings for the girls, are not permitted.

## **D. Dress-Up/Dress-Down Days**

On special occasions, students are allowed to attend school in non-uniform attire. Clothes and accessories worn should be modest and in good taste.

Some examples of inappropriate clothes are: tank tops, clothing that exposes the midriff, provocative dresses or blouses, see-through patterns, short shorts, tight clothing, clothing designs in poor taste (clothing promoting drugs, alcohol, tobacco, violence, or sex, or any offensive slogans or acronyms).

### **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.

<u>STUDENT RIGHTS</u>	<u>STUDENT RESPONSIBILITIES</u>
<ul style="list-style-type: none"> <li>● To attend school</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> </ul>
<ul style="list-style-type: none"> <li>● To represent complaints and to suggest changes of educational policies or regulations, and express opinions through speech, assembly, petition and other lawful means</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> </ul>
<ul style="list-style-type: none"> <li>● To receive written rules and sanctions for violations</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> </ul>
<ul style="list-style-type: none"> <li>● To due process in matters of suspension, expulsion, and other forms of compulsory exclusion</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> </ul>
<ul style="list-style-type: none"> <li>● To participate in decision making processes as suitable to age and maturity</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> </ul>

<ul style="list-style-type: none"> <li>● To participate in school affairs</li> </ul>	<ul style="list-style-type: none"> <li>● To conduct oneself in manner compatible with educational functions and not to endanger health, safety, and well-being of persons or damage to property</li> </ul>
<ul style="list-style-type: none"> <li>● To inspect cumulative records and have it explained and interpreted and to challenge and remove or correct false or misleading statements</li> </ul>	<ul style="list-style-type: none"> <li>● To communicate information necessary for accuracy and prevent misunderstanding and misinterpretation in any possible way</li> </ul>
<ul style="list-style-type: none"> <li>● To locker and desk privacy</li> </ul>	<ul style="list-style-type: none"> <li>● To keep the 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.</li> </ul>

**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 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**

### **A. 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.

### **B. Support the Parent-Teacher Organization (PTO)**

In Santa Barbara Catholic School, Homeroom Parent Officers are elected at the beginning of the school year. Homeroom representatives 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.

### **C. 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.

### **D. 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**

### **A. General Expectations**

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.

## **B. 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.

## **C. Parent Teacher Conference**

A formal parent-teacher conference is held in 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**

At Santa Barbara Catholic School, students are encouraged to conduct themselves in a way that reflects Catholic Christian values. This includes showing self-discipline and fostering respectful, positive relationships with others.

Students are guided by the rules and policies set by the school administration, as outlined in this student handbook. These guidelines apply during school hours, on campus, and at any school-sponsored activities.

Students are also expected to be mindful of their actions outside of school, as they are representatives of the SBCS community. The school may take appropriate steps to address off-campus behavior that is not in line with the values we uphold.

SBCS believes in helping students learn from their mistakes. We work with families to guide children with mercy, compassion and faith and ensure the safety of our community.

### **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, gym and cafeteria.
9. Leave unnecessary personal items at home (e.g. toys, games, and electronic devices) unless requested by the teacher.
10. Follow uniform policy and dress code at all times
11. Report inappropriate and unsafe items seen on campus (e.g. drugs, alcohol, weapons, etc.)
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 offensive, abusive, vulgar, or inappropriate language.
15. Refrain from chewing gum while on campus.
16. Be on time for classes.
17. Walk to their destination.
18. Stay in assigned areas under the supervision of assigned school personnel
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. Form a line when moving between classrooms.

23. 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 their hand and wait to be called upon before speaking.
4. Stay in their 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 their own books and school supplies to class.
8. Submit all homework at the appropriate time
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. Words of affirmation
3. Recognition for achievement/good behavior
4. Monitor the class / Lead class for the day
5. Feature student in bulletin board display or school announcements
6. Enjoy lunch with the teacher
7. Star/Stickers/Stamps
8. Movie
9. Grab bag
10. Book, pencils, erasers, religious tokens
11. Other classroom privileges (e.g. hands on learning activities available in the classroom, sit with friends)
12. Class work / Homework Pass

## **D. Consequences**

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

1. After-school or lunch detention
2. Counseling session/s
3. Faith-based reflection session/s
4. A letter of apology to the appropriate person(s)
5. Cost of repair or actual replacement of lost or damaged school or personal property
6. Communication with parents (via phone call, email, or meeting)
7. Loss of student privileges (e.g., participation in social events, sports, or class/school activities)
8. Confiscation of unsafe or inappropriate items brought to school
9. MS (Moderately Satisfactory), NI (Needs Improvement) or WS (With Suspension) quarterly department grade
10. In-school suspension
11. Transfer to another school

Note that the Principal reserves the right to assign disciplinary action on a case-by-case basis.

## **E. Severe Behavior Problems**

In cases of persistent serious misconduct or grave moral concerns, expulsion may be considered as a last resort. Every effort will be made to guide the student toward personal growth, reconciliation, and restoration in alignment with Gospel values. The decision to expel a student is made by the Principal, only after careful consultation with the student's parents/guardians and other appropriate school personnel.

## **F. Dealing with Inappropriate Behaviors: Major and Minor Offenses**

Inappropriate behavior is initially addressed by the school personnel (e.g., classroom teacher, subject teacher, or staff member) who observed it. Teacher redirection and warning will be given, along with any immediate actions needed to correct the behavior and ensure safety.

**Minor offenses** do not need to be formally written up if they are addressed immediately and resolved by the school personnel involved. However, the student's homeroom teacher must be informed to ensure appropriate follow-up and guidance. Minor offenses may include, but are not limited to, the following behaviors:

- Talking out of turn, excessive talking, disruptive behavior
- Not following classroom rules, routines
- Not completing classwork or homework

- Being unprepared for class (books, materials, etc.)
- Chewing gum or eating in the classroom without permission
- Running, rough play or rowdy behavior in the classroom or hallways
- Not wearing the correct school uniform or violating dress code
- Inappropriate use of electronic devices
- Disrespectful or unkind remarks to peers, teasing (non-bullying)
- Intentionally disregarding teacher instructions
- Using others' belongings without permission
- Inappropriate posture or behavior during religious and school activities
- Leaving trash behind or not cleaning up after oneself
- Tardiness

**Note that when minor offenses are repeated and show a pattern of behavior despite warnings given, they may be reclassified and addressed as a major offense.**

**Major offenses** must be documented by the homeroom or subject teacher who witnessed the behavior. In coordination with the Assistant Principal for Administration and Discipline, appropriate teacher redirection, parent communication, and consequences will be implemented. These offenses may impact a student's department grade and eligibility for quarterly and yearly awards and participation in school activities and other extra-curricular activities.

Disciplinary records will be kept in the school office until the student graduates from SBCS, after which they will be permanently destroyed. These records will not be included in the cumulative file sent to the student's next school.

**Major offenses** may include, but are not limited to, the following behaviors:

<b>Misbehavior</b>	<b>What It Means</b>
<b>Willful and repeated noncompliance with teacher directions</b>	Repeatedly refusing to follow directions or school rules.
<b>Fighting or hurting others on purpose</b>	Physical aggression, hitting, kicking, or pushing someone; throwing objects that could cause injury
<b>Bullying</b> <i>(See Section G next page)</i>	Being mean on purpose, repeatedly over time, to hurt someone's feelings or body; intentionally causing embarrassment; presence of an imbalance of power
<b>Cyberbullying</b>	Using digital devices or media to send mean, harmful, threatening, or hurtful messages that cause emotional distress

<b>Use of offensive, inappropriate or unkind language</b>	Using hurtful, disrespectful, or offensive words; using mean words to hurt others, spreading rumors, name-calling, teasing
<b>Having or sharing inappropriate pictures or words</b>	Possession, accessing, distribution, or display of materials—whether physical or online—that are considered disrespectful or inappropriate in a school setting.
<b>Bringing unnecessary, dangerous or inappropriate items to school</b>	Bringing things like toys, knives, sharp objects, lighters, fireworks, or anything unsafe; drugs, alcohol, vape or anything that might be harmful to the body; pornographic or sexually explicit materials
<b>Stealing</b>	Taking something that doesn't belong to you.
<b>Breaking or damaging property on purpose</b>	Vandalism, graffiti, breaking supplies, or ruining someone else's things
<b>Violation of personal boundaries through inappropriate touching or gestures</b>	Any form of unwanted or inappropriate physical contact—such as public displays of affection, touching, kissing, poking, pushing, filming or photographing others without permission, forcible removal of clothing or gestures that are suggestive, offensive, or make others uncomfortable
<b>Cheating</b>	Copying; Turning in someone else's work or answers as your own; plagiarism
<b>Leaving school without permission</b>	Going off school grounds or school activity without appropriate permission and documentation from school personnel
<b>Misusing technology</b>	Going to bad websites, breaking tech rules, or using devices to be mean
<b>Misusing safety tools and equipment</b>	Playing with alarms or equipment meant to keep us safe
<b>Any unsafe or harmful behavior</b>	Excessive rough play, climbing on furniture or being in unauthorized areas; ignoring safety drills or emergency procedures; encouraging others to engage in dangerous behaviors, dares or pranks
<b>Continuing misbehavior after many chances</b>	Repeating major and minor offenses, even after teacher redirection and warnings
<b>Other serious matters as determined by the Principal</b>	

## **G. Bullying**

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 of the student 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.

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;

<https://www.stopbullying.gov/resources/laws/guam>

<https://safesupportivelearning.ed.gov/discipline->

[compendium?state=guam&sub\\_category=Bullying,%20Harassment,%20or%20Hazing#:~:text=\(k\)%20%22harassment%2C%20intimidation,Internet%20safety%20in%20course%20curricula.](https://safesupportivelearning.ed.gov/discipline-compendium?state=guam&sub_category=Bullying,%20Harassment,%20or%20Hazing#:~:text=(k)%20%22harassment%2C%20intimidation,Internet%20safety%20in%20course%20curricula.)

<https://law.justia.com/codes/guam/title-9/chapter-28/>

(§ 28.100. Illegal Use of a Computer or Telecommunications Device to Disseminate Prohibited Materials Involving a Minor- Sexting; Crime Defined and Punished)

## **H. Students Use of Social Media**

Given the growth and expansion of “social networking” technology such as Facebook, YouTube, Instagram, Tiktok, Thread, X, Discord, Snapchat etc., and related resources such as blogs and other web-based discussion forums across all areas of modern life, students at SBCS may be held accountable for their actions related to all internet interactions according to the agreed upon conduct found in SBCS Computer Acceptable Use Policy. Any interactions with social media or

other electronic communication by an SBCS student which appear to be contrary to the SBCS Student Handbook may result in disciplinary action, regardless of when or where the communication occurs. Parents are reminded that students should be at least 13 years old to have a social media account.

## **I. Threats of Violence**

SBCS seeks to promote a healthy, safe learning environment. SBCS does not tolerate threats of violence to others, threatening behavior, or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or in all seriousness, whether in school or out of school, whether in person or through some other form of communication (e-mail, IM, Internet posting, letter, social media post, etc.) will be taken seriously and may be grounds for immediate discipline, including suspension or expulsion.

## **XVI. CHILD ABUSE AND NEGLECT POLICY**

The safety and well-being of all students are of utmost importance. This policy outlines the steps that all SBCS staff must follow if child abuse is suspected, ensuring compliance with legal obligations and the protection of children.

### **Policy Overview**

All school employees are **mandated reporters** and must act swiftly upon any suspicion or evidence of child abuse. The school will handle all suspected cases with sensitivity and confidentiality, adhering to state and federal laws. This policy is in place to ensure the safety of all students and to fulfill the school's legal and moral obligation to protect children from harm. Staff are reminded that their role is to report, not investigate, suspected child abuse.

### **Procedure for Reporting Suspected Child Abuse**

1. Report their suspicions immediately by telephone directly to:  
Child Protection Services (CPS): (671) 475-2653 or 2672 and/or  
Guam Police Department (GPD): 911 (Emergency) (671) 632-9808 or 632-9811;  
(671) 475-8615; 475-8616; 475-2672 (Dispatch Phone)
2. Persons making such report are required to reveal their names to CPS and GPD. Their identity will be treated with utmost confidentiality, and they shall have immunity from liability, civil or criminal, that might arise from such action (19 GCA 13206).
3. Reporting persons are to inform the administration about the suspected abuse and neglect incident as soon as possible, but no later than the Close of Business (COB) day.

If the person suspected of abuse or neglect is a clergy member, employee, or volunteer of the school, after reporting to Child Protective Services (CPS), the reporting person should immediately contact the Archdiocese of Agana Delegate at (671)562-0039 (leave a message) and email a copy of the CPS referral to [safeenvironment@archagana.org](mailto:safeenvironment@archagana.org).

4. Reporters are to complete and submit the Child Abuse and Neglect Referral within 48 hours of initial report to CPS. The written report may be hand delivered or emailed to [cps@dphss.guam.gov](mailto:cps@dphss.guam.gov).

5. SBCS personnel are prohibited in conducting any type of investigation, that is, any in-depth questioning for purposes of determining if the suspected abuse or neglect occurred. Mandated reporters are only required to report when he or she has reason to suspect that the child is experiencing abuse or neglect.
6. The Child Abuse and Neglect Referral Form is filed with the school administrator NOT in the student's cumulative record.

*When CPS referrals are submitted, there is no obligation for the school personnel to inform parents of a submitted referral or share its contents, as CPS and GPD are the investigating authorities in these cases.*

### **Removal of Students from School by CPS or GPD**

CPS social workers and GPD officers that respond to the report are treated like visitors and are to follow the same procedure. Sign in at the office and present their identification and be accompanied by a staff member to where the child is.

CPS workers and GPD officers are permitted to take a student into protective custody without a court order and without consent of the child's parent or legal guardian if, at the discretion of a CPS worker or police officer, the child is in such circumstances or condition that the child's welfare presents a situation of harm or threatened harm to the child.

The school shall require the CPS worker or GPD officer who takes a student into custody under these conditions to sign out using whatever log the school maintains for recording students' removals by parent or legal guardians.

The school shall notify parents or legal guardians of such removal whenever it occurs, inclusive of advising them to check with CPS or GPD regarding the location of their children. However, they shall not provide parents or legal guardians with any information regarding the referring source.

While the school is not legally required to provide an accompanying adult, we can request permission from CPS or GPD for a trusted school official (e.g., a counselor or administrator) to accompany the child for emotional support, particularly if the child is young or visibly distressed. CPS or the police may allow this, provided it does not interfere with their investigation.

## **Placement of Child in Dangerous Circumstances**

If the student is not to return home because of reasonable suspicion to believe the student would be in imminent danger by returning home, or the student refuses to go home, reasonable effort will be made to immediately inform the parents or legal guardians, so as not to evoke unnecessary worry that their child is lost or has been harmed.

Parents or legal guardians will be provided with contact information of CPS and GPD. SBCS personnel are not obligated to discuss the CPS referral or its contents. Information regarding the Referring Person is confidential and should not be disclosed.

## **Immunity from Liability: Title 19 GCA, Chapter 13**

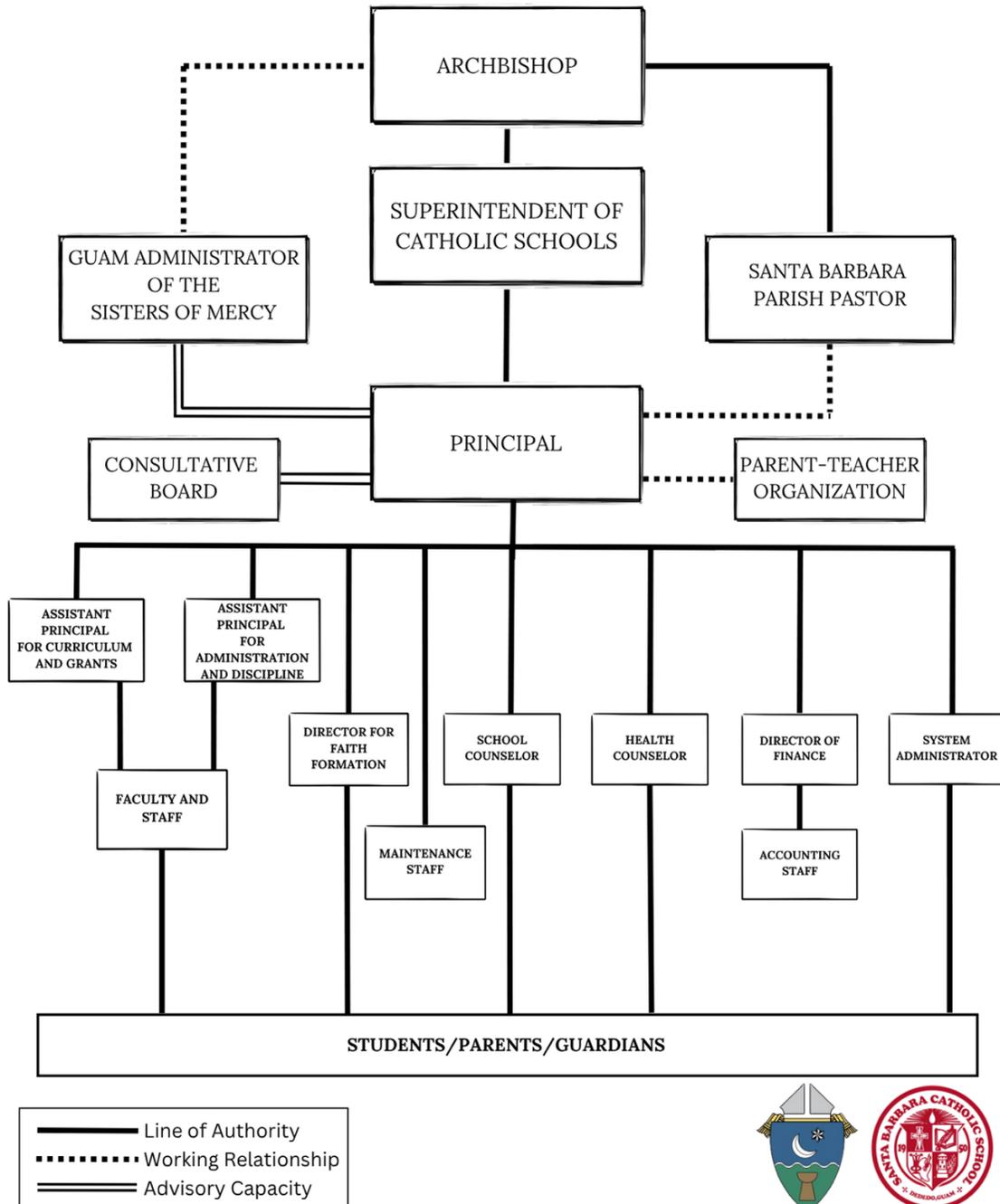
Any person, hospital, institution, school, facility or agency participating in good faith in the making of a report or testifying in any proceeding arising out of an instance of suspected child abuse or neglect, the taking of photographs or the removal or keeping of a child pursuant to S13203 of the Child Protective Act shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. For purpose of any proceedings, civil or criminal, the good faith of any person required to report cases of child abuse or neglect pursuant to S13201 shall be presumed.

## **Legal Compliance and Training**

All school staff will receive regular training on identifying and reporting child abuse, as well as their legal responsibilities. The school will review and update this policy annually to ensure compliance with current laws.

**APPENDIX A:  
SBCS ORGANIZATIONAL CHART**

**SANTA BARBARA CATHOLIC SCHOOL  
Organizational Chart**



**APPENDIX B**  
**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**

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 todú 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.

**Stand Ye Guamanians**

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. The Chamorro Pledge**

*Written by Dr. Bernadita Camacho Dungca, SBCS Class of 1955*

##### **Inifresi**

Ginen i mās takhilo'  
gi hinasso--ku  
I mās 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**

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.

**E. Santa Barbara Catholic School Alma Mater Hymn**

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

*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!*

**F. SBCS Lives Within Me** (K. Roxas, J. Balzamo)

*'Tis the time to look back and see what we were before.  
Through all the tough times, tears and joy, we're still one and going strong.  
We've lit the fire, we've made it strong. The flame of Spartan spirit continues to live on.*

**Refrain:**

*We are one in this community. Hand in hand, we can make any dream a possibility.  
Educating mind, heart and spirit, Hail, Santa Barbara! SBCS lives within me.*

*'Tis the time to surge on and live what we have learned.  
Learn to reach out, give love and be selfless, and bring God's mercy to the world.  
We've lit the fire. we've made it strong. the flame of Spartan spirit continues to live on. (Ref.)*

**Coda:** *Wherever I go, I'll take this with me. Hail, Santa Barbara! Spartan spirit lives within me!*

**Refrain**

*(Ending) ...SBCS lives, SBCS lives, SBCS lives within me!*

## **APPENDIX C**

### **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, and 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 truth fill their minds with faith, their vision with hope and their hearts with love. Help our priests and sisters to be examples of Your loving presence in our lives and in this island community. We ask this through Christ Our Lord. Amen.

#### **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 someday I will be with You in heaven. AMEN

#### **D. The Lord’s Prayer**

Our Father, who art in heaven, hallowed be 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

### **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.

**All.** 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)*

**L:** Oh Queen of Heaven, rejoice, **R:** Alleluia.

**L:** For He whom you did merit to bear, **R:** Alleluia.

**L:** Has risen, as he said, **R:** Alleluia.

**L:** Pray for us to God, **R:** Alleluia.

**L:** Rejoice and be glad, O Virgin Mary, **R:** alleluia.

**L:** For the Lord has truly risen, **R:** Alleluia.

**L.** Let us pray.

**ALL.** 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.

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

**L.** Our Lady of Mercy.

**R.** 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

- 1st The Annunciation
- 2nd The Visitation
- 3rd The Birth of Our Lord
- 4th The Presentation of the Child Jesus in the Temple
- 5th The Finding of the Child Jesus in the Temple

### 2. Sorrowful Mysteries

- 1st The Agony of our Lord in the Garden
- 2nd The Scourging at the Pillar
- 3rd The Crowning of the Cross
- 4th The Carrying of the Cross
- 5th The Crucifixion and Death of our Lord on the Cross

### 3. Glorious Mysteries

- 1st The Resurrection of Our Lord
- 2nd The Ascension of Our Lord
- 3rd The Coming of the Holy Spirit
- 4th The Assumption of Mary
- 5th The Crowning of Mary as Queen of Heaven and Earth

### 4. Mysteries of Light

- 1st The Baptism of Jesus
- 2nd The Wedding at Cana
- 3rd The Proclamation of the Kingdom of God
- 4th The Transfiguration
- 5th 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.

**T. PRAYER TO SANTA BARBARA**

Santa Barbara, through your love for the Most Blessed Trinity and your desire to be one with Jesus in the Eucharist, you received divine grace to witness by your martyrdom your faith, hope and trust in God. We pray that through your intercession, we may endure all the difficulties of our life with profound reverence for Jesus who is present in all of creation. We pray also to be instruments in building the Kingdom of God in all our words and actions. Through Christ our Lord. Amen.

Santa Barbara, pray for us.

**APPENDIX D**  
**FIELD TRIP PERMISSION / DRIVER AGREEMENT FORMS**

**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 \_\_\_\_\_

**APPENDIX E**  
**SBCS DEPARTMENT RUBRIC**

<b>Committed Christians</b>	<b>Always (5)</b>	<b>Most of the time (4)</b>	<b>Sometimes (3)</b>	<b>Rarely (2)</b>	<b>Never (1)</b>
Continuing to grow in faith by maintaining an active relationship with God <ul style="list-style-type: none"> <li>● Knows and prays traditional and spontaneous prayers</li> <li>● Shows reverence and sincerity during prayer</li> <li>● Participates actively during masses, prayer services, retreats, processions, and reception of the sacraments</li> </ul>					
Living a moral conscience based on Catholic/Christian values <ul style="list-style-type: none"> <li>● Knows, practices, and/or respects the teachings of the Catholic Church</li> <li>● Stands up for what is right regardless of what is popular.</li> <li>● Practices self-discipline and positive self-awareness</li> <li>● Being reflective, inclusive, compassionate, kind and merciful to all</li> </ul>					
Respecting diversity, life and God’s creation <ul style="list-style-type: none"> <li>● Being sensitive to and appreciative of cultural and personal differences</li> <li>● Shows reverence for self and others</li> <li>● Takes care of the environment and the property of the school and others</li> </ul>					
<b>TOTAL POINTS =</b>					

**VS** = 13-15  
**S** = 11-12  
**MS** = 7-10  
**NI** = 3-6

<b>Responsible Members of the Community</b>	<b>Always (5)</b>	<b>Most of the time (4)</b>	<b>Sometimes (3)</b>	<b>Rarely (2)</b>	<b>Never (1)</b>
Taking responsibility for words and actions <ul style="list-style-type: none"> <li>● practices and models responsible behavior</li> <li>● follows the rules of the school in the PS handbook and encourages classmates to do the same</li> <li>● works and plays cooperatively and justly with others; resolves conflicts in a peaceful manner</li> </ul>					
Selflessly serving the Church, school and community <ul style="list-style-type: none"> <li>● has initiative to help others</li> <li>● contributes time, talent and treasure to school and Church-sponsored activities</li> </ul>					
<b>TOTAL POINTS =</b>					

**VS** = 9-10

**S** = 7-8

**MS** = 5-6

**NI** = 2-4

**APPENDIX F**  
**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.

<b>SUBJECT</b>	<b>GRADE 1</b>	<b>GRADE 2</b>	<b>GRADE 3</b>	<b>GRADES 4-5</b>	<b>GRADES 6-8</b>
<b>Religion</b>	4	4	4	4	5
<b>Language Arts</b>	13	13	9.78	8	8
<b>Mathematics</b>	5	5	5	5	5
<b>Science</b>	5	5	5	4	5
<b>Social Studies</b>	5	5	5	4	4
<b>Art</b>	-	2	2	2	1
<b>Music</b>	-	-	2	2	2
<b>Computer</b>	-	-	-	2	2
<b>Physical Education</b>	-	-	-	3	2
<b>Total</b>	<b>32</b>	<b>34</b>	<b>32.78</b>	<b>34</b>	<b>34</b>

For example:

Grade 1

<b>SUBJECT</b>	<b>GRADE</b>	<b>CREDITS</b>	<b>PRODUCT</b>
Religion	94	4	376
Language Arts	95	13	1235
Math	89	5	445
Science	85	5	425
Social Studies	83	5	415
	<b>Sum</b>	<b>32</b>	<b>2896</b>
		<b>GPA</b>	<b>90.50</b>

Grades 2

<b>SUBJECT</b>	<b>GRADE</b>	<b>CREDITS</b>	<b>PRODUCT</b>
Religion	94	4	376
Lang Arts	95	13	1235
Math	89	5	445
Science	85	5	425
Soc Studies	83	5	415
Art	94	2	188
	<b>Sum</b>	<b>34</b>	<b>3084</b>
		<b>GPA</b>	<b>90.71</b>

## Grade 3

<b>SUBJECT</b>	<b>GRADE</b>	<b>CREDITS</b>	<b>PRODUCT</b>
Religion	94	4	376
Language Arts	95	9.78	928.89
Math	89	5	445
Science	85	5	425
Social Studies	83	5	415
Art	94	2	188
Music	97	2	194
	<b>Sum</b>	<b>32.78</b>	<b>2971.89</b>
		<b>GPA</b>	<b>90.66</b>

## Grade 4-5

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

Grade 6-8

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



## APPENDIX G

### 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. Thus, only applications and software downloaded by the Systems Administrator and approved by the school administration are allowed in the system.
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 email 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 a question, 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.

## 9. Altering the settings in the computer system or downloading any application or software without the permission of the System Administrator or school administration;

### **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 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, X, 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. Stewardship and Accountability**

The use of the Santa Barbara Catholic School Computer System is both a blessing and privilege. Thus, you are expected to practice stewardship and accountability.

- Bring the laptop to class only when instructed by the teacher.
- Provide a secure means of carrying laptops from room to room (e.g. laptop compartment in a backpack)
- Return the computer to the charging station in the homeroom class after use.
- Inform the homeroom and computer teachers of any damage for proper documentation, repair and/or replacement. If the damage is due to the student's lack of responsibility, s/he must either replace it with the exact unit or pay the Business Office the amount needed to purchase and replace said unit.

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.

### **G . Student Account Agreement**

Copy and paste the text after the dotted line into your email program. Email it to your child's homeroom teacher:

.....

#### **SANTA BARBARA CATHOLIC SCHOOL COMPUTER SYSTEM** **ACCEPTABLE USE POLICY AGREEMENT**

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: \_\_\_\_\_



## APPENDIX H

### Parent(s)/Guardian(s) - Student Electronic Communication Devices Permission Form Bring Your Own Device (BYOD)

For use in the class of (Name of Teacher and Subject) \_\_\_\_\_

Dates when device/s will be used: FROM: \_\_\_\_\_ TO \_\_\_\_\_

I have read and understood the Acceptable Use Policy in the School Handbook. When I bring my device, I will only use it for school projects. I will not use it for social media, bullying/cyberbullying, harassment, breaking copyright policies, regulations, and rules. I understand that if I break any rules, I am subject to SBCS disciplinary actions and could also be subject to the rules of the Internet Service Provider, and local, state, and federal laws and procedures.

\_\_\_\_\_  
**Student Name - Class**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date of Signature**

As the parent(s)/guardian(s) of the student of SBCS, I grant my child permission to bring and use an electronic device for school projects. I have reviewed the Acceptable Use Policy in the School Handbook and have discussed this with my child. I understand that if s/he violates the Acceptable Use Policy, s/he is subject to SBCS disciplinary actions and could also be subject to the rules of the Internet Service Provider, and local, state, and federal laws and procedures.

Device and Serial Number: \_\_\_\_\_

\_\_\_\_\_  
**Name of Parent(s)/Guardian(s)**

\_\_\_\_\_  
**Signature of Parent(s)/Guardian(s)**

\_\_\_\_\_  
**Date of Signature**



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## APPENDIX I

### PARENTS - STUDENT HANDBOOK 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.

\_\_\_\_\_  
**Father's Printed Name and Signature**

\_\_\_\_\_  
**Mother's Printed Name and Signature**

\_\_\_\_\_  
**Guardian's Printed Name and Signature**

\_\_\_\_\_  
**Student's Name and Signature**

\_\_\_\_\_  
**Homeroom Teacher**

\_\_\_\_\_  
**Grade/Section**

**Date Signed:** \_\_\_\_\_

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