

STUDENT-PARENT HANDBOOK 2016-2017 **MISSION STATEMENT**

Our Lady of the Assumption School commits itself to provide an education based on Catholic values and academic excellence in a caring and safe atmosphere in partnership with the family and parish community.

SCHOOL PHILOSOPHY

Our Lady of the Assumption School provides its students with a caring and safe learning community that exists to impart and promote our Catholic faith to future generations. We offer a formative learning environment to students in grades preschool through eight, and we instruct students in kindergarten through grade eight with the teachings of the Catholic Church, encouraging them to be living witnesses of Gospel values and of service to others. We nurture the children's unique gifts as they develop spiritually, academically, physically, and aesthetically. We foster students' social growth and values in order to be productive citizens in the One World. We support parents in their role as primary educators and recognize them as the first presenters of the Faith to their children. Teachers, families and clergy work in partnership to teach self-discipline, social responsibility and respect for life in a setting of quality of Catholic education.

WHAT TEACHERS EXPECT OF STUDENTS

Growth in self-discipline is a goal of education at Our Lady of the Assumption School. Self-discipline is an aspect of moral guidance and is necessary to provide a classroom environment conducive to learning for all students. A school and classroom discipline program is designed to help the student choose right rather than wrong, order rather than chaos, virtue rather than vice. Respect for self, other students, all adults on the premises and school property is necessary.

All students are expected to:

- 1. Show and live their faith by making moral choices based on Gospel values and actively participating in parish life through liturgical services and the sacraments.**
2. Come ready to learn and exhibit pride and motivation in work.
3. Respect their right and the rights of other to learn.
4. Admit a mistake, ask for help and work hard.
5. Show respect to all teachers, students, staff members, and all adults on the school premises.
6. Remain in appointed areas at all times, before school, during play times, and after school.
7. Play safe, approved games without chasing, tackling, or fighting.
8. Show acceptable, nonviolent behavior in play, language and gestures.
9. Be in complete uniform every day.

WHAT PARENTS EXPECT OF TEACHERS

As parents of students attending Our Lady of the Assumption School, you may expect teachers to strengthen the religious formation, social values, and academic opportunities begun at home. Teachers will:

- 1. Integrate religious truths and values throughout the curriculum and will encourage students' continual growth in the knowledge of Jesus Christ.**

2. Teacher mastery of basic language, verbal, and computational skills through class room instruction and applicable homework assignments.
3. Provide a strong discipline program which promotes an attitude of self-respect and self-direction.
4. Provide opportunities for parents to become involved in the education process through Parent-Teacher Conferences, timely notification of academic/behavioral problems, and sending home graded papers on a regular basis.

WHAT TEACHERS EXPECT OF PARENTS

Realizing that the school and home must work together in promoting the religious, academic, and social growth of each child, teachers expect the following from parents:

- 1. Reinforce religious education through attendance at Mass on Sundays, receiving the sacraments of confession and communion, prayer and Christian living.**
2. Cooperate with the teacher in solving academic and behavioral problems.
3. Reinforce nonviolence and respect in words and actions for all students and adults.
3. Support the rules and authority of the school.
4. Participate in parent-teacher conferences, meetings and other school functions, read parent notices, and return forms on time.
5. Make sure that students spend an adequate time on homework and that assignments are handed in promptly and correctly.
6. Assure that students are at school on time and dressed in uniform every day.

GENERAL INFORMATION

ADMINISTRATION:

PASTOR

Father Leon Hutton

PRINCIPAL

Mrs. Patricia Groff

VICE PRINCIPAL

Ms. Karen Fussell

FACULTY & STAFF:

KINDERGARTEN

Mrs. Katie Padilla

GRADE 1

Mrs. Jorja Rose

GRADE 2

Mrs. Stephanie Scarlett

Mrs. Lesley Devericks

GRADE 3

Ms. Joy Cottam

GRADE 4

Mrs. Sylvia Soto

GRADE 5

Mrs. Megan McReynolds

GRADE 6

Ms. Mary Voigt

GRADE 7

Mrs. Rosa Solis

GRADE 8

Ms. Karen Fussell

MIDDLE SCHOOL SCIENCE

Mrs. Maureen Schiemann

P. E.

Mrs. Cathy Baloyo

MUSIC

Ms. Andrea Lawson

SECRETARY

Mrs. Gina Ravenscroft

LIBRARIAN

Mrs. Kathy Smithson

K - AIDE

Mrs. Stephanie Callahan

GR. 1 AIDE

Mrs. Michael Killian

GR. 2 AIDE

Ms. Patricia Bustos

GR. 3 AIDE

Miss Shauna Moses

GR. 4 AIDE
GR. 5 AIDE
GR. 6-8 AIDE
AUGUSTINIAN VOLUNTEER
COMPUTER TECHNICIAN
EDC DIRECTOR
EDC AIDES

CUSTODIAN
ATHLETIC DIRECTOR
PRESCHOOL STAFF:
DIRECTOR/LEAD TEACHER
TEACHER

Mrs. Christy Hill
Mrs. Maria Valdivieso
Mrs. Mary Douglas
Ms. Anna Piccirilli
Mrs. Allison Cardoza
Ms. Patricia Bustos
Mr. Matthew Perez
Ms. Amanda Buffington
Mr. Tony Segovia
Mr. Larry Murray

Mrs. Susan Delaney
Mrs. Yesenia Ambriz

SCHOOL ADDRESS: Our Lady of the Assumption School
3169 Telegraph Road
Ventura, CA 93003
(805) 642-7198 Fax (805) 642-0966

WEBSITE: www.olaventura.org

The school calendar may be viewed on the website.

SCHOOL HOURS: 7:55 - 2:45 P.M. Grades K - 8
K Recess: 10:00 - 10:30 A.M.
Gr. 1-5 Recess: 9:45 - 10:00 A.M.
Gr. 6-8 Recess: 10:15 - 10:30 A.M.
K-8 Lunch: 12:00 - 12:35 P.M.

SCHOOL OFFICE HOURS: Monday - Friday 7:45 - 3:30 P.M.
Closed on weekends and school holidays

ARRIVING AT SCHOOL / SUPERVISION

Students must be on the school grounds by 7:50 AM to line up when the first bell rings at 7:55 AM. Students are late if they do not enter the classroom by the 8 AM bell. On Mass day, students who arrive to school after 8 AM are to report to the office.

Students may not leave the school grounds once they arrive in the morning, nor at any other time during school hours. Leaving the school during school hours without being checked out in the school office by a responsible adult is grounds for suspension. No student is allowed to walk to an appointment off campus without parental permission.

NOTE: Supervision is provided after school by the Our Lady of the Assumption School E.D.C. Program from 2:45 until 6:00 P.M. On days on which school dismisses at noon, daycare begins immediately after school and goes until 6:00 P.M.

HALF DAY SCHEDULE: Faculty meetings are held twice monthly, after school of the first Monday and after a noon dismissal on the third Friday. Half-day sessions are noted on the school calendar. On these days Grades K - 8 are dismissed at 12 Noon. School supervision is provided until 12:15 P.M. Further supervision may be arranged with E.D.C. until 6:00. It is the parents' responsibility to note the early dismissal days and to provide for prompt

student transportation. **Students not picked up by 12:15 PM on noon dismissal days will be sent to the E.D.C. program and the parents billed at the “First Hour” rate of \$10 per child (until 1:00 PM) or the Drop-In rate of \$35 per half-day.**

RAINY DAY DISMISSAL: On rainy days students are dismissed at the usual 2:45 p.m. dismissal time. The younger students are brought outside ten minutes earlier and escorted to their waiting cars. To facilitate traffic flow, parents who come earlier (10-15 minutes) may check in at the office for students to be released early. Junior high students will collect their younger siblings and riders, and will be dismissed from the front doors of Assumption Hall.

SUPERVISION OF STUDENTS: *Supervision of students by school personnel does not begin before 7:45 a.m. and does not extend beyond 3:00 p.m.* Parents are responsible for supervision for their own children before and after those times unless the students are enrolled in E.D.C.

All students (grades K - 8) still on campus after 3:00 PM (full day) or 12:15 PM (half day) WILL BE SIGNED IN AT EXTENDED DAY CARE with the exception of those students involved in a school-sponsored afterschool activity and directly supervised by an adult. A “first hour” charge of \$10 or a drop-in charge of \$25 (2:35 dismissal) or \$30 (noon dismissal) will be assessed to the parent.

VISITORS: **Our Lady of the Assumption School is a closed campus.** All visitors during the school day must report to the school office to sign in and wear a visitor badge. Parent visitation at school should not interfere with the daily instructional schedule of the staff or learning schedule of the students. Parents who feel the need to visit with their child need to do so outside of class time after receiving prior permission from the principal and signing in at the office each time. **Parents who visit their children at lunchtime must sign in as visitors before going to the lunch area.** Parents who regularly visit and/or work in the classrooms or help with lunch supervision must have VIRTUS (Protecting God’s Children) training. Livescan fingerprinting is also recommended.

MASS SCHEDULE

Students in grades 1 through 8 attend morning mass at the parish one day each week. This mass is at 8:00 A.M. Monday through Friday. Students need to arrive earlier to school on their Mass days. Students who arrive late are to report to the school library, where they will wait. They will not be allowed to join the class at church once Mass has begun, as this is a distraction to the celebrant and parishioners. The days for morning mass attendance are:

Monday - Grades 4 and 5

Wednesday - Grades 6, 7 and 8

Thursday - Grades K, 1, 2 and 3

EXTENDED DAY CARE

Our Lady of the Assumption School Extended Day Care Program is available for OLA students in grades Kindergarten through 8. EDC is located in Hurley Hall Monday through Friday. The EDC hours are 2:45 - 6:00 P.M. on full school days and 12:00 Noon to 6:00 P.M on Noon Dismissal days. Details of program are located on pages 26 - 29 of this handbook. Refer to the

Preschool Handbook for details on Stay & Play for Preschoolers.

ADMISSION AND ATTENDANCE

ACCIDENT INSURANCE

A Student Accident Insurance Program is offered as an option for all students. If a child is seriously injured at school, an insurance form should be requested from the school office as soon as possible. This program assists with the medical expenses occurred due to accidental injuries sustained by students while attending school. The school accident insurance is secondary insurance unless the child is not covered under any other premium. Forms are sent home yearly at the beginning of the term to acquaint parents with the benefits of this program.

ATTENDANCE

Prompt and regular attendance is important. A student cannot make up a day missed, even if assignments are completed. If a student is ill, parents need to contact the school office by 9 A.M. Makeup homework is not provided on the day of an absence unless specifically requested by a parent at the time of the morning phone call. When a student has been absent or tardy, a WRITTEN EXCUSE stating the reason and date of absence and signed by the parent is required even though the school was notified by phone. If a student is absent for more than 14 days in a trimester, report card grades may be withheld. The only excused absence is personal illness or death within the immediate family.

Families will be contacted by letter after a student is tardy three times in one trimester. Students need to be on time for school on a daily basis.

“A student who is absent from school more than three (3) days in one school year without an excuse or who is tardy in excess of thirty (30)minutes on each of four (4) days or more in one (1) school year, without a valid excuse, is a truant.” (Admin. Hdbk, Archdiocese of Los Angeles)

Our Lady of the Assumption School cooperates with Ventura Unified School District in matters of absenteeism/tardies/truancy. The following are listed as excused absences with a note from the parent/doctor or other guardian:

- **student illness**
- **medical appointments**
- **court appearance**
- **quarantine by the health office**
- **the funeral of an immediate family member**

The following are unexcused absences:

- **vacations/trips**
- **transportation problems**
- **medical problems of parent**
- **funeral of non-immediate family member**
- **unverified absences**
- **truancy**
- **personal necessity**
- **tardies**

Families with excessive unexcused tardies/absences may be referred to the Ventura Unified Student Attendance Review Board.

If at all possible, please make doctor and dental appointments outside of regular school hours. When a student must miss school for medical/dental appointments, WRITTEN CERTIFICATION from the doctor's/dentist's office is required following the appointment. Written parental permission is required before a student is excused. The student is met at the office by the parent who signs a release before taking him/her. Parents may NOT go directly to classrooms to get children or to give children lunches or messages. Upon their return to school after a period of absence, students will be presented with missed work needing completion. In the case of a contagious disease, a permit from a doctor or Public Health Dept. is required before return to school.

BOOKS: Textbooks are numbered and assigned to students who are expected to be responsible for their proper care. All books must be covered with a durable cover at all times and carried to and from school in a bookbag or backpack to minimize wear and tear. Lost or damaged books must be reported and paid for immediately. Hard-bound textbooks cost between \$80.00 - \$120.00 each.

Library books may be borrowed from the school library for a period of one week. A fine of 25¢ a day per book is charged for overdue library books. Lost or damaged books must be replaced by involved party.

COMMUNICATIONS BETWEEN SCHOOL AND HOME:

- 1. THE SCHOOL WEBSITE** contains vital information on the school that is continually updated. The Principal and teachers each have pages on which they post daily news, assignments, photos and information.
- 2. GRADELINK** gives each parent the ability to view their child's grades online and sign up for email alerts when grades are posted.
- 2. The FAMILY ENVELOPE**, containing weekly newsletter, is sent home each Tuesday and returned Wednesday. Families whose envelopes are missing on the following Tuesday are issued a new envelope at a cost of \$1.00 (this is the same for lost report cards). The Principal's "News Notes" cover sheet is also posted online.
- 3. PROGRESS REPORTS** are sent home at the midpoint of each report card period. At mid-term, all students will receive a **PROGRESS REPORT**. This informs students and parents of any deficiency and allows time for improvement.
- 4. REPORT CARDS** are sent home each trimester for grades 1-8. The report card envelope is to be signed and returned within the week. Kindergarten report cards are issued at the end of each semester.
- 5. CLASSWORK PACKETS** are sent home according to a schedule set up by the teacher and are to be signed and returned the following day. These list the pieces of classwork/homework which should be found in the packet. Comments to teachers or responses to teacher's comments are encouraged at this time.
- 6. PARENT-TEACHER CONFERENCES** are held a minimum of once each school year, in the month of November. These conferences are arranged by the school. All parents or guardians are expected to attend. Other

- conferences may be arranged with the teacher during the school year.
7. **APPOINTMENTS** with teachers will gladly be arranged when requested. Voice mail messages may be left for a teacher by calling the school number. Teachers will not be called to the phone during class time and private numbers of teachers will not be released. To assure the full attention of the teachers, we ask that parents arrange beforehand all appointments and/or conferences and refrain from making “drop-in” visits and addressing classroom questions to teachers immediately before school, after school, or during the school day.
 8. **EMAIL** communication between home and school is encouraged. Email addresses of the school staff are available in the office and on the school website.
 9. The **PARENT-STUDENT HANDBOOK** may be viewed on the school website, and a paper copy is provided for each new family

DISCIPLINE POLICY

Our Lady of the Assumption norms of conduct are predicated on two premises: first, that every student has the right to certain protections (such as the protection of his/her personal property, the physical integrity of the facilities, an atmosphere conducive to personal growth and development) and, second, that every student has the duty to preserve those rights for others. The underlying concept is not one of legalism, punishment, or discipline for discipline’s sake. Rather, it is one of personal and corporate privileges bound of necessity to personal and corporate responsibilities. Since no list of norms can cover every situation, the administration presumes common sense, mature judgment, and Christian charity as the guides by which every O.L.A. student should measure his/her actions. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

It is expected that both academic and disciplinary problems are handled by the teacher. Parents talk first with the teacher; then, if necessary, an appointment with the principal and the teacher may be arranged. A student’s conduct and academic progress should only be discussed with the proper school officials and not with other students and parents. No parent has the right to approach another child on school grounds to discuss school issues without prior permission of the child’s parents and arrangements made with the proper school officials. No school official has the right to discuss any student with a parent except for his/her own child. Teachers are not available for conference between 7:50 and 3:15.

ONGOING COMMUNICATION AND COOPERATION BETWEEN SCHOOL AND HOME IS ESSENTIAL. IT IS IMPORTANT TO WORK TOGETHER IN ENABLING CHILDREN TO BE THE BEST THAT THEY CAN BE. PARENTS SHOULD COMMUNICATE DIRECTLY WITH THE TEACHER IF THEY HAVE QUESTIONS OR CONCERNS.

SCHOOL RULES:

1. Show respect for God, others, self, and property.
2. Use appropriate language, voice control, and behavior.
3. Be responsible and prepared with work and materials.
4. Keep hands to oneself, and keep feet and objects where they

belong.

5. Be in complete uniform for class and P. E. every school day.
6. Follow directions and school policies.
7. Solve conflicts in a nonviolent, nonphysical manner.

Each teacher and grade level establishes expectations, rewards and consequences for the individual discipline plans according to the maturity level of the students.

PROBATION

The following action is required as indicated for conduct grades:

- C- Student/parent/teacher conference/contact
 - D Student/parent/teacher/principal conference
- A grade of D (69 or lower) in any core curriculum subject or in conduct will necessitate a drop from any current sport program and/or Student Council.

Any student may be placed on contract or probation because of deficient academic or conduct grades. A student may be required to transfer schools at the end of a trimester if there is no improvement/effort shown.

DETENTION

Besides the cards or point system within the classroom, there are occasions on which a teacher may keep students for detention when they disregard proper behavior at school. "Detention after school hours is considered an appropriate means of punishment." (Administrative Handbook - Archdiocese of Los Angeles) Students from grades 4-8 may be kept after school for up to an hour (2:45-3:45). Parents will be informed of detention in writing stating the reason, date, and time of detention. A student who chooses detention over appropriate behavior will not be excused from his/her date for detention. The following are some, but not all, reasons why a teacher may assign a student for detention:

1. Repeated tardiness
2. Excessive talking in class
3. Rude, discourteous behavior to anyone on the school grounds, including other students
4. Frequently missed assignments
5. Misbehavior in church, on school grounds, or on field trips
6. Inappropriate language

CONDITIONS OF SUSPENSION

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student. No student shall be suspended from an elementary school for more than two consecutive weeks. Notice of suspension must be given to the parents/guardians by telephone or in a conference. The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference. In no case will a teacher on his/her own authority suspend a student.

EXPULSION

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

Actions gravely detrimental to the moral and spiritual welfare of other students.

Habitual profanity or vulgarity.

Assault, battery or any threat of force or violence directed toward any school personnel or student.

Bullying or harassing school personnel or other students.

Open, persistent defiance of the authority of the teacher.

Continued willful disobedience.

Use, sale or possession of narcotics, drugs or any other controlled substance.

Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.

Smoking or having tobacco.

Stealing

Forging signatures

Cheating or plagiarism

Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school.

Habitual truancy.

Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.

Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.

Actions in or out of school which are detrimental to the school's reputation.

Violation of the Electronic Communications Policy.

Inappropriate conduct or behavior unbecoming a student in a Catholic school.

PROCEDURE FOR EXPULSION

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion. If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal. In no case will a teacher on his/her own authority expel a student. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: _____
Offense or situation: _____
Date: _____
Parents notified by: _____ Date _____
Remarks: _____

First Meeting: _____
Place: _____
Time: _____
Persons present: _____
Remarks: _____
Signature(s): _____

Second Meeting:
Place: _____
Time: _____
Persons present: _____
Remarks: _____
Outcome: _____
Signature(s): _____

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with. The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members. When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

An expulsion may be made immediately if the reasons are urgent. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed. If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect. If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

All expulsions, even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the Elementary Supervisor. The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

RIGHT TO MAKE EXCEPTIONS

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

HARASSMENT, BULLYING AND HAZING POLICY

Our Lady of the Assumption School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal. Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.

Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. Hazing is any method of initiation or pre-initiation into a student organization or student body or any

pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person. Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment. Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement and to remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

Conduct himself or herself in a manner that contributes to a positive school environment.

Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.

If possible, inform the other person(s) that the behavior is offensive and unwelcome.

Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher. As appropriate, the students involved may be asked to complete a formal, written complaint, which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately. The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately. The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these

actions may result in suspension or removal of a student from school.

SCHOOL SEARCHES

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their books or other school property. The school does not provide lockers for students. The student does have some expectation of privacy from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

UNIFORM CODE

Our Lady of the Assumption Catholic School's Uniform Code reinforces clothing requirements which emphasize identity as a student of a Catholic school, good taste, neatness, cleanliness, and modesty. Both boys and girls are required to purchase the designated uniform items through the approved vendors and to wear the complete uniform each school day.

BOYS

PANTS: Navy/khaki twill **ONLY** from Dennis Uniform
Other name brands **ARE NOT** approved as they do not have the quality or the coloring of the uniform brand.

SHIRT: Long-sleeved polo with logo from Dennis Uniform (Grades K – 5: **BLUE OR WHITE**) (Grades 6 – 8: **GREEN OR WHITE**) or short-sleeved polo shirt with logo from Dennis Uniform (**GRADES K – 5: BLUE OR WHITE**) (**GRADES 6 – 8: GREEN OR WHITE**)

SHORTS: (optional) Navy or khaki uniform shorts from Dennis Uniform
Hem length is not to be altered. No baggy shorts below the knees.

NOTE: Boys pants and shorts must be worn at the waist and may not be worn hanging low on the body.

GIRLS

JUMPER: Grades K-5 - Dennis Uniform (all girls need one jumper)

SKIRT: Grades 6-8 - Dennis Uniform (all girls need one skirt)
Hem length is not to be shortened.

SKORT: Grades K - 8 - Dennis Uniform (an option for all girls).

BLOUSE: Grs. K-5 White broadcloth with Peter Pan collar - Dennis Uniform or J.C. Penney's (Uniform Catalog) This must be worn with a jumper, and may be worn with shorts, skort or pants.

POLO SHIRT: Long-sleeved polo with logo from Dennis Uniform (**GRADES K – 5: BLUE OR WHITE**) (**GRADES 6 – 8: GREEN OR WHITE**) or short-

sleeved polo shirt with logo from Dennis Uniform (GRADES K – 5: BLUE OR WHITE) (GRADES 6 – 8: GREEN OR WHITE)

SHORTS: (optional) Navy or khaki uniform walking shorts from Dennis Uniform . Hem length is not to be shortened.

PANTS: (optional) Navy/khaki twill from Dennis Uniform.

IMPORTANT NOTE: The following combinations only may be worn by the girls:

1. Peter pan collar blouse only with jumper (Grs. K-5)
Blouse or polo shirt may be worn with shorts, pants,skort.
2. Green/white polo shirt with logo with skirt(Grs. 6-8)
3. Appropriate color polo shirt with shorts, pants or skort.
Grs. K-8)

Students are not allowed to wear turtleneck shirts or long-sleeved shirts under the school uniform. Students may wear a uniform sweatshirt in the classroom for extra warmth and a uniform school jacket for outside wear when necessary.

BOYS AND GIRLS

OPTIONAL OUTERWEAR: ALL OUTERWEAR MUST HAVE THE OLA LOGO. Other sweatshirts and jackets may only be worn on free dress days.

SWEATSHIRT: Crew-neck or quarter-zip OLA logo school sweatshirts may be worn. Navy (K – 5) or Green (6-8) crew-neck OLA sweatshirts are available for purchase in the school office all year. Quarter zip sweatshirts in green may be ordered. Hooded sweatshirts are not allowed.

SWEATER: Navy (K – 5) or Green (6-8) OLA v-neck cardigan sweater, pullover or sweater-vest may be worn over a uniform polo.

JACKET: Solid navy or green jacket for outside wear (with or without hood) from Campus Uniforms or another SCHOOL UNIFORM supplier may be worn, and must display the OLA logo. An embroidered last name on back of jacket is permissible. Navy or green fleece jackets and pullover fleece jackets are also available from the uniform companies.

PLEASE MARK EVERY ITEM OF CLOTHING WITH YOUR CHILD'S NAME AND GRADE.

P.E. CLOTHING: All students in grades K through 8 must wear OLA logo P.E. t-shirt and P.E. shorts to school on their P.E. days. The students wear the P.E. clothing from home, and wear it all day. Navy blue sweatpants, modest and fitting properly, may be worn over, or instead of, the shorts in cool weather. P.E. clothing is sold in the school office, and is available all year. Regular school shoes (black) are worn for P.E.

SOCKS: Solid white or solid black socks, visible above the shoe, must be worn. Navy, black, or white solid color tights are permissible for girls). Socks must be visible above shoe. Striped socks, socks with logos (other than OLA) or layered socks are not allowed.

SHOES: BLACK SHOES MUST BE WORN EVERY SCHOOL DAY. Athletic-style shoes (sneakers), sturdy slip-ons, OR mary-jane style (girls) in black are all acceptable for school. Shoes must be solid black in color, but may have either black or white soles. Minimal detailing can be white or gray/silver. Laces may be black or white. Shoes may have NO adornments, stripes, logos, other colors, sequins, glitter, patterns or lights.

JEWELRY: Girls - one small pair of earrings, watch, religious pendant only may be worn. If jewelry becomes a source of distraction from learning in the classroom or a physical danger on the playground, the administration and teachers reserve the right to restrict students from wearing it.

Boys - watch, religious pendant are allowed. **NO EARRINGS.** Non-religious bracelets or wristbands may NOT be worn by any students.

MAKEUP/NAILS: Makeup may not be worn at school. Only clear or pale nail polish may be worn. Acrylic nails may not be worn to school.

LAYERING: Layering of clothing is NOT allowed. Undershirts worn for warmth under the uniform must not show except at the neck. Any under layer must be tucked in at the waist.

HAIR: Hair color is to be the natural color of the student and the cut/style should be neat; no extreme or drastic haircuts or styles are allowed at any time. Beads, feathers, or similar adornments are not to be worn in the hair. Multiple braids or “cornrows” are not allowed as a hairstyle. Shaved heads are not appropriate for school. No bleached/dyed or chemically treated hair. Dyed/bleached hair will need to be returned to its original color for school attendance. Boys’ haircuts should allow it to be off their faces, above their eyebrows, neatly trimmed around the neck, above the ears, and above the collar. Junior High boys should be clean-shaven with no facial hair. If hairstyles become a distraction in the classroom setting, then they will be deemed inappropriate and parents will be asked to cooperate.

SPORTS APPAREL: Students who are members of Our Lady of the Assumption School sports teams may wear their game jerseys with uniform pants, uniform skirt or skort to school on game days.

Uniform notices will be given to students who are either out of uniform or who have clothing items which have not been purchased from the designated uniform suppliers. **THIS INCLUDES SHOES.** Parents have one week to get the proper uniform item. Please be cooperative in the uniform requirements.

NON-UNIFORM DRESS

Non-uniform days are a privilege. As such, it is expected that students will be dressed appropriately and within the boundaries of Catholic/Christian modesty on these days. On a “non-uniform” day, students may wear t-shirts, jeans, shorts, dresses, skirts, capris, hats and socks of any color. **ALL SHIRTS AND TOPS MUST HAVE SLEEVES.** Durable, comfortable shoes should be worn. Flip-flops and strapless sandals are not allowed.

On non-uniform days that fall on a P.E. day, shoes need not be black, but must not restrict participation.

Unacceptable school attire includes, but is not limited to, crop tops, very short shorts, dresses or skirts, sleeveless shirts, overly tight clothing, or extremely oversized clothing. No dangling earrings are allowed or necklaces for safety reasons. Clothing with inappropriate wording or design is also prohibited. Jeans may be worn but should be free of tears/holes. If there is doubt about a specific item of clothing, it is best that the student not wear it.

The final decision on any of the above will be at the discretion of the teachers and administration. Anything deemed inappropriate for school will be handled on an individual basis. Parents may be called for a change of clothes or students may be required to change to uniform attire from the office.

Students who violate this dress policy once will receive a warning. Students who violate this dress policy a second time will lose the privilege of participating in future non-uniform days. A student's attire is primarily a parenting responsibility. We look forward to working in partnership with parents to maintain a focused learning environment.

Days on which students may wear clothes other than the school uniform will be addressed as the occasions/events are determined, announced and put on the school calendar. The ultimate decisions regarding appropriate clothing will be made by the Administration.

APPAREL WHILE ON CAMPUS

While on campus, students must be in regular or P.E. uniform except for:

- a. School-approved non-uniform or themed dress day
- b. Special reason designated by the principal
- c. Special class project or privilege
- d. When participating in a team sport

Students who stay after school to attend a sporting event, or who leave campus at the end of the school day, must remain in uniform for the duration of the time they are on campus. No student may change out of school uniform while on campus, even after school.

FAMILY LIFE PROGRAM / TOUCHING SAFETY

Family Life Education is a comprehensive program beginning in Kindergarten through grade 8. "The purpose of formalized human sexuality education is to inculcate Catholic values, virtues, and attitudes which relate to the current family life of the pupil." (Archdiocesan Handbook 6101.1) Course materials are approved by the Archdiocese of Los Angeles and available for parent examination. Formal instruction on the subject of human reproduction is principally the responsibility of the parents; therefore, a parent may choose to exercise this responsibility him/herself instead of having the student participate in the school program. Parents will be informed before the instruction begins in each class.

TOUCHING SAFETY is a curriculum for children, required in all Catholic schools and religious education programs, which is taught every year as part of the VIRTUS Protecting God's Children Program. Course materials are approved by the archdiocese and available for parents online at www.virtus.org. Prior to the lessons, a program overview and parent information are sent home with each child. Every child must have parental permission in order to participate in lessons.

HEALTH & SAFETY

BICYCLES, SKATEBOARDS, SCOOTERS

During school hours, bicycles must be locked and placed in the racks provided. For the safety of all students, bicycles may NOT be ridden around the church or school yards. Skateboards, scooters and skates are not permitted on school grounds at any time.

ELECTRONICS POLICY

Students in grades 5 - 8 MAY bring a personal electronic tablet for school for use exclusively as a reader. Internet access must be turned off on the device, and student use of tablets will be strictly controlled. Students may not access the internet or play games while at school.

Students are not permitted to bring electronic games to school. Student use of smart phones is prohibited during the school day. These items may be confiscated and kept until the end of the school year by the teacher or administration.

Use of school computers, tablets and chromebooks is strictly controlled. Parents and students sign an Acceptable Use Policy each year, emphasizing their understanding of appropriate uses of technology. Our Lady of the Assumption School complies with the archdiocesan Electronics Communications Policy.

CELL PHONES

Students are strongly discouraged from having a cell phone with them at school. If parents wish their child to have a phone in their possession for after-school use, the phone must remain turned off and in the student's backpack during school hours. **STUDENTS SHOULD USE THE SCHOOL PHONE IN THE OFFICE IF THERE IS AN EMERGENCY DURING THE SCHOOL DAY. THEY MAY NOT USE THEIR CELL PHONE.** Any student who is found to have a cell phone in their possession during the school day will have it confiscated by school staff. The cell phone will be held in the principal's office until a parent picks it up. The student may forfeit his/her privilege to have a phone at school throughout the rest of the school year.

EMERGENCY PROCEDURES:

Students and staff participate in safety drills regularly. These include fire drills, emergency drills and lockdown drills. In the event of a disaster or emergency:

- 1. DO NOT PHONE THE SCHOOL.** School phones must be kept

open for emergency use. The school will use an electronic communication system to immediately contact all families by phone and email.

2. All students will be held in a supervised evacuation area, the grassy field behind the school.

3. Students will only be released to parent(s) or authorized person (provided by the parent or guardian on the Emergency Card) after first signing student(s) out with the school secretary, principal or other designated school official.

4. Park in parish parking lot, not blocking the gate between the kindergarten and parish center.

Teachers and staff are prepared for emergency situations. Emergency drills include inventory of emergency food, water, medical supplies, utility shutoff equipment, shelter and communication. The faculty and students practice periodic lockdown drills, to be prepared in case of an emergency situation.

FIELD TRIPS

Fields trips are occasionally arranged for each grade in order to complement the curriculum. Transportation may be by bus or personal cars. When field trips are planned by the teacher, supervision is required at a ratio of 1 adult for 7 students. Unless permission is given by the principal for a specific trip, uniforms are always worn on field trips. Archdiocesan Field Trip Forms must be signed by a parent before a child may leave the school property. For insurance reasons, siblings are NOT allowed to go along, including young children accompanying parent drivers. Field trips are arranged to supplement the class curriculum and all students are expected to participate in the trips.

If a student has an “F” in Conduct or Effort at the time of a field trip, he or she may not accompany the class. Teachers may require a parent to accompany a child if there are concerns about the child’s health or behavior. A parent may request that their child not go on a trip by writing a note of explanation to the principal. If a student is not going, he/she is expected to be at school. A child who remains at home will be counted absent.

HEALTH SERVICES

The school does not have health professionals on duty. The health room is supervised by school staff and volunteers. The health chairperson each year (a staff member) coordinates records and the testing of the students. Hearing tests and dental screening are offered periodically for students.

MEDICATION

To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or nonprescription) to school, EXCEPT an inhaler. Students carrying inhalers MUST have a Physician/health care provider’s release on file stating that he/she may have it with him/her while at school or at a school activity. ONLY MEDICATION PRESCRIBED BY A HEALTH CARE PROVIDER MAY BE

TAKEN DURING SCHOOL HOURS. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an “Administration of Medication During School Hours” form must be completed. A copy of this medication form is included in the handbook for your convenience. The physician or health care provider will complete this form. It must be signed and dated. Medications must be delivered by the parents or guardian to the school office in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian.

SCHOOL SPORTS

OLA offers an after- school sports program, under the supervision of the principal and the athletic director, for students in grades 6,7 and 8. The purposes of the athletic program are to teach sportsmanship, to develop healthy attitudes of competition, to learn to follow rules, to practice self-control and to have fun. All coaches are volunteers who have been fingerprinted and who have completed VIRTUS “Protecting God’s Children” training. OLA teams compete against teams from other local Catholic schools, and occasionally private and public middle schools.

Students who participate in the after-school sports program must maintain both their academic and conduct grades. Athletes must have and maintain at least a “C-” average (70%) in scholastic subjects, conduct and effort. If a student-athlete’s grade drops during the season, that athlete will be suspended from play until his or her grade returns to at least a 70% average.

All qualified students may try out for membership on sports teams and in extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted, and every player may not play in every game. The decisions of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, are final. Ordinarily, the principal will not intervene in coaching decisions. The athletic director supervises coaches and oversees the games. Parents are encouraged to be supportive, and help their children be positive and practice good sportsmanship.

PARKING LOT SAFETY

The parking lot is shared with the parish and St. Bonaventure High School. Parents are asked to drive slowly and safely at all times. Parents are required to supervise small children and avoid visiting other parents in parking areas at entrance or dismissal times. Students will wait on the upper grass area in front of the school under the supervision of the teachers. When the parent is parked, the child(ren) will be dismissed to walk to them. Parents are asked to instruct children not to run out into the parking lot. Students whose parents wish them to walk from school, to home or another destination, may not leave the property without teacher or school office verification of parental permission on file. This policy is also enforced on Noon Dismissal days. Students may NOT wait for pickup in front of the church, on Telegraph Road, Dunning Street, San Luis Street, or at St. Bonaventure High School.

HOMEWORK

Homework assignments should be completed neatly, carefully and promptly. The amount of time spent doing homework differs with each grade level. If a student has consistent difficulty with homework assignments, or if too much time is spent in their completion, the teacher should be contacted. An explanatory note from the parent, written in the student's planner, is required for work not completed. Homework assignments are not ordinarily given on weekends or holidays, except for long-range assignments or make-up work. When they are well and ready to return to school, students should obtain and complete assignments missed due to illness.

SUGGESTED DAILY HOMEWORK ALLOTMENTS

Kindergarten	10 - 20 Min.	Grades 5-6	60 - 90 Min.
Grades 1-2	20 - 30 Min.	Grades 7-8	90 - 120 Min.
Grades 3-4	45 - 60 Min.		

Because the completion of homework assignments is such a contributing factor to student success, O.L.A. School assigns and expects the completion of homework each Monday through Thursday, according to the time allotments above. All students in grades 1 - 8 must use assignment notebooks. Teachers additionally post some assignments online. All parents are encouraged to review student assignments each evening.

If there is some reason why a parent might request that a student be excused from the completion of a homework assignment due to a family emergency, parents are to write this in the homework notebook on the evening that the homework is assigned. The student must then make up the missed assignments according to his/her teacher's directions. Forgotten homework will not be delivered to students.

Missing homework will be brought to parents' attention on the class Packet Covers. Parents are to sign these Packet Covers and return them the next day. (Parents are reminded that their signatures on the Packet Covers indicate their awareness of achievement levels/situations, not necessarily their approval).

GRADING - REPORTING OF STUDENT PROGRESS

Students in Grades K-8 receive a report card at the end of each trimester, as well as a Progress Report at the midpoint of the trimester. Our Lady of the Assumption School follows the Archdiocesan grading scale.

HONOR ROLL

Students may receive honors at the end of each trimester for academic achievement (grades 4 – 8) as well as Christian Witness, Accelerated Reading, IXL Math and Perfect Attendance (K-8).

PARENT PARTICIPATION PROGRAM

Tuition alone does not cover the cost of educating a child. The Parent Participation Program helps to achieve more parent involvement and at the same time helps to meet the rising costs of school operation. Each family is **REQUIRED** to give 30 hours of service to the school according to the participation options on the Parent Agreement Form. ***PARENTS ARE OBLIGATED TO SUPPORT THE RAFFLE AT BOTH THE FAMILY FALL EVENT AND THE DINNER AUCTION.*** Families have from May 21, 2016 to May 20, 2017 to fulfill the 30 hour requirement. Any hours worked after this date are applied to the following school year. Families will be assessed \$15.00 for each hour not worked. Families have the option of donating the participation fee in lieu of working the hours, for a maximum of \$450. A maximum of 10 hrs. is allowed for Scrip. (Every \$200 scrip purchase = one hour.)

PARTICIPATION: It is every family's responsibility to become involved in the school activities. Parents who volunteer for a job must follow through with participation and attendance at meetings.

RECORD KEEPING: The Parent Participation hours are **SELF REPORTED**. To record Parent Participation Hours, parents must submit either the special pages from the student-parent handbook or go online to the school website. It is each family's responsibility to keep track of the hours served and to submit a listing of the hours earned at the end of each trimester for credit. Families will be notified twice a year of their standing and the final billing will be given at the end of May. If parent hour sheets are not turned in, no credit can be given.

NOTE: Items purchased and donated = 1 hour for each \$15 spent. Donations of food items or drinks for EDC may be credited toward Parent Participation Hours at the rate of 1 hour for each \$15 spent. Receipts and records must be kept by the family.

STUDENT COUNCIL

Students in grades 6, 7 and 8 in good academic standing are eligible to run for student office. Elections are held each Spring, with teacher-supervised voting used to select the officers. Our Lady of the Assumption Student Council is a member of the Catholic Association of Student Councils. Specific objectives for Our Lady of the Assumption Student Council are to promote leadership, to foster principles of democracy in action during the campaigning and election of student officials, and to give students a chance to create projects to benefit their fellow students and their school. Meetings are held regularly throughout the school year. Students wishing to serve on Student Council must earn and maintain a "C-" average (70%) in all scholastic subjects, conduct and effort.

TUITION AND FEES

All tuition payments are paid through SMART Tuition Management, for an annual fee (part of registration fee). Tuition may be paid in monthly

payments, or at other intervals arranged with Smart. Credit card and automated checking payment plans are available.

GRADES K - 8: Our Lady of the Assumption School is first and foremost a mission of our Catholic parish, and exists to provide a quality school for parishioners. For this reason, the parish supports the school and its faithful families. In order for school families to qualify for the “parish” tuition rate, they must demonstrate that they contributed a **MINIMUM** of \$520 to the parish in 2015 (\$10 each week in the collection). For parish families, tuition for one child in 2016-2017 is \$433.00 per month (11 mos.); \$782.00 for two children; and \$1092.00 per month for three or more children. For non-parish families, the tuition for one child is \$555.00 per month (11 mos.); \$980.00 for two children; and \$1370.00 per month for three or more. The Student Fee of \$350.00 per child (subject to change) per year is applied to the use of books, insurance, testing and classroom support fee. This fee is non-refundable.

The support given by school parents to the church helps to provide funds for the parish to subsidize the school. Catholic parents sending children to a Catholic school are expected to be practicing Catholics with regular church attendance and financial support of the parish.

DELINQUENT TUITION POLICY

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months or longer. In the case of extenuating circumstances, **IT IS ALWAYS** the responsibility of the parent to contact the school office and speak with the principal. The school is unable to extend long term credit. Any family whose account is negligent at the conclusion of each trimester must bring their account up to date before the children may return to school. No registration for the next school year will be accepted for families with delinquent accounts. This also applies to Preschool Tuition, EDC fees, and Stay & Play. See Page 27 for the EDC Delinquent Payment Policy.

FUNDRAISING RESPONSIBILITY

Since tuition does not cover the entire cost of education, every family is responsible to support **ALL** fundraising activities at OLA School. It is expected that families participate actively in the sales promotions, Fall Family Event, Golf Tournament, Dinner Auction, and financially support other fundraising functions such as SCRIP, read-a-thon, etc. Each family should be responsible for bringing in or helping to raise approximately \$350 over and above tuition payments.

SCRIP

SCRIP is available at school at all times and through special orders. SCRIP are gift cards which parents purchase (Von's, Long's, Barnes & Noble, restaurants, J.C. Penney's, Macy's, See's and a variety of others). Parents receive dollar for dollar value and the SCRIP can be used for gifts or for the family's own purchases, especially in the case of the grocery stores. SCRIP is an easy and beneficial way to support the school since OLA receives 5% or more of every dollar families spend on SCRIP. Order forms

are sent home periodically in the family envelope. Families who shop at Von's can register annually in the eSCRIP program, thereby benefiting OLA School every time they swipe their Von's card.

TUITION ASSISTANCE PROGRAM

A limited amount of tuition assistance is available through the Archdiocese and through the school. The tuition assistance program forms from the Archdiocese are available in January of each year in the school office, and may be requested by parents. Any family who receives tuition assistance is still required to abide by all other financial policies. Limited parish tuition assistance is available to active OLA parishioners when necessary. No full scholarships are available.

OUR LADY OF THE ASSUMPTION SCHOOL EXTENDED DAY CARE PROGRAM

Students currently enrolled in grades Kindergarten through Eight at Our Lady of the Assumption School are eligible to participate in the School's Extended Day Care Program. The Our Lady of the Assumption EDC Program provides a quality, safe, low-cost program for working parents who need and want a safe place after school for their children. The program embodies the philosophy of Our Lady of the Assumption School in accord with the guidelines set by the Archdiocese of Los Angeles Department of Catholic Schools. Since this program is an extension of the school day, it does not require California State licensing.

STAFF AND FACILITIES:

The EDC Program is staffed by Our Lady of the Assumption School employees, under the supervision of the Principal. A student:adult ratio of 14:1 is maintained for archdiocesan extended day care programs. All OLA Staff must undergo fingerprint clearance and participate in VIRTUS Training, sponsored by the archdiocese. Adequate adult supervision is provided, and no child will be left unsupervised at any time. The school has provided a safe, clean, secure place for the EDC Program. The headquarters is in HURLEY HALL. The classrooms, playgrounds, lunch tables and school restrooms are also used by the EDC program.

EXTENDED DAY CARE COMPONENTS FOR Grades K - 8:

homework period
indoor recreation, directed and independent
outdoor recreation, directed and independent arts and crafts
afterschool snack

EDC SCHEDULE:

Regular days: 2:45 - 6:00 PM

ACTIVITIES:

2:45 Arrival, sign-in

Minimum days: 12:00 - 6:00 PM	3:00	Homework, supervised play
School Holiday/Vacation: NO EDC	3:30	Snack, play time
	4:15	arts/crafts/projects/games
	5:30	clean-up/inside activities
	6:00	program ends

INSURANCE

Archdiocesan Elementary School accident insurance covers pupils during the times of the Extended Day Care Program.

FINANCES

The financial operation of the EDC program is the responsibility of the Principal. The fee schedule is determined by the school, approved by the pastor, and reviewed annually. The EDC program is part of the overall school budget.

The registration fee for each child (paid once each year) is \$40. Fees are accrued at the daily drop-in rate of \$35 (\$45 on noon dismissal days) per student. There is now a “First Hour” rate of \$10 per child per day. Parents of children who come to EDC after school and who are picked up by 3:45 PM (1:00 PM on a noon dismissal day), will be charged \$10, billed at the end of each week.

This hourly rate is ONLY good for the first hour, and the full daily rate will not be prorated. The regular daily drop-in rate of \$35 (\$45 on a noon dismissal day) will still be charged for children who are in EDC longer than one hour. Monthly rates will also remain unchanged for children who regularly use the program.

Families using the EDC program on a regular basis will enjoy the benefit of a monthly rate of \$250 for one child, \$400 for two children, and \$520 for three or more children. The monthly rate remains the same for all months of the school year. No refunds will be given for days the child is not in school.

Late fees will be assessed for late pickup past the 6:00 PM closing time. The program closes daily at 6:00 PM - NO LATER. Late fees will be added for every minute after the program closes (\$1.00 per minute that you are late, with a \$5 minimum).

All payments are due into the school office within 20 days of receiving the bill, as stated in the parental contract. For drop-ins, payment is due THAT DAY or the next business day. Any late fees will be added to the bill and sent to school records. FAMILIES WHO ARE DELINQUENT ON EDC PAYMENTS WILL FORFEIT SERVICES.

STUDENTS NOT REGULARLY ATTENDING EDC

Apart from EDC, the school does not provide supervision for students after 3:15 PM and after 12:15 PM on noon dismissal days. All students on campus after 3:15 PM (full day) or 12:15 PM (half day) WILL BE SIGNED INTO EXTENDED DAY CARE with the exception of those students involved in school-sponsored after school activities and directly supervised by an adult. Parents will be billed at the end of each month.

PICK UP FROM EDC

Parents (or those properly designated by a parent) may sign out and pick up students from the EDC program. EDC headquarters are in Hurley Hall. The EDC staff may be reached at the OLA School number: (805) 642-7198, extension 214.

As a security measure, your child will only be allowed to leave the school with persons whom you name on the EDC registration form. If someone other than the designated person is to pick up your children, the children will be released only if the principal has received written notice signed by the parent. Telephoning this information is not acceptable.

SNACKS

Snacks will usually consist of nutritious foods and a drink. If your child requires more to eat, please supply him/her with an after school snack. On noon dismissal days, children MUST bring a lunch and something to drink. Any food allergies should be noted on the registration form.

DISCIPLINE

The OLA school approach to behavior and discipline applies to the EDC program. All school rules and regulations are also applicable to the EDC program. The EDC staff is to be afforded the same respect that students give to teachers. Acceptable and unacceptable behavior will be clearly communicated to the students. Parents will be notified at the time of pick up of any issues of disrespect or inappropriate behavior. In the case of an ongoing disciplinary problem, appropriate steps will be taken by the EDC Director and the Principal. In extreme cases, a student may be asked to withdraw from the Extended Day Care Program. For more explanation of behavior and discipline, please refer to the OLA Family Handbook.

PARENT RESPONSIBILITIES

- 1. Pick up children on time**
- 2. Sign children out at pick up.**
- 3. Pay fees promptly.**
- 4. Impress on children the need to be courteous and follow school rules.**
- 5. Provide lunch on noon dismissal days.**
- 6. Provide extra snack, if needed.**
- 7. Notify the director of any change.**
- 8. Support staff regarding disciplinary issues.**

RECORDS

All Extended Day Care records are the property of the school and will be maintained as school records. The EDC staff will keep all registration and emergency forms in their headquarters room at all times. Records are to be shared only with those who have a legal right to the information.

EMERGENCY PROCEDURES

An emergency form that is complete and current is kept on file for every child enrolled in the EDC program. All EDC staff have access to this information, including accurate phone numbers of parents and TWO emergency contacts. Parents are expected to inform the EDC personnel of any changes in home/work address, home/ cell phone or emergency numbers.

EDC personnel will have access to a telephone at all times. Emergency contact information (including numbers for the school office, rectory, principal and pastor) is available to adult staff. In the EDC room, evacuation map and emergency procedures are posted.

All accidents and injuries will be recorded and reported to the Principal as soon as possible, and in accordance with school and archdiocesan procedures. Should a serious accident occur, parents/guardians or their designate will be contacted. If these prove unavailable, the child's physician, or, if necessary, the paramedics will be called. Until the arrival of the parent/guardian or medical professionals, the Extended Day Care Director and the Principal will assume responsibility regarding the care of the injured child.

HEALTH AND SAFETY

In the event of an illness, the parent/guardian will be called to pick up the child as the EDC staff are not allowed to administer any medication (California law). The OLA school policy regarding sick and contagious children also applies to the EDC program. First aid supplies are provided for the use of the Extended Day Care program.

NOTE: The school retains the right to amend the handbook without warning for just cause.

ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION

1.1. Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools are different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

.2 Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).**

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program

is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power

- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school–sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school–sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips

that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors

- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. The form is attached as Appendix A.

.6 Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

1.6.a School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

1.6.b Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

1.7 Parent or Parent–Teacher Organizations and Consultative School Council

If the school has a parent, parent–teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school’s viability, but they have very different functions. Parent, parent–teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not “agents” of the school or

parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

1.7.a Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

1.7.b Consultative School Council

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

2 ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

2.2 Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

2.3 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal

- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

2.4 Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

2.4.a Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically

identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

2.4.b Directory Information

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

2.4.c Parent Authorization to Use Child’s Personal Information

Whenever a student’s image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes giving permission for such publication.

See Appendix B, Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes.

2.4.d Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

2.5.b Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

2.5.c Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

2.6. Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

2.6.a Absences with Acceptable Excuse

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or

emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

2.6.b Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the **Appendix**.

2.6.d Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

2.6.e Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Note: The times fixed by the school are provided to parents and students in the Parent–Student Handbook.

2.6.f Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

.6 Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

2.7 Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

.1 Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

.2 Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

4DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

4.3 Detention

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end

4.4 Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student

- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

4.5 Expulsion

4.5.a Reasons for Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing

- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

4.5.b Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

4.5.c Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

4.5.d Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent–principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

4.5.e Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

4.5.f Reporting of Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

4.5.g Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

4.5.h Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

4.6 Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments and jokes; threatening words spoken to another person.

- **Physical harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing

- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

4.7 Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

4.8 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal

property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

5ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and

procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

5.1 Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

5.3 Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such

systems do not allow unauthorized posting and modification of the published information.

- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.

- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See Archdiocese of Los Angeles Copyright and Video Screening Policy.

- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

6. HEALTH AND SAFETY

6.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See **Medication Authorization and Permission Form**.

6.2 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

6.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

6.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

6.5 Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

6.6 Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See [Medication Authorization and Permission Form](#).
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the Diabetic Consent Form and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed

medication, they will have to come to school and personally administer the medication.

6.7 Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

6.8 Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

6.9 Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is

apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

6.10 Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

6.11 Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

6.12 Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified

- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.13.a Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff

person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts. In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

6.13.b Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

6.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

6.14.a Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken

- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in my removal from my volunteer or work assignment.

As a student volunteer I will:

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening. I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products

- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

We, the undersigned, have read and understand the Archdiocese of Los Angeles Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth and will abide by them at all times. We also understand and agree the parent or guardian will be notified at the time of any infraction requiring dismissal from any work or volunteer assignment at the school or parish or other setting where the student is working or ministering, and that he/she will be sent home at the expense of his or her parent or guardian.

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian:

Date: _____

Name and Signature and Title of Witness:

Date: _____

APPENDIX B

The screenshot shows a PDF document in Adobe Reader. The title bar reads 'prnt1_release_child_noncomm_en[1].pdf - Adobe Reader'. The menu bar includes 'File', 'Edit', 'View', 'Document', 'Tools', 'Window', and 'Help'. The toolbar shows various icons for navigation and editing, including a search bar with the text 'Find'. A purple notification bar at the top states 'Please fill out the following form. You can save data typed into this form.' and includes a 'Highlight Fields' button. The main content area displays the form 'PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL'. The form is divided into two main sections: one for the Archdiocese/School/Parish and one for the Parent/Legal Guardian. The Archdiocese section includes fields for 'Archdiocese/School Parish:', 'Class/Activity:', and a description of the non-commercial purposes. The Parent section includes fields for the parent's name, the child's name, and a list of personal information to be shared (Image/visual likeness, Name, Voice, Work) with 'yes' and 'no' checkboxes. A disclaimer at the bottom states that the personal information will be used for the purposes identified and may be used for other non-commercial purposes. The footer includes a copyright notice: 'Copyright © 2009 Roman Catholic Archbishop of Los Angeles, a corporation sole. All rights reserved.'

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

Archdiocese/School Parish: _____
Class/Activity: _____
The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: _____

This section to be completed by Parent/Legal Guardian:

I, _____ (Name) am the parent or legal guardian of _____ (Child's Name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: yes no Voice: yes no
Name: yes no Work: yes no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications.

 Print Release Child Noncomm en | Updated 10/21/09
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Fillable .pdf available at http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883

APPENDIX C

studentyouthactivitypermisform_en[1].pdf - Adobe Reader
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Please fill out the following form. You can save data typed into this form. Highlight Fields

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity: Field Trip Other (specify): _____

Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

Mode of Transportation: Walk Car Pool Bus Other (specify): _____

Teacher/Adult Leader: _____ Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him or her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby

Fillable .pdf available at http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808

APPENDIX D

medicationauthpermisform_en[1].pdf - Adobe Reader
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**ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician
Part D by parent/guardian – *please print*

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

_____ _____ _____ _____
Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

B. **Physician's Recommendations.** (check where applicable)

_____ Please notify this office if patient misses medication at school.

_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

C. **Physician's Authorization.** The student for whom this medication is

Document available at http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788