



STARTING THE SCHOOL YEAR

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POMONA CATHOLIC SCHOOL SY 2020-2021
THIS GUIDE IS TO BE USED IN CONJUNCTION WITH OUR PARENT-STUDENT HANDBOOK.

STARTING THE SCHOOL YEAR SMART

TABLE OF CONTENTS

ACKNOWLEDGEMENTS	3
PREFACE	3
PURPOSE	3
SELF QUARANTINE: A WEEK BEFORE	4
CO-HORTS.....	4
BELL SCHEDULE	4
DRESS CODE	5
ARRIVAL/DISMISSAL.....	5
BEFORE SCHOOL AND AFTER SCHOOL	6
PARENTS/VISITORS	6
MOVEMENT WITHIN SCHOOL BUILDING	6
CALENDAR	6
PHYSICAL SOCIAL DISTANCING GUIDELINES	6
IN THE CLASSROOM	6
OUTSIDE THE CLASSROOM	6
FACE COVERINGS	7
STAFF.....	7
VISITORS	7
STUDENT SUPPLY LIST	7
HEALTH SCREENING	8
AT HOME	8
AT SCHOOL	8
TEMPERATURE CHECKS	8
REPORTING ABSENCES.....	8
CLASSROOM SETTING	8
ACADEMIC POLICY AND EXPECTATIONS.....	9
FOOD SERVICE.....	9
WATER/DRINKING FOUNTAINS.....	9
TECHNOLOGY EXPECTATIONS/REQUIREMENTS.....	9
SCHOOL EMAIL.....	9
COLLEGE GUIDANCE & COUNSELING SERVICES.....	10
ACTIVITIES - ASB & MS STUDENT COUNCIL.....	10
ASSEMBLIES.....	10
ATHLETICS	10
FUNDRAISERS.....	10
RETREATS.....	11
LOCKERS.....	11
FACILITY MAINTENANCE.....	11
ATTENDANCE POLICY	12
WHEN A STUDENT/FACULTY/STAFF/VISITOR BECOMES SICK OR SHOWS SYMPTOMS	12
FACTS/RENWEB.....	12
TUITION AND FINANCES	13
CHRISTIAN SERVICE HOURS	13
PARENT SERVICE HOURS.....	15
HELPFUL WEBSITES.....	15

ACKNOWLEDGEMENTS

We are grateful to the members of the Starting the School Year **SMART** Planning Committee for the wisdom and insight which helps to inform this document. Additionally, we are indebted to the Los Angeles Archdiocese Task Force for providing the structure for this document. It has been revised and adopted to meet the needs of our school community.

PREFACE

Since 1851, Catholic schools of the Archdiocese of Los Angeles have been part of the cultural, social, and educational fabric of Southern California. During that time, our school ministry has encountered many challenges and overcame them with deep faith and conviction in our Gospel values. The pandemic caused by COVID-19 has been the most disruptive event we have faced as a global society in modern times. For our schools, it represents an existential threat to the sustainability of our mission, particularly for the poor who have suffered most from the impact of the virus. Yet, over these past several months, we have collectively demonstrated who we are during this moment of great crisis. Through our resiliency and commitment to our students and their families, we have shown the very best of ourselves and our ministry.

As we prepare to welcome our faculty, staff, students and families back to campus, we will need to use that same resiliency to ensure our school maintains a high standard of health and safety for all. This document represents the work of many in our archdiocese and colleagues from around the country. It is rooted in our Catholic tradition of education and represents our unique approach to student formation. We remain in a fluid and dynamic situation, so we must be flexible as public health circumstances change. Thank you for your faith, love, and labor through this extraordinary time. The Pomona Catholic is committed to journeying with you into this new school year.

PURPOSE

On June 15, 2020, based on state and county health orders, the Department of Catholic Schools announced that Catholic schools in the Archdiocese of Los Angeles would be returning to campus for in-person instruction in the fall. The purpose of this document is to provide guidance for starting the 2020-2021 school year with in-person instruction given the current state of public health. It provides the most salient information that you need to know about getting students safely on campus and keeping them safe.

On July 17, 2020, based on the Governor's announced new requirements for California schools, Catholic Schools of the Archdiocese of Los Angeles will open the 2020-2021 school year with distance learning. Once Los Angeles has been removed from the state's monitoring list for 14 consecutive days, in-person instruction will be allowed to resume.

Reopening campus for in-person instruction has required diligent planning efforts and attention to detail on the part of our school leaders, faculties, and staff. The content of this guidance document takes into consideration the current public health guidance from the State of California, modified health orders in the three counties we serve, practices from our peers in other dioceses throughout California, and elementary and high school leaders from our archdiocese. County public health orders will be modified as conditions change; we are not exempt from this.

We are prepared to adapt to new modifications as they are mandated by public health officials. We will continue to update you on future modifications as they pertain to our school.



DURING THE COVID-19 PANDEMIC, OUR PRIORITIES HAVE BEEN:

- + Protecting the health and safety of students, staff, and families
- + Supporting the integrity of student learning during the crisis
- + Protecting our schools from the consequences of the crisis

THE MOST SIGNIFICANT MEASURES WE WILL TAKE TO MAINTAIN A HEALTHY ENVIRONMENT WILL INVOLVE THE FOLLOWING:

- + Maintaining physical distancing throughout campus
- + Use of face coverings/shields for staff and students
- + Reducing mixing of students to contain potential outbreaks and ensure contact tracing
- + Hand washing, limiting sharing of personal items/supplies
- + Frequent cleaning of surfaces

SELF QUARANTINE A WEEK BEFORE SCHOOL STARTS

To limit exposure to those infected by the virus, we ask all students, families, faculty and staff to self quarantine for one week in their home.

CO-HORTS

Families have chosen on-campus or off campus learning. Families must commit to this cohort throughout the first semester. Exceptions will be made for on campus learners needing to transition off campus for health and/or safety reasons, with appropriate communication and documentation of the transition.

Masks are mandatory on campus. If a student cannot comply with this mandate due to a medical condition, this student and any siblings will be placed on distance learning.

BELL SCHEDULE

MONDAY, TUESDAY, WEDNESDAY, THURSDAY: LIVE INSTRUCTION IN CLASS OR LIVE STREAMED - PERIODS 1-6

FRIDAY: OFFICE HOURS, TUTORING, AT HOME LEARNING SUPPORT, HONORS/AP CURRICULUM, SMALL GROUP EVENTS/ACTIVITIES.

HIGH SCHOOL

Zero Period 7:30 am to 8:20 am
Period 1 8:30 am to 9:20 am
Period 2 9:25 am to 10:15 am

Nutrition Break in supervised areas
10:15 am to 10:25 am

Period 3 10:30 am to 11:20 am
Period 4 11:25 am to 12:15 pm

Lunch in supervised areas
12:15 pm to 12:50 pm

Period 5 1:00 pm to 1:50 pm
Period 6 1:55 pm to 2:45 pm

Students who do not have a Flex period class are dismissed

Flex period 2:50- 3:40 pm

MIDDLE SCHOOL

Homeroom 8:20 am to 8:30 am
Period 1 Electives- 8:30 am to 9:15 am

MS sanitization break and supervised move to classrooms 9:15 am to 9:25 am

Period 2 9:25 am to 10:15 am

Nutrition break 10:15 am to 10:25 am in classrooms

Period 3 10:30 am to 11:20 am
Period 4 11:25 am to 12:15 pm
Period 5 12:20 pm to 1:05 pm

MS Lunch 1:05 pm to 1:40 pm

MS sanitization and supervised move to classrooms 1:40 pm to 1:50 pm

Period 6 1:55 pm to 2:45 pm
Dismissal 2:45 pm to 3:00 pm

DRESS CODE

We are Pacers and we are proud! We must unite, especially at a time like this, by wearing our school uniform whether we are on campus or off campus. Dressing up for school has a positive impact on a student's confidence and self-esteem. Adhering to School Uniform and Dress Code policies is expected for both on campus and off campus learners for Monday through Thursday live instruction.



ARRIVAL/DISMISSAL

ARRIVAL

To facilitate expeditious entry to campus in the morning, we have staggered the start day allowing for ample time to conduct health screenings and temperature checks upon campus entry.

Students cannot arrive on campus before 7:50AM. For the health and safety of our school community, health screenings must be in place prior to arrivals.

- + **Use front entrance on Holt**
- + **School staff will conduct health screenings and temperature checks.**
 - + **If cleared** - students will go to morning waiting areas.
 - + Middle School waiting area - courtyard
 - + High School waiting area - front entrance
- + **Middle School arrival time 7:50-8:15AM - school begins at 8:20AM.**
- + **High School Arrival time 8:00-8:25AM - school begins at 8:30AM.**

DISMISSAL

Students must be picked up promptly. Dismissal is from 2:45-3:15PM. There is no after school care. High School students enrolled in a flex period must be off campus by 3:55PM.



BEFORE SCHOOL AND AFTER SCHOOL CARE

The school will not offer Before or After School Care until further notice. For the health and safety of our school community, the campus will close immediately following dismissal. Families are asked to make alternative child care arrangements, if needed.

PARENTS/VISITORS

Parents/visitors will have limited access to the inside of the school building, specifically business related offices. This will limit any spread of the virus inside the school.

All visitors must check in at the Front Office; we will conduct health screenings and temperature checks upon campus entry.

MOVEMENT WITHIN SCHOOL BUILDING

- + Pay attention to directional signs in the building.
- + Walk to your right, while maintaining 6ft between you and the next person.
- + Do not enter rooms that do not have adult supervision.
- + Follow teacher/staff directions at all times.

CALENDAR

You will still receive weekly updates via email, phone, and text messages. If there are any changes, you will be notified via email. Please check our web-site calendar for all events. Teachers will update gradebooks and class pages every Friday. Students should log into the SIS system daily for updates.

PHYSICAL SOCIAL DISTANCING GUIDELINES

PHYSICAL DISTANCING IN THE CLASSROOM

The California Department of Public Health (CDPH) guidance on physical distancing states, "Maximize space between seating and desks. Teacher desks are distanced at least six feet away from student desks. Desk shields will be provided for teacher and student workspaces."

Additional functions of the classroom environment will include:

- + Markings (i.e., masking or painters tape) on classroom floors to promote distancing
- + Desk arrangements to minimize contact (i.e., configuration of desks in a checkerboard style and facing the same direction)
- + Increased ventilation (i.e., opening windows and doors)
- + To accommodate physical distancing requirements, we may utilize the flexible use of staff, rotations, and non-traditional classroom spaces (i.e. cafeteria, auditorium).
- + Use of Other Spaces for Instruction. To maximize physical distance, we may use outdoor spaces as classrooms as well as building spaces that are not typically used for classroom instruction such as the cafeteria, chapel, and auditorium.

PHYSICAL DISTANCING OUTSIDE THE CLASSROOM

We have made plans to reduce congregating of students, especially in hallways, break and lunch areas, and outside the classrooms. This includes before and after school, break, lunch, and other transitions. Please follow floor markings and signage

FACE COVERINGS

STUDENTS

CDPH guidance on face coverings for students uses flexible language and states that, “Students should be encouraged to use cloth face coverings. Cloth face coverings are most essential in settings where physical distancing cannot easily be maintained, such as school buses or other settings where space may be insufficient” (p. 6). Thus, the general expectation is to teach and communicate that students should wear masks and keep them on to the degree that it makes sense in a given setting. We anticipate that for some students, wearing a mask consistently will be an issue of practicality. Students in early childhood and primary grade levels will likely have a hard time keeping face coverings on their face, as well as, keeping them clean. In addition, students with asthma or other health challenges may not be able to wear a face covering. It is acceptable if the face coverings come off in a given setting so long as additional measures to maintain adequate physical distancing are in place. Face shields are also appropriate alternatives if a mask cannot be worn. Archdiocese of Los Angeles Starting the School Year SMART Department of Catholic Schools Revised: June 25, 2020

STAFF

For staff, the CDPH guidelines use more specific language stating that, “All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection). Teachers can use face shields, if available, which enable younger students to see their teachers’ faces and to avoid potential barriers to phonological instruction” (p. 6). Thus, staff are required to wear face coverings.

VISITORS

Visitors and all other adults must wear face coverings on campus at all times. All visitors must adhere to health screening and temperature check. For the health & safety of our school community, unenrolled minors may not be on campus without a supervising parent. All visitors must sign in at the main office.



STUDENT SUPPLY LIST

We recommend that each student have the following in his/her possession at all times while on campus:

- + Hand sanitizer
- + Tissue
- + Face mask (mandatory). Pack a couple in the student’s backpack.
- + Face shield (optional).
- + Rolly backpacks are encouraged. Lockers will NOT be utilized.

HEALTH SCREENING

01

AT HOME

Parents are strongly advised to monitor for symptoms at home and must be reminded to keep children who are sick at home until they are fever and vomit free (without medication) for 24 hours. Daily health checks will be performed on-site consisting of temperature check and health screening and students will be monitored for signs of illness throughout the day.

02

AT SCHOOL

Before entering campus, all students (or guardians on behalf of students) must respond to a brief health screening. If a student (or guardian on behalf of the student) responds with an affirmative to any of the screening questions, he/she must not enter the school building. Screening must include questions concerning cough, shortness of breath, fever, and any other abnormal symptoms the student may be experiencing.

03

TEMPERATURE CHECKS

Before entering campus, all students must have their temperature checked via no-touch thermal scan thermometers. If a student has a fever, he/she must not enter the school building. A parent or guardian will be contacted to pick up the student immediately.

REPORTING ABSENCES

Attendance will be taken daily whether a student is on campus or off campus. Students attending in person will be marked "Present." Students attending the live stream from home will be marked "Distance Learning." All absent students will be marked "Absent." Attendance is taken within the first 10 minutes of each class period. After 10 minutes, a student entering class will be marked "Tardy."

Notice of a student's absence must be phoned into the Attendance Office by the parent or guardian no later than 10:00 am of the day of absence. **Attendance Office phone number: (909) 623-5297 ext. 10.**

On the day a student returns to school following an absence, the student must bring a dated note signed by a parent/guardian or medical professional indicating the date(s) of the absence reason for the absence. A medical excuse from a medical profession must be on medical stationery, and given it to the Attendance Office.

CLASSROOM SETTING

STUDENT

CDPH guidance states that, "Students should remain in the same space and in groups as small and consistent as practicable. Keep the same students and teacher or staff with each group, to the greatest extent practicable" (p. 9). We will cohort students into smaller groups and keep them together to the extent possible. In addition to limiting the spread of the coronavirus, the point of cohorting students is to make contact tracing easier in case a student or teacher tests positive for COVID-19. By cohorting students, we might be able to limit the impact on in-person instruction by only quarantining the cohort, rather than the entire school.

Teachers may travel to and from classrooms to teach various cohorts or grade levels of students. In such cases, these educators will be particularly mindful of modeling and ensuring healthy hygiene practices.

Classroom etiquette is to be followed whether in person or at home. At home learners are expected to interact with livestream classes following the same classroom rules, such as no eating or drinking, no cell phone usage, camera on, muted during direct instruction, appropriate and recognizable username and other classroom rules, as outlined by the teacher.

ACADEMIC POLICY AND EXPECTATIONS

Pomona Catholic teachers, administration, in partnership with parents work collaboratively to ensure a standard level of academic proficiency. One of the models we use is Grading for Learning. Non-academic factors are not considered when grading work. Under the grading for learning philosophy, students are given an opportunity to learn material, to re-learn or to strive for mastery. Parents can expect communication with the teacher about the next steps for their student.

TEXTBOOKS

Limit Sharing of Supplies & Materials

To limit the spread of the virus, we will:

- + Keep each child's belongings separated and in individually labeled storage containers, cubbies or areas and ensure belongings are taken home each day to be cleaned.
- + Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- + Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.
- + Whenever possible, we will go "paperless" and submit assignments and work digitally to reduce contact exposure.

We partner with <http://pomonacatholic.ecampus.com> as our primary online bookstore company.

Click on the links below to learn more.

- + [General FAQs](#)
- + [Marketplace FAQs](#)
- + [How To Access](#)
- + [How To Order](#)

FOOD SERVICE

We recommend students bring a "brown bag" lunch. Pomona Catholic will sell prepackaged food at lunch and break. Microwaves will be NOT available for student use. If a "hot" lunch is preferred, families are encouraged to use appropriate insulated thermoses, specifically designed to keep food warm.

WATER/DRINKING FOUNTAINS

Drinking fountains will be disabled to protect students and staff from sharing germs. Only bottle fillers will be accessible. It is strongly recommended that students bring a refillable water bottle to school each day.

TECHNOLOGY EXPECTATIONS/REQUIREMENTS

A child who chooses to remain at home for instruction must have his/her own technology device. If you need a device, Pomona Catholic will lend one to you. Please contact Mr. Eggers at tech@pomonacatholic.org to make pick up arrangements and to sign the PC Technology parent/student contract.

SCHOOL EMAIL

Students must use school assigned email to communicate with school. This allows efficient communication with FACTS and Google Classroom. If a returning student, use your same login credentials from last year. If a new student, an email and password will be assigned to you on Device Pick Up Day, Friday August 21.

Please contact tech@pomonacatholic.org if you have trouble signing in.

COLLEGE GUIDANCE & COUNSELING SERVICES

HIGH SCHOOL

Pomona Catholic's 4 year academic plan ensures all students eligible for admission to a four-year university. College guidance opportunities continue for all students whether on campus or on-line learning. There will be college information nights, college spotlight sessions, personal statement workshops and individual one on one meetings with our school counselor. Beyond college guidance, our school counselor is available should you need any assistance with course schedules, additional support in the classroom, social and emotional needs or outside referrals and resources.

MIDDLE SCHOOL

All middle school students have access to our school counselor for any of the following needs: Academic help and support, personal and social issues, college planning and the high school application process. These services are available to all on campus and off campus learners.

ACTIVITIES - ASB & MS STUDENT COUNCIL

Student activities are a big part of our legacy. The Associated Student Body (ASB) and Student Council will continue to host events remotely or on campus after careful consideration. You will be informed prior to each event.

ASSEMBLIES

At this time, outdoor assemblies and large gatherings of any type are not allowed (including weekly student assemblies). The Archdiocese will inform us when this changes.

ATHLETICS

It is in the best interest of our Pomona Catholic families to keep a safe distance at this time. Hopefully in the very near future we can resume "normalcy" with athletics. **Please see email updates from our PC Athletic Director, Mr. Threadgill.**



FUNDRAISERS

While the economic impact of COVID-19 has affected many, the mission of our school to support students from all backgrounds remains as important as ever. While health guidelines may restrict some traditional events, the use of online giving and virtual meeting platforms will allow us to participate while social distancing and other guidelines remain in place.

Mandatory Fundraisers, \$200 requirement each:

- + Scrip (begins May 1, ends April 30) - Scrip is simply buying merchant GIFT cards through a large SCRIP card provider, in our case, Great Lakes Scrip Center. They sell SCRIP cards at face value and offers a rebate for each purchase. Families must earn a minimum of \$200 in scrip rebate. Over time, those rebates can add up to a very worthwhile amount of financial support for you and our school.
- + Fall Raffle - (begins September 14, ends October 23) - Each family is responsible for selling 40 tickets, \$5 each. Raffle tickets will be distributed in the Fall. Cash prizes will be announced at the Fall Raffle Assembly.
- + Casino Night - This event will be hosted online on Saturday, November 14. There will be interactive games and opportunities to win prizes throughout the evening. Auctions will take place online.
- + Spring Walk-a-thon (April 23) - Students will ask friends and families to sponsor them as they walk, skip, and run for tuition assistance dollars. The Walk-a-thon is followed by a carnival.

RETREATS

Pomona Catholic recognizes the great responsibility of fostering the faith formation of our students, faculty and staff. We will continue to host retreats for each grade level, however, modifications will be made for the safety of all. If you have any questions, concerns, you want to assist in chaperoning (in person or on zoom), or simply have creative ideas to assist in making our retreat program possible, please feel free to contact our Campus Minister as we are always looking to improve our retreat program: campusministry@pomonacatholic.org

Each grade level will be given the document called RETREAT GUIDELINES, which highlights how class retreats will run, 2 week prior to the retreat. It will include details of activities that will be done throughout the retreat. This includes, but not limited to: talks, small group discussions, etc. For the 40% of students that will be on zoom, it is MANDATORY to be present with camera on, microphone ready to be used, and be in a quiet space on the day of the retreat. The document RETREAT GUIDELINES, will also include information for students that are a part of the 60% that will be on campus. If you have any questions, please contact our Campus Minister.

LOCKERS

We will eliminate the use of lockers to avoid congregating and close contact of students. We recommend students use a rolling backpack to transport their belongings to and from school. Classrooms will utilize textbooks as supplemental, at-home resources, whenever possible, to minimize transportation.

FACILITY MAINTENANCE

We will have the school completely cleaned and disinfected prior to students arriving on campus. Upon reopening, we will maintain safety by continuously cleaning and disinfecting per the chart below. These cleaning steps are to protect students and faculty/staff and reduce the risk of the spread of infection.

 CATEGORY	FREQUENCY
WORKSPACE (I.E., CLASSROOMS, OFFICE)	AT THE END OF EACH USE AND DAY
APPLIANCES (I.E., REFRIGERATORS)	DAILY
ELECTRONIC EQUIPMENT (I.E., COPY MACHINES, SHARED COMPUTERS/DEVICES, PRINTERS, TELEPHONES)	AT THE END OF EACH USE AND DAY
GENERAL USED OBJECTS (I.E., HANDLES, LIGHT SWITCHES)	AT LEAST 4 TIMES A DAY
STUDENT AND TEACHER RESTROOMS	TWICE A DAY
FAUCETS	TWICE A DAY
COMMON AREAS (I.E., CAFETERIA, LIBRARY, CONFERENCE ROOMS)	AT THE END OF EACH USE AND DAY

ATTENDANCE POLICY

It is important that we track student attendance. Attendance will be taken at the beginning of class daily whether on campus or off campus. Students physically attending classes on campus will be marked "Present." Students attending live stream classes will be marked "Distance Learning." Any student not attending a scheduled class will be marked "Absent." Absence policies apply - please see Student/Parent Handbook. Students will be marked "Distance Learning" for all-school remote learning events, such as the start of the school year and Friday independent work and small group tutoring sessions.

WHEN A STUDENT/FACULTY/STAFF/VISITOR BECOMES SICK OR SHOWS SYMPTOMS

Monitor faculty, staff, and students throughout the day for signs of illness. Students, faculty, and staff with a fever of 100.4 degrees or higher, who show coughing, fatigue or shortness of breath, or who display other COVID-19 symptoms will be sent home. Any students, faculty, or staff exhibiting symptoms will immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.

Students/faculty/staff are expected to access learning and/or work remotely.

Students/faculty/staff with fever must be quarantined for 2 weeks or until the result of COVID 19 swabs comes back negative.

FACTS/RENWEB

Our goal is to elevate the education experience for you and your students by keeping you connected to your students' school, their activities, and their educational progress. <https://factsmgt.com/facts-story/>

FACTS provides modern, intuitive solutions designed to meet the needs of our school to promote consistency, collaboration, and academic excellence. FACTS allows us to manage:

- + Finances - will improve the financial management experience for everyone involved through flexible, online payment services and secure financial aid assessment and awarding.
- + Enrollment and Communications - comprehensive and connected efforts with admissions, enrollment, and marketing.
- + Advancement - provides tools that help innovate, improve, and harvest advancement, development, and fundraising efforts.
- + Learning Management - measures and monitors student progress, facilitates critical thinking projects, prepares students for scholastic advancement, and improves communication.



TO LOG IN:

- 1 <https://factsmgt.com/>
- 2 The go to Parent Login and choose between



If you have problems logging in, please contact admissions@pomonacatholic.org.

- 3 Parents and students have individual login credentials.

PARENT

Username

Paer1234

Must reset password after initial log in

STUDENT

Username

Password

Must reset password after initial log in

TUITION AND FINANCES

- + Tuition is already substantially less than the actual cost to educate.
- + There are increased costs of operating due to the health and safety requirements.
- + Traditional fundraising that helps make up the gap between tuition and actual cost will be limited due to physical distancing and other public health orders.
- + Activities such as retreats, athletics, etc. are often not part of tuition and fees but are funded through additional participation

CHRISTIAN SERVICE HOURS

Our Catholic faith teaches that after God, people must come first. Jesus is our model in this, as in all other Christian teachings. Jesus clearly emphasized that our neighbors are to be loved, and our neighbor is every man, woman and child, but most especially those in need. In fact, the greater the need of the person, the greater our obligation to help. We are to wish for the well-being of all, for everyone has the right to life and basic human opportunities. We are to all contribute, according to our gifts, age and abilities to the common good. The true measure of a society's greatness is how it cares for its weakest and neediest members. "Then they will answer, 'Lord, when did I see you hungry or thirsty, or a stranger, or naked or sick or in prison, and did not take care of you?' And He will answer them, 'Truly, just as you did not do it to one of the least of these, you did not do it to me.'" Mt. 25:44-45 High School Christian Service

At the beginning of the academic year, PC students will be required to attend a workshop on how to complete their service hours. They will be able to ask their questions on how to complete their promotion or graduation requirement. In order to validate the hours, students must submit 1) an electronic form OR paper form to the Campus Minister and, 2) a verification of the service that was done - business card or letterhead AND a picture. The hours must be submitted within two months of when the service took place, failure to comply with such requirement, will result in hours not being counted. Some potential ideas can be found below, but if there is something that is not on the list that you would like to do it must be approved before doing the service by emailing: campusministry@pomonacatholic.org. If the service is not approved, then students will not receive credit. We do this for the protection of our/your student(s) and everyone in their household.

WHO NEEDS TO COMPLETE SERVICE HOURS:

High School students are required to complete service hours - **25 hours per year/100 upon graduation.**

Middle school students that are in 8th grade must complete **30 hours upon promotion.**

Returning 7th and incoming 6th grade students must complete 45 upon promotion.

If any student, Middle or High School, arrived in the middle of the year, please contact our Campus Minister to discuss this further or if you have any questions direct them to: campusministry@pomonacatholic.org



CHRISTIAN SERVICE HOURS (CONTINUED)

POSSIBLE IDEAS MAY INCLUDE:

- + Bake Goods for local elderly neighbors (leave on doorstep). **1-hour max per week**
- + Pick up groceries for elderly neighbors (leave on doorstep). **1-hour max per week**
- + Mow lawns of elderly neighbors. **2-hours per month.**
- + Contact a local nursing home and get the names of all the residents from a wing of their center – write them each a personal note of encouragement and support and mail them. **1 hour per letter, no more than 5 hours max**
- + Create hygiene kits and mail or drop them off at a homeless shelter. **2 hours max. 1 submission per month.**
- + Organize a contactless food or supply drive in your neighborhood: Put flyers on the doors of your neighborhood announcing what you are collecting and why/where it will go. Let them know a date/ time (about 4 days after the flyer is posted) that you will come around to collect donations. Have them leave the donations in front of their door. On that date/time go around and collect the donations then drop them off at the shelter/etc. **You will get one (1) hour for creating a flyer, one (1) hour for delivery, and 30 minutes for each canned good. **We encourage you to collect as many goods as possible, however, we will credit you for a maximum of 10 hours. ****
- + Contact a grade school that is also shut down and see if you are able to offer virtual tutoring to any of their students. **5-hours max per week.**
- + If you feel the need to get out of the house (we are not promoting this activity unless safety precautions are taken gloves/masks/etc. and this must be done at your own risk and in/through your own/parents' own conscience) Food Banks are very understaffed right now and are in great need, you can volunteer at one of them to sort food for those in need. **5-hours max per week.**
- + Cook and deliver meals to area shut ins - contact your local Church for names of those that are home bound and shut in. They will often be glad to coordinate a meal delivery with you for them! **5-hour max per week.**
- + Sew masks for area hospitals - there are plenty of how-tos online, and Jo-Ann Fabrics is even willing to donate fabric for the cause! For every 10 masks, 1 servicehour will be credited. **Max: 5 hours**
- + Write Letters to Troops through [A Million Thanks](#) or [Operation Stars and Stripes](#), **1 hour per letter, no more than 5 hours.**
- + Record audiobooks for [Librivox](#). **1 hour per audiobook, no more than 5 hours.**
- + Send a card, letter or note once a week to someone undergoing chemotherapy. Apply at [Chemo Angels](#). **1 hour per letter, no more than 5 hours max.**



PARENT SERVICE HOURS

POSSIBLE IDEAS MAY INCLUDE:

Parent Service Hours encourages families to become involved in their children's activities and provides opportunities for us to create and sustain a strong community, which creates a stronger family. Each family is obligated to render **25 hours of service per year to the school. The program operates from May 1st to April 30th of each year.**

For families with a single parent or guardian, the obligation is 12 hours per year. **If this obligation is not fulfilled by April 30th, the family will be charged \$15.00 per hour for uncompleted hours.**

FAMILY OF CATHOLIC SCHOOLS

If you have a child or children enrolled at St. Madeleine Catholic School and St. Joseph Catholic Elementary Catholic School, Pomona, you are only obligated to serve 10 service hours at Pomona Catholic School.

There is a buy-out option of \$375 (\$180 for single parent/guardian) payable at the beginning of the year.

WE RECOMMEND THAT YOU DONATE THE FOLLOWING:

- + Hand sanitizer
- + Disposable masks
- + Latex Gloves
- + Bleach
- + Paper towels
- + Touchless thermometer

YOU MAY ALSO EARN SERVICE HOURS BY:

- + Donating Paper
- + Sanitizing our building



HELPFUL WEBSITES

CENTERS FOR DISEASE CONTROL AND PREVENTION
<https://www.cdc.gov/>

LOS ANGELES COUNTY COVID-19 TESTING
<https://covid19.lacounty.gov/testing/>

SAN BERNARDINO COUNTY COVID-19 TESTING
<https://sbccovid19.com/testing-sites/>

RIVERSIDE COUNTY COVID-19 TESTING
<https://gettested.ruhealth.org/>