

SAINT ANTHONY



SCHOOL

Parent / Student Handbook  
2011-2012  
(Revised August 2011)

**CHARACTER • COMPASSION • VALUES**

The objective of the handbook is to share the mission, philosophy, organization, policies, and procedures of St. Anthony-School and the Archdiocese of Los Angeles.

The policy statements are necessarily general and the administration (Pastor and Principal) reserve the right to make specific applications as circumstances arise. We ask that you read each section of this handbook carefully and keep it for reference during the school year.

The policies outlined in this handbook are in accordance with guidelines established by the Department of Catholic School, Archdiocese of Los Angeles and contained in the Diocesan Administration Handbook. The administration retains the right to amend the Parent-Student Handbook for just cause. Parents will be notified of any changes or amendments.

# Parent–Student Handbook

## 2011–2012

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Accredited by The Western Association of Schools and Colleges  
and The Western Catholic Education Association

August 2011

(This handbook replaces all previous handbooks)

## **A Prayer for Parents**

Most loving Father, the example of parenthood,  
teaches us what to give  
and what to withhold.

Show us when to reprove,  
when to praise, and when to be silent.

Make us gentle and considerate,  
yet firm and watchful.

Keep us from the weakness of indulgence  
and the excess of severity.

Give us the courage to be disliked sometimes by our children  
when we must do necessary things  
that are displeasing in their eyes.

Give us the imagination to enter their world  
in order to understand and guide them.

Grant us all the virtues we need to lead them  
by word and example in the path of righteousness.

Heavenly Creator, we thank you for the children  
that you have entrusted to us.

We want to cooperate with you fully in helping them  
grow into confident and responsible persons  
and mature in the faith received by Baptism.

AMEN

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## **MISSION STATEMENT**

Inspired by the message and teaching of Jesus Christ, St. Anthony School is committed to supporting parents as the primary educators of children from preschool through grade eight. As faith-filled professionals, we strive to provide a nurturing and secure learning environment where each member of our diverse community can feel accepted. Students are encouraged to meet challenges, and experience spiritual, academic and personal success.

## **PHILOSOPHY**

St. Anthony School is committed to providing a Christ-centered community in which the Gospel message is realized. Students learn to appreciate that Christ is active and present in their daily lives. Through our diversity, students experience a variety of cultures thus learning to accept people with various backgrounds and differences. St. Anthony School teaches that God, above all things, is the foundation of student learning.

As a faculty and staff we strive for academic excellence through a standards based curriculum, providing a strong foundation for life long learning. The curriculum is designed to allow students to mature spiritually, intellectually, socially, emotionally, and physically.

Recognizing the significance of the role of the parents as the primary educators, faculty, and staff seek to maintain open communication and involvement with parents and their children.

We strive to prepare our students to serve others, to take their place in a competitive, global society, and to make a difference in the world.

## **SCHOOL ORGANIZATION, STAFF ROLES, AND RESPONSIBILITIES**

### **STUDENT COUNCIL**

In the spring of each school year students elect ten students from Grades 5, 6, and/or 7 as “Commissioners” to serve on a student board. The purpose of the council is to train students in leadership, to encourage high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members. In their position as council members, students are expected to be role models for the student body. Conduct unbecoming to student leaders may be cause for removal from office. Members and candidates for St. Anthony Student Service and Leadership Council offices must maintain a “B” average in conduct, have no grade lower than a “C” in any subjects, and meet qualifications as outlined in Student Council By-Laws. (Copy available in school office). Any student council member whose conduct grade falls below a “B” or who is suspended may be removed from Student Council.

### **ACADEMIC DECATHLON**

(Participation when possible.) Students in grades 6–8 may be invited to train for the Academic Decathlon Team. Representing St. Anthony School at the annual Archdiocesan competition is a privilege and an immense time commitment. Only students who earn and maintain at least a B average in all academic subjects, conduct, and work habits are eligible. Any student who receives a homework notice, conduct referral, or detention will be subject to possible exclusion from the team. The parents and students must sign commitment contracts.

### **ALTAR SERVERS**

Students in Grades 5–8 have the privilege of being altar servers. The parish schedules training.

### **SCHOOL PICTURES**

Individual student pictures are taken in the fall. The children must be in full uniform. No PE uniforms or shorts are allowed on picture day. The parents may purchase pictures, but there is no obligation to buy. Class pictures will be taken at this time as well. All students will have photos taken for the school yearbook.

Additional pictures will be taken in the spring. These pictures are optional for K–7. They are mandatory for all 8th graders, as they are used in the yearbook. Purchase is not mandatory. Free dress is worn on this day for photos only and students will change back into their school uniform.

### **YEARBOOK**

A school yearbook is published each spring for all grades. Purchase of the yearbook is optional. Pre-order forms are made available in the spring.

## **LIBRARY**

(When volunteers are available) Classes are assigned a library period at which time students may sign-out books at the discretion of the librarian. It is important that each student learns to be responsible about returning and caring for borrowed books. A small overdue book charge is assigned per library day per item. If a book is lost, students will be held financially responsible.

Outstanding fines may result in temporary loss of library privileges. Library privileges may also be temporarily revoked for students who do not use their library time properly.

## **RELATIONSHIP OF SCHOOL TO THE PARISH**

The school and parish work closely together to ensure the academic excellence and spiritual growth of each student.

## **CONSULTATIVE SCHOOL BOARD AND PARENT ORGANIZATION**

### **CONSULTIVE SCHOOL BOARD**

The general responsibilities of the Consultative School Board 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 board's goals and activities.

The membership of the Consultative School Board 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 (see Administrative Handbook for Bylaws), 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/NAB Governance Task Force, NCEA, 1998).

### **PARENT TEACHER ORGANIZATION (PTO)**

The main functions of the Parent Teacher Organization are to raise funds for the school's ongoing operational expenses, to promote parental support for the school programs, and to increase mutual understanding between the 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.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

**SCHOOL PERSONNEL** (Is posted on the school website at [www.stanthony-school.org](http://www.stanthony-school.org))

## SCHOOLWIDE LEARNING EXPECTATIONS

St. Anthony School students are:

### **Participating members of a Christian community who...**

- have a basic knowledge of the scriptures.
- have a basic knowledge of the teachings and practices of the Church.
- exemplify Christ in their words and deeds.
- participate in communal Liturgical celebrations.
- act in the spirit of Christian service.
- show respect and compassion for all of God's creation.

### **Responsible Citizens who...**

- understand commonalities of various cultures and appreciate their differences.
- carry out the civic responsibilities to help others who are less fortunate.
- recognize global issues and their impact on individuals.
- are aware of being part of a local community and the civic responsibilities that are involved in this
- are active participants within their communities, both socially and environmentally.

### **Avid Learners who...**

- have mastered basic learning skills, not only in the traditional subjects, such as reading, writing, arithmetic, science, and social studies, but also in fine arts and technology.
- have developed organizational skills, study skills and time management skills.
- can gather and evaluate information, articulate ideas and create/produce original works with confidence and clarity.

### **Goal Seekers who...**

- demonstrate ambition and take initiative to set challenging goals for themselves and create pathways by which to achieve them.
- show, understand, and appreciate the value of hard work.
- are able to work effectively with a group to accomplish a goal.
- can act as mentors to those less skilled.

### **Self-aware Individuals who...**

- have the confidence to accept reasonable challenges.
- take responsibility for their actions and are aware of the effect of their actions on others and the world around them.
- make daily choices based on respect for God, self, and others.
- recognize the importance of making positive changes to promote healthy living.
- recognize their unique talents and gifts and share them with others in a positive way.

### **Integrated Individuals who...**

- develop and maintain healthy relationships with adults and peers.
- demonstrate a positive competitive spirit and good sportsmanship in both athletics and academics.
- take pride in their achievements and others' as well.
- strive to maintain personal integrity and value honesty in themselves and others.

## HISTORY OF THE SCHOOL

St. Anthony Parish began as a mission church in 1915 on Concord Street. It became a parish in 1942 and was moved to the present site in 1955. In 1956, one school building was built, opening with grades one, two and three and staffed by the Daughters of Mary and Joseph. A fourth grade was added the following year and in 1958 the second building was completed, allowing the school to grow by one more class each year.

The school operated as an eight-classroom school for seventeen years when low enrollment forced first and second grade to be taught in one classroom. This trend continued so that in 1979 St. Anthony's student body included grades 1-8 in four classrooms, using the other rooms in the school for office, visual aides, a religious education office and a meeting room.

In 1986, the goal of single grade classes began to be implemented. The combination class of grades one and two was split into separate classes in January 1986. The following school year grades three and four also were separated. This process continued until the last class was split in fall 1989, providing for a K-8 classroom school.

A program to increase school enrollment began in fall 1987, when a Kindergarten was added to the school. An extended day care program was initiated in spring 1987 to serve the needs of working families and to promote the goal of increased school enrollment.

Construction plans began in 1988 to add one additional classroom and to expand the office and faculty room, thus providing more space for a growing school population. With the completion of this project, St. Anthony's became a nine-classroom school with adequate space for the development of existing school programs and the addition of any new programs required.

St. Anthony School serves the families of St. Anthony's parish and surrounding communities with a strong Catholic environment. The Daughters of Mary and Joseph taught in the school from its opening through June 1971. Three Carmelite Sisters and a lay teacher staffed the school in the 1971-1972 school year. Since then the school has been operating under a lay administration and faculty.

The Sister Servants of the Blessed Sacrament inhabited the convent adjacent to the school from 1986 - 2006. Two sisters from the order served as full-time classroom teachers from 1989 to 2006. The administrators of the order decided to move the Sisters to their larger communities in the San Diego and San Fernando Valley areas in June 2006 thus creating an entire lay faculty for the first time.

In order to serve the families of the parish and surrounding communities with younger children, St. Anthony Parish opened a preschool in the old hall on Lomita Street in September 2006.

## **SCHOOL MAP**

An interactive school map is available on the school website [www.stanthonyschool.org](http://www.stanthonyschool.org)

## **SCHOOL MASCOT**

St. Anthony Crusader (synonym – champion) one who leads.

## **SCHOOL SCHEDULE AND CALENDAR**

Children should wait on the playground each morning in their line area and not on the breezeway or classrooms. Playing chase and running games are not permitted in the morning. Students should be in proper uniform and have all necessary items.

### **Regular Daily Schedule – Grades K–8**

7:30 AM Campus opens

7:50 AM Classrooms open

7:55 AM Tardy Bell Rings (Put away books, teachers take attendance, and line-up for morning assembly)

8:00 AM Assembly

10:10 – 10:30 AM Recess

11:45 – 12:20 PM First Lunch (Primary Grades)

12:10 – 12:45 PM Second Lunch (Junior High)

3:00 PM Dismissal

### **Minimum Day Schedule – Grades K–8**

7:30 AM Campus opens

7:50 AM Classrooms open

7:55 AM Tardy Bell Rings (Put away books, teachers take attendance, and line-up for morning assembly)

8:00 AM Assembly

10:10 – 10:30 AM Recess

12:30 Dismissal

Classrooms may not be interrupted at any time without the permission of the office. If an item has been forgotten by a student, it should be labeled with the student's name and placed in the office. Parents wishing to meet with a teacher are asked to call or email the teacher to make an appointment.

### **FRIDAY DISMISSAL**

School is dismissed at 12:30 PM every Friday afternoon for faculty meetings. All children who are not enrolled in day care must leave campus at this time as there is no supervision on the school grounds. Parents may choose to enroll their child(ren) in day care on early dismissal days.

### **PARENT TEACHER CONFERENCE**

School is dismissed at 12:00 PM to allow time for teachers to meet with each student's parent. All children who are not enrolled in day care must leave campus at this time as there is no supervision on the school grounds. Parents may enroll their child(ren) on these two early dismissal days (see the school calendar for sign-up dates and conference dates).

### **CALENDAR**

The monthly school calendar can be found online @ [stanthony-school.org](http://stanthony-school.org). Please keep in mind that all dates and events are subject to change after the school year begins. The school calendar may change to reflect these new dates.

### **UNIFORMS**

We ask parents' cooperation in enforcing the school uniform policy. All students in grades K-8 are required to own a COMPLETE uniform. Uniforms are to be worn the first day of school. Clothes must always conform to rules of modesty, good taste, and appropriateness. Uniforms should be neat, clean, and in good condition.

Non-uniform items may be confiscated. If a child is unable to be in full uniform, a written note of explanation must be presented to the teacher for each day the student is out of uniform. Some excuses may not be acceptable. Long-term excuses are not acceptable.

Any student out of compliance with the school uniform policy is to be given a Parent Communication Notice to be taken home and signed. Three infractions on these notices home will warrant a detention.

**Girls:** K-4 Uniform jumper or skort

5-8 Uniform skirt or skort (no more than 3 inches from the middle of the knee and may not be rolled at the waist)

All white polo shirt with logo or white blouse (Peter Pan or pointed collar)

Navy blue uniform pants (pants are a specific style “NO SKINNIES” permitted)  
Navy blue uniform walking shorts (may be worn at SAS masses and must be no more than 2 inches above the knee)

P.E. shorts with logo (or sweats)

P.E. shirts with logo (must be worn on P.E. days)

White socks (only) at least two inches showing above the top of the shoe (no sports socks)

Black, navy blue, or white tights may be worn on cold days. NO LEGGINGS

**Boys:** Light blue uniform shirt with logo (long or short sleeved)  
Navy blue uniform pants (NO cargo, corduroy, or “skinnies”)  
Navy blue uniform walking shorts (maybe worn at SAS masses)

P.E. shorts with logo (or sweats)

P.E. shirts with logo (must be worn on P.E. days)

White socks (only) at least two inches showing above the top of the shoe (no sports socks)

Belts (navy, black or brown must be worn in grades K–8)

Please note: Only WHITE short-sleeved t-shirts or long-sleeved turtleneck shirts may be worn under the light blue polo shirt. All undershirts must be white, non-logo, underwear and NOT t-shirts with sleeves that can be seen below the sleeve of the school shirt. Shirts MUST be tucked in during the day except at recess and lunch and “ALL BOYS” must wear a belt at all times with pants and walking shorts.

**Shoes:**

Rubber-soled sport shoes in white, navy, black, brown, or gray.  
Black or white laces only must be tied and untucked.  
A small amount of trim color in other colors is allowed.  
No sandals, open toe shoes, boots, or high/platform style rubber soles.

**Outerwear:**

SAS baseball jacket with logo  
SAS fleece jacket with logo  
SAS or plain navy blue crew neck sweatshirt (logo optional)  
SAS navy blue hooded windbreaker  
8<sup>th</sup> grade sweatshirt (ordered in Sept.)

**No logos are acceptable except St. Anthony School logos. St. Anthony School outerwear is only available at Michael's.**

### **Jewelry and make-up**

Make-up is not allowed at any grade level.

Nail polish and/or artificial nails and lip-gloss are not allowed.

Jewelry is not part of the school uniform.

Girls may wear only one pair of stud earrings.

Boys may not wear earrings.

Body piercing for boys or girls is not acceptable

One chain / bracelet with religious medal may be worn by both boys and girls.

Wristwatches are permitted (all alarms must be turned off).

Students may not have a tattoo-temporary or permanent.

### **Hair Styles**

- Hair should be arranged in a neat style, appropriate for school, and out of eyes.
- Boys' hair must be above the tip of the shirt collar or top of eyebrows.
- No extreme hairstyles are allowed. (Mohawks, shaved sides, etc)
- Students may not dye, bleach, or color hair.

### **MODIFIED DRESS POLICY**

Students may be given permission for modified dress by the Principal on special occasions. Inappropriate modified dress may result in a phone call home for a change of clothing and detention may be given.

### **Modified dress guidelines**

Students should dress in an appropriate manner for a school day. Even though they are not in uniform, students should dress in more professional attire than they wear while playing on the weekend. Guidelines for shoes are the same as for uniform days. In order to maintain an atmosphere of learning, the following guidelines are to be used:

- Pants should fit well and be in good condition. NO SKINNIES.
- No sweat shorts, soffee shorts, spandex, or dance shorts.
- Shirts should fit well and have no messages, derogatory, or violent logos on them (a small brand logo is acceptable).
- Skirts, dresses, and shorts must be an appropriate length.
- Girl's walking shorts be no more than 2 inches above the knee.
- Makeup, nail polish, and jewelry are not allowed as they are distracting and contribute to unnecessary peer pressure (one pair of small stud earlobe earrings on girls is acceptable and boys may not wear earrings).
- Gang attire, including, but not limited to, baggy shorts, pants, long belts, hats and tank tops are not allowed.
- Camouflage clothing, Doc Marten type boots or steel toes shoes are not allowed.

Tops for girls should cover the entire torso, including the shoulders. NO TANK TOPS, or LOW CUT TOPS.

**JEANS, JEAN SHORTS, DENIM SKIRTS, OVERALLS AND BASEBALL HATS ARE NOT ALLOWED UNLESS AUTHORIZED BY THE PRINCIPAL.**

Clothes must always conform to rules of modesty, good taste, and appropriateness. No clothing having derogatory or violent logos is permitted. Hats with no logos may be worn outside for sun protection with the permission of the principal. Permission to wear hats outdoors should be sent in writing to the classroom teacher and office.

Hats or hoods may not be worn indoors. Scout uniforms may be worn on the day of the scout meeting.

Infractions will require students to call parents to bring a change of clothing or lose modified dress privilege in the future or both. Please understand that proper attire is essential in establishing a professional learning atmosphere.

## **BLUE AND GOLD DAYS**

These days are designed to show pride in our school by wearing the school's colors of royal blue and gold, students may choose to participate. These days are not just an opportunity to wear free dress. There may be one Blue and Gold day scheduled per term.

All students choosing to wear blue and gold must wear 50% blue and 50% gold. No other colors or combinations are allowed. Clothing with particles of blue, gold, ribbons, jewelry or shoelaces will not be acceptable.

All colors ranging from yellow to yellow-orange are allowed. Any color darker or lighter is not allowed. P.E. shirts are allowed. Royal blue to navy pants, shorts, or jeans will be allowed.

**DECISIONS REGARDING ACCEPTABILITY OF APPEARANCE WILL REST WITH THE PRINCIPAL.**

## **B. ADMISSION AND ATTENDANCE**

### **GUIDELINES FOR ADMISSION**

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 serve the educational needs of all students.

The pastor and principal will review a students' continued eligibility for enrollment in the parish school. Each school shall establish procedures for admission and enrollment **ABSENCE, TARDINESS AND TRUANCY (see Archdiocesan Section for additional information)**

## **ABSENCES**

For the safety of the child/children parents are requested to call the office before 9:30 AM if the child is going to be absent. The school may call parents at home or work if absence has not been reported by 9:30 AM.

## **WRITTEN NOTE FOR RETURNING TO SCHOOL FOLLOWING AN ABSENCE**

For an absence or tardy to be considered excused students must bring a note signed by a parent explaining the reason for their tardiness or absence(s). The note should also make the school aware of any precautions or special considerations. Notes are given to the classroom teacher after an absence. According to State Health Regulations all contagious illnesses must be reported directly to the school office.

The law requires that ALL schools report 3 unexcused absence/tardy and each additional unexcused absence/tardy to Child Welfare and Attendance authorities.

Parents who are going to be out of town are requested to send written permission to the office. Emergency information should be included. Parents should make arrangements with their child's teacher regarding important school work.

Parents are asked to call the school office in the case of any emergency affecting attendance or tardiness.

## **TARDINESS**

**The school campus opens at 7:30 AM and officially begins at 7:50 AM. A student is considered tardy if he/she is not in the CLASSROOM by 7:55 AM.** Students who arrive after this time **MUST** go to the office to sign in. Tardiness is a serious matter, and without an acceptable reason, may result in attendance probation and eventual dismissal from the school. Though it is considered a legal tardy and will be documented on the report card, students may be excused by the principal on severe weather days or traffic emergencies.

Tardy policy (per trimester)

3 days = warning letter to parent

5 days = detention with written notice

7 days = 1 day suspension with written notice

9 days = parent conference to evaluate student's continued enrollment

## **MEDICAL APPOINTMENTS**

A note from the doctor or dentist must be presented to the school before an absence/tardy can be entered in the Attendance Register as a medical absence, a legally credited attendance.

## **COMMUNICATIONS PROCEDURES**

Students are responsible for bringing home bulletins and all other communications from the school to his/her parents. See the family calendar for specific dates. We ask the parents to make certain that the family envelopes are signed and returned to school the next day and that all communications are read carefully. In order to emphasize the student's responsibility for maintaining this communication, there will be a \$1.00 charge for a lost envelope.

Anyone wishing to send a flyer home for any activity must have it approved and initialed by the principal before distribution. ENVELOPES ADDRESSED TO PARENTS ARE CONSIDERED CONFIDENTIAL AND SHOULD NOT BE OPENED BY STUDENTS. Please teach your child to be respectful of this practice.

## **E-MAIL POLICY**

Due to the non-secure nature of e-mail communication, the administrator, faculty, and staff normally do not communicate through electronic mail in regards to academic/behavioral concerns. We suggest you contact us by telephone or in writing to schedule an appointment.

## **CELL PHONES/TELEPHONE**

Students are not permitted to use cell phones before, during, or after school while on campus. If a student has a cell phone it must be turned off and kept in a safe place that is not accessible to other students (including Extended Day Care-EDC). Displaying or using a cell phone may warrant a Parent Communication Notice or an automatic Detention. If the phone is used (displayed, making calls, texting, taking pictures) it will be confiscated and given to the principal. A parent/guardian must retrieve the phone.

Students may only use the office telephone in an emergency situation or when requested by a staff member. All pupil business should be attended to before or after school or during recess or lunch if possible. Emergency messages for pupils will be conveyed via the office. Students may not use classroom phones unless requested by a teacher. Forgotten homework is not considered an emergency as the student is responsible for bringing work to school.

Students who are at practice for sports may have their phone at practice but may not use it while on campus or at a game. They may ask the coach to use his/her cell phone, if needed, to call parents.

## **PHONE LISTS**

The addresses and phone numbers of parents/guardians shall be strictly confidential and used only for official school business. The school publishes a school directory. Only those parent/guardians who have given written permission for publication will have their information published.

## **ARRIVAL/DISMISSAL PROCEDURES**

### **MORNING CARE**

Morning day care is available from 7:00 AM – 7:30 AM. Students entering the campus before 7:30 AM (by the office clock) will be signed into EDC and charged \$5.00 per student for any part of the half hour. There is also an optional \$50.00 monthly fee available for families needing morning day care. Students may not loiter outside the classrooms during this time, as there is no supervision until 7:30 AM.

### **LEAVING THE SCHOOL GROUNDS/EARLY DISMISSAL**

A student may not leave the school before the regular dismissal time without being signed out by a parent/guardian or authorized person over 18. . The parent/guardian or authorized person must sign out the student, recording the date and time. The student must leave with the same person. Persons in addition to the parent/guardian should be on the FamilyEmergency Card. The parent may also send a written note giving permission to a friend or relative who is not listed on the card to pick up the child at that particular time.

Due to insurance regulations, and for safety reasons, students may not leave campus and return the same day unless accompanied by a parent/guardian. This includes EDC students, CYO, observation of after school games, etc. If a student leaves the school grounds without following these rules, it will be regarded as truancy and will merit disciplinary action. Athletes who fail to observe these rules may forfeit team membership.

### **PICK-UP AND DROP-OFF PROCEDURES**

For the safety of our students St. Anthony School has implemented rules for drop-off and pick-up. Please remember to drive courteously and cautiously. The Sierra Street entrance must be used in the morning and afternoon ensure the safe flow of traffic. Please be courteous to parishioners who are attending the 8:00 AM mass

### **SAFETY REGULATIONS FOR DRIVERS AND STUDENTS AND VISITORS**

In accordance with California Law, anyone coming on to the school grounds while school is in session must report to the school office to obtain permission to be on the grounds. THIS LAW APPLIES TO ANY PERSON WHETHER SALESPERSON, PARENT VISITOR, OR GUEST STUDENTS. Visitors are required to sign in and out and may be

required to wear a visitor's pass. Visitors may not go to the classrooms during class time without the permission of the office since interruptions to instruction must be kept to a minimum. However, a child may be called out of class to speak with a parent if necessary. For safety purposes, students from other schools who are not alumni are not allowed to come on campus to visit.

### **DROP-OFF**

Students may be dropped off by car at the school's Sierra Street gate, through the church parking lot using the Sierra Street entrance, or at the school's Lomita Street entrance gate. Parents who have business in the office should park in the church parking lot. NO DOUBLE PARKING is permitted on Lomita Street or Sierra Street.

### **PICK-UP**

The school gates will open at 3:00 for afternoon pick-up. Parents must enter the driveway by making a right turn into the lot from Sierra. For safety reasons, please do not turn left into the driveway. Keep moving toward the front of the line. Students will be called out of the classroom and escorted to their cars by a supervisor. DO NOT DRIVE AROUND ANOTHER CAR unless asked to do so by a supervisor. DO NOT ATTEMPT TO PICK-UP STUDENTS BY CAR ON LOMITA STREET. This interferes with our pick-up procedures and causes congestion on Lomita Street. Parents may park in the church lot and pick their child up outside of the classroom at 3:00. Please stay outside of the office until that time. Please be careful when walking across the driveway with students. The safety of the children and the staff are most important during this time. Please do not pull over to the left to park unless asked to do so by a supervisor.

At 3:15 the gates will be closed and students who have signed permission forms in the office to walk will be allowed to leave at this time, and all other students who have not been picked up will report to EDC, signed in, and be charged for after school care.

### **RAINY DAY DRIVE-THRU**

On rainy days enter the SCHOOL parking lot (NOT THE CHURCH) in front of the classrooms from Sierra Street. Drive as far as you can toward Lomita Street and let your child out on the passenger side only. DO NOT STOP IN FRONT OF YOUR CHILD'S CLASSROOM. This causes a major traffic tie-up on Sierra Street.

## **BIKES/WALKING TO AND FROM SCHOOL**

Students riding bikes or walking to and from school are to enter the grounds via Lomita Street using the walkways. They must cross the street only at the traffic light on Grand and Lomita. Students who leave campus are not permitted back on the campus for athletic practices, games, etc. unless under the supervision of a coach, parent, or staff member. The parent is asked to make sure that a staff member is aware of the student's return.

FOR THEIR SAFETY, STUDENTS MAY NOT WAIT IN FRONT OF THE CHURCH OR ON THE CORNER OF GRAND AND LOMITA/SIERRA FOR A RIDE. THE STUDENT(S) WILL BE SENT BACK TO SCHOOL AND ASKED TO GO TO EDC OR WAIT IN FRONT OF THE OFFICE FOR THEIR RIDE.

STUDENTS WALKING OR RIDING BICYCLES MUST WAIT ON CAMPUS UNTIL THE COMPLETION OF OUR STUDENT PICK-UP

## **PUBLIC TRANSPORTATION**

Students who ride the bus must go directly to the bus stop WHEN RELEASED AFTER STUDENT PICK-UP. Consequences for inappropriate behavior at the bus stop will be the same as for school discipline problems.

## **CAMPUS POLICY**

- Students are NEVER allowed to leave the school grounds during school hours unless they have been signed-out by a parent/guardian.
- Students are NEVER allowed to be in any part of the school complex without adult supervision or permission.
- Students may not play in the parish patio or carport at any time.
- Bicycles, skateboards, or in-line skates may not be ridden on the school property at any time.

### **Students who ride bicycles to school must:**

- Have a bike lock, license, and MUST wear a helmet.
- Walk the bike on the school grounds.
- Walk the bike on sidewalks adjacent to the school grounds.
- Students may not ride bikes in the parking lot.

### **Students who ride skateboards/in line skates to school must:**

- Walk, not ride, the skateboards/skates on the school grounds.
- Store skateboards/skates in the back closet of the classrooms or in the office.

Students may not have friends from other schools visit them on campus unless previously arranged.

## SECURITY PROCEDURES

### FIRE

Faculty and students practice fire drills once per trimester and cooperate with all safety and educational programs of the El Segundo Fire Department. The school is installed with alarms and fire extinguishers on all levels.

### EARTHQUAKE

Students practice drop drills and evacuation procedures once per trimester. A yellow “Earthquake Emergency Card” for each student is kept by the teacher and in EDC. The school is equipped with food and water for all students. Emergency supplies are stored in the shed outside of the office. All classrooms have basic emergency supplies.

In the event of an earthquake, the children will be directed to evacuate the buildings when it is determined safe to do so. If the quake is severe and the return to the buildings is inadvisable due to safety, the children will remain on the lower grounds. This area is safe from buildings, trees and overhead wires.

Do not telephone the school. Phone lines must be accessible to school personnel for emergency procedures. The front gate and office will be locked.

Our main concern will be the safety of our students. We must have complete control with no chaos that could cause injury or emotional stress to the children. We ask for parents’ cooperation in seeing that calm attitude prevails during this time. The students are more likely to remain calm if the adults around them are calm.

Parents or authorized adults may pick their children up from the lower grounds checking in with the faculty/staff member who has the yellow emergency cards. . Children will be released to the parent, or those adults listed on the Earthquake Emergency Card only. No child will be allowed to go home on his own, or released even when the normal time for dismissal arrives.

If an earthquake occurs while children are walking to or from school they should be instructed to remain in the open, away from vehicles, buildings, and exposed wires. Get into a “Duck and Cover” position, remaining in a safe area until it is determined to be safe to continue walking.

If students are on their way TO school, they should continue on their way to school after the earthquake. If on their way FROM school, they continue home. If unsafe to continue walking, students should remain in a safe area until assistance is available.

In case of a major disaster, St. Anthony School will make an attempt to take the same action as the El Segundo Unified School District. Turn your radio to KNX 1070 AM for the latest information from the Department of Catholic Schools, ESUSD, or individual sites. If an event occurs out of school hours, please check local media for information.

The administration will also attempt to leave a message on the office answering machine regarding school information.

## **LOCKDOWN**

A lockdown situation could include danger from the outside or inside. In such an event any staff member who senses or observes any danger will announce the school code. The classroom doors will be locked and closed immediately and students are to sit quietly under their desks until the all-clear bell is rung. No one other than emergency personnel will be allowed to enter the school during a lockdown. Students participate in a lockdown drill once per term.

## **BOMB THREAT**

Immediately upon receiving a bomb threat the police will be called. During the threat the decision to hold a fire drill or to take other action shall be made by the principal in consultation with fire and police officials. If the building is to be evacuated fire drill procedures will be followed.

## **PARENT/GUARDIAN RIGHT OF VISITATION**

In accordance with California Law, anyone coming on to the school grounds while school is in session must report to the school office to obtain permission to be on the grounds. THIS LAW APPLIES TO ANY PERSON, WHETHER SALESPERSON, PARENT VISITOR, OR GUEST STUDENTS. Visitors are required to sign in and out and may be required to wear a visitor's pass. Visitors may not go to the classrooms during class time without the permission of the office since interruptions to instruction must be kept to a minimum. However, a child may be called out of class to speak with a parent if necessary. For safety purposes, students from other schools who are not alumni are not allowed to come on campus to visit. Extended Day Care is open every school day from 7:00 AM to 7:30 AM and from dismissal until 6:00 PM.

For the safety of the students, divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. Never married parents should also have custody documents on file. The school will make every attempt to follow the written direction of the court order, however, the school will not be held responsible for failing to honor those arrangements.

## **SIGN OUT PROCEDURES FOR THE PROTECTION OF ALL STUDENTS**

Children must be signed out and picked up in the office through the supervisor in charge ONLY. No one is allowed to enter or exit through any other door/gate once schools closed for the day. A student may only leave the premises with an adult who is designated on the Emergency Information Form. Students are only allowed to leave with an adult not listed on the Emergency Information Form if a written or FAX request signed by a parent has been received before dismissal. If requested, this person must present valid identifications.

## **EXTENDED DAY CARE (EDC)**

Please refer to the **Extended Day Care Handbook** for complete information regarding enrollment, costs, and guidelines. This handbook is available on our school website or through the school office.

## **ILLNESS, ACCIDENT PROCEDURES**

Accident insurance is made available to each child through the Archdiocese of Los Angeles and is compulsory for all children attending school in the Archdiocese. If you have family medical insurance, the school accident insurance will be used as the secondary insurance company. The cost is included in the annual fee. Please contact the office for a claim form if your child is injured at school or at a CYO game.

## **EMERGENCY CARDS**

A colored emergency card is given to each family. Please fill out ALL portions of the sheet and SIGN it. List the names of persons other than the parent who will take care of your child when he/she is ill. This information is a vital part of each child's records and must be kept up to date. If either the home or business address or telephone number is changed, the school must be notified IMMEDIATELY. All information listed is strictly confidential and is limited to school use only.

## **C. ACADEMICS AND CO-CURRICULAR ACTIVITIES**

### **CURRICULUM (SUBJECT AREAS)**

In teaching basic communication and computation skills the faculty endeavors to develop in students a love for learning and the ability to think critically and creatively. Emphasis is placed on good study habits and problem solving skills. Because of the unique philosophy of St. Anthony, the atmosphere for all subjects reflects Catholic beliefs and traditions. The academic program is balanced with growth in athletic development and abilities, as well as an appreciation for art and music. The faculty is actively involved in ongoing curriculum evaluation as required by the Western Association of Schools and Colleges (WASC) and Western Catholic Education Association (WCEA).

The subjects taught in St. Anthony School include: religion, reading, language, spelling, handwriting, science, mathematics, social studies, health and safety, art, music, physical education, and computer literacy and safety (Isafe).

Religion classes include Virtus Safety for Children, the Family Life Program in Grades K-7 and the National Catholic Education Association AIDS Curriculum for Grades K-8. In addition, the Pam Stenzel video, "Sex, Love and Relationships" is used in the 8th grade program. These programs are taught during the second term. Parents are

notified when the classes will begin and will be asked to sign a permission form if they do not want the child to participate. Parents are welcome to review any of the above curriculums and may contact the office at any time to make arrangements.

All 8th grade students study algebra as recommended by the State of California. This, however, does not guarantee that the student will test out of algebra in high school, and they may be required to take the course again in the 9th grade.

We respect the individual's right to practice his/her own faith expression and we do not attempt to impose our Catholic faith on others. However, non-Catholic students are expected to participate fully in all religion classes and attend mass and religious activities during school hours, as well as the yearly class Sunday mass. Those who wish their child to be baptized in the Catholic faith are asked to contact the Parish Center at (310) 322-4392 for information.

## **STUDENT WORK STANDARDS**

All students are expected to follow the standards posted in the classrooms for acceptable work. Please encourage the use of these standards with work done at home as well.

### **HEADING**

- K-2 write full name and date on work
- 3-8 full name, date and subject in right hand corner

### **INK OR PENCIL?**

- K-3 All work needs to be done with a #2 pencil.
- 4-8 Written assignments should always be done in blue or black ink.
- K-8 Math is done in pencil only.

### **NEATNESS**

- All work must be legible to be accepted.
- Class work and homework assignments are to be turned in on clean loose-leaf paper only.

### **CORRECTIONS**

Whiteout may not be used.

Corrections may not be crossed out.

- When making a correction, put parentheses ( ) around the mistake, draw a single line through it, and make the correction next to it.

## **STUDENT WRITING STANDARDS CHECK LIST MECHANICS**

- Did you put the proper heading on your paper?
- (First and last name, date and subject in the right hand corner)

- Did you use capital letters correctly?
- Did you use proper punctuation? (.,?!:;“”“)
- Did you use correct spelling?
- Did you write complete sentences? (subject and predicate)
- Did you use correct subject/verb agreement?

### **PUTTING IT TOGETHER**

- Is the topic narrow and manageable?
- Do the details support the idea?
- Does the order of the details make sense?
- Does the writing have an interesting beginning and ending?
- Does the writing match the purpose and audience?
- Are the tone and style appropriate?
- Are specific descriptive (adjectives) words used?
- Do sentences have different beginnings and patterns?

### **FINAL CHECK**

Is your work neat, and easy to read?

Have you followed ALL of the directions?

Have you checked and revised your work?

Did you do your BEST work?

If you said “yes” to all of these questions; congratulations, you are turning in a terrific assignment. Good job!

### **PHYSICAL EDUCATION POLICIES**

Objectives:

- To create a physical education program where students are totally accountable for their own actions.
- To provide an atmosphere with an abundance of opportunities for every student to be successful.
- To develop and enhance the basic skills needed to excel in our CYO sports program.
- To build leaders. Uniforms:
  - All students are required to dress for P.E. (no exceptions).
  - Students are allowed to wear PE t-shirts only (gold w/SAS logo)

- All sweatshirts and sweatpants must be PE uniform only. (blue w/ SAS logo)
  - P.E. clothes are not to be loaned to, or borrowed from, another student.
  - Non-marking tennis shoes with laces are required. (Students will be penalized if shoes are not laced).
- Class Participation:

Everyone is expected to participate in P.E. Excuse notes can be written for a maximum of three days by parents. A doctor's note is required for a longer duration.

Students will bring written notes to roll call.

- If a student does not have a note, she/he will be marked as NON-DRESS.

Miscellaneous:

Leave all equipment alone until instructor gives the O.K.

Report all injuries immediately to the teacher.

Discipline problems will be dealt with on an individual basis.

No dangling or potentially dangerous jewelry shall be worn.

Turn in all found items immediately to the teacher.

Students will be penalized for: Non-dressed/non-active, any unexcused absence, fighting, destroying any school property, reduced effort during activity, performing unsafe acts, poor sportsmanship, putting down others, breaking rules, arguing with others, etc. All school rules apply.

Students will earn extra points for showing extra effort, assisting the teacher or performing a predetermined goal or outcome.

### **RELIGION PROGRAM & EXPECTATIONS**

St. Anthony School is a Catholic school. Pope John Paul II stated that Sunday Liturgy is the "source and summit" of our daily lives. It is also the obligation of all baptized Catholics to attend Sunday liturgy. Therefore, in light of these obligations, ALL students are expected to attend some form of weekly worship as part of their Religion curriculum. Students are also welcome to celebrate at St. Anthony Church. Each month, one class will celebrate their grade level Family Mass. Please check with your child's teacher for your month. Students are required to attend these celebrations.

Parents are asked to show a good example for their children and attend with their child. If you have any questions concerning Sunday Liturgy attendance, please contact our Parish Pastoral Assistant, Tim Rodrick at the Parish Center.

**COMMUNITY SERVICE** Students in grades 6, 7 & 8 are required to perform Christian Service hours as part of their religion curriculum. The purpose of Community Service is to encourage the student to go outside of their immediate family, friends, and school to reach out to others in the community. Each student will receive necessary forms to

document their hours. These forms must be turned into the religion teacher one week before the end of each term. Service hours may not be fulfilled by babysitting or other paid help. Credited hours are only given for non-paid service. Only a total of three hours of Choir and three hours of altar serving may be used for the year. **ALL JUNIOR HIGH STUDENTS ARE EXPECTED TO COMPLETE 6 HOURS OF SERVICE EACH TRIMESTER.**

### **PRAYER PALS / SCHOOL FAMILIES**

Students in grades K–8 participate in a Prayer Pal program in which junior high classes are paired with a primary class and celebrate school Masses together. Periodically classes will work with the preschool students. Special activities are scheduled at various times during the school year.

Students in grades K–8 participate in a School Families Program in which one student from each grade level is joined together as a “family”, with each eighth grader serving as a “parent.” Students participate in service activities together such as care packages for the military, or cards for the local senior center. Activities are scheduled on most First Fridays during the school year.

These programs are designed to:

- develop in students an understanding of self and of their relationships to individuals.
- provide opportunities for older children to develop principles of leadership
- make it possible for younger students to have the chance to know the older ones, to be able to look up to them, to feel they are an important part of the school environment.
- enable all students to experience a stronger sense of school unity and school pride, a sense of community.
- bring about a sense of responsibility of students toward their school, to the end of bettering the school both morally and physically.
- enable students and the faculty to improve the faith community dimension of the total school philosophy.
- allow students to grow in appreciation of other students from varying home environments and cultures.
- have fun together.

### **GRADUATION REQUIREMENTS**

Students are promoted when they have attained the adequate knowledge specified in the school curriculum for a particular grade. The teacher will fill in the appropriate space on the back of the report card at the end of the year. Parents will be notified by the 3rd term Progress Reports if their child will not be promoted. This would occur after meetings with the teacher throughout the school year.

Eighth grade students are expected to achieve at least grade level proficiency in order to merit promotion. In addition, all 8th grade students will be required to perform at least 18 hours of community service before graduation. A notice will be sent to the

student's high school if they have failed to maintain grade level proficiency. They may be ineligible to receive a promotion and/or attend the high school of their choice. Final grades will be sent to the high school at which the student was accepted. An 8th grade student may not be allowed to attend the end of the year field trip or receive a diploma if tuition and fees are not paid in full by the announced deadline. More detailed information regarding graduation is given to parents at appropriate times.

## **ACADEMIC PROBATION/RETENTION/TRANSFER**

### **PROBATION**

At the end of each term, if a student is below average in academic subjects, behavior or work habits, she/he may be placed on probation for the following term. In that event, the parents and students will be required to sign a probationary contract. Non-compliance with the standards set by the contract may prevent the child's continued attendance at St. Anthony School.

### **RETENTION POLICY**

A teacher may recommend that a child be retained. The decision will be based upon a consideration of the overall welfare of the student, i.e., by carefully weighing academic, emotional and social factors. With the approval of the principal, the teacher will inform parents regularly of the student's progress or possibility of retention. If a parent disagrees with the retention, it may be advised that the parents will need to seek other placement for the child. Students may also be required to attend summer school or receive tutoring and take a proficiency test at the end of summer in order to be promoted.

### **TRANSFERRING SCHOOL RECORDS**

Due to the time and expense involved with preparing and mailing student transcripts, students applying to private or Catholic elementary or high schools will be allowed 2 transcripts at no cost. There will be a \$2.00 charge for each additional transcript mailed. Official transcripts will not be given to students or parents. However, copies of the transcripts may be given to parents or students.

A student's official transcript may be withheld from a student who is transferring to another school within the Catholic schools of the Archdiocese. A report card, diploma or transcript may be withheld pending payment of unpaid tuition, fees or certain damages of school property.

### **TESTING AND ASSESSMENT**

As directed by the Archdiocese of Los Angeles, formal testing, the Iowa Test of Basic Skills (ITBS) (Grades 1 – 8) and an ability test (COGAT– Grades 3, 5 and 7), is given to all students during the fall of the year. Parents will be notified of testing dates, and are asked that medical and dental appointments NOT be scheduled during those dates. It is extremely difficult to administer make-up tests and, in some cases impossible.

A.C.R.E. (Assessment of Religious Education) is designed to assess the religious knowledge and outcomes of Catholic school and parish religion programs. The assessments are administered annually to students in Grades 5 & 8.

Entrance tests are given to new students before acceptance. Students transferring from another Catholic school may not be required to take an entrance test. Students are tested throughout the year on curriculum learned as determined by individual teachers.

### **HOMEWORK**

Homework is assigned each day, at the discretion of the teacher. The purpose of homework is to reinforce material already taught and to foster habits of independent study. "Homework teaches children how to begin a task on their own, stay with the task, complete it, and be responsible for the outcome." Assignments of written homework are limited to days on which school is in session, unless make-up work, long-range assignments or an assignment related to Sunday mass is required.

Unfinished classwork may be sent home to be finished and is not included in the time allotments. It is up to the discretion of the teacher to give assignments for students who are absent due to illness or vacation. Honors English students may be required to exceed the suggested time. Departmental teachers need to check with other teachers so that the students will not be overburdened.

Suggested homework schedules are as follows:

|               |                          |
|---------------|--------------------------|
| Grade 1 and 2 | Not to Exceed 1/2 hour   |
| Grade 3 and 4 | Not to Exceed 1 hour     |
| Grade 5 and 6 | Not to Exceed 1 1/2 hour |
| Grade 7 and 8 | Not to Exceed 2 hour     |

Students who do not turn in homework and have no acceptable written excuse will be issued a PARENT COMMUNICATION NOTICE which should be signed and returned the next day. If the child does not return the signed form, he/she should be sent to the office to call the parent immediately. An additional notice for not returning a signed slip may be issued. Three occurrences will warrant a detention. STUDENTS IN JUNIOR HIGH WILL BE REQUIRED TO STAY AFTER SCHOOL TO COMPLETE MISSING ASSIGNMENTS. Parents will be notified by phone if your child is required to stay.

If a child is experiencing difficulty it is important that there be an open line of communication between parents and teachers. It is also very important that parents be willing to spend time helping their children who need assistance.

Education is a collaborative effort. Untidy papers should never be accepted. Student work and grammar standards must be enforced by all teachers. Students have the right to have their work corrected, graded and returned within a reasonable amount of time. Homework must be checked and returned to help students develop responsibility and improve skills.

## **GRADING**

St. Anthony School uses an on-line grading system GradeLink where parents can easily keep up to date with their child's academic progress @ <http://www.gradelink.com>.

## **PROGRESS REPORTS**

Progress reports will be sent home for every child in the middle of each term. Parents are asked to review this report with their child, sign it and return it the next school day. It is suggested that an appointment be made with the teacher at this time if there is concern about the student's progress.

## **INTERIM REPORTS**

Students whose grades are not acceptable in the time between Progress Reports and Report Cards will receive an Interim Report from the teacher. Parents are asked to review this report with their child, sign it and return it the next school day. It is recommended that an appointment be made with the teacher at this time.

## **REPORT CARDS**

St. Anthony School uses the trimester system. Each term is 12 weeks long. This system allows teachers more time to determine the accomplishments and needs of each child, especially in Kindergarten and 1st grade. Report cards (Grades K-8) will be issued three times a year: at the Parent-Teacher Conferences in December, one week after the 2 term ends and the last day of school. Parents need to study the report card carefully, sign it and return it to school, promptly.

There will be a charge of \$2.00 for replacing a lost report card.

IF A STUDENT IS ABSENT FOR FIFTEEN (15) DAYS DURING A TERM, THE REPORT CARD WILL BE WITHHELD UNTIL THE REQUIRED WORK IS COMPLETED.

**GRADING POLICY BEHAVIOR AND WORK HABIT GRADES** The general behavior and work habit grades are given by the homeroom teacher in grades K-5. Junior high students receive a behavior and work habit grade from each teacher. Behavior and work habits are considered when grading art, music, PE and computer. A student who has received any detentions will have his/her behavior grade lowered by a half grade. A student who has been suspended will have his/her behavior grade lowered a whole grade.

Guidelines for subjects, behavior and work habits are as follows:

**Kindergarten**

**Grades 3-8**

|                                   |            |               |
|-----------------------------------|------------|---------------|
| E=Exceeds expectations            | 100-93= A  | 84-80 = C+    |
| M=Meets expectations              | 92-90 = B+ | 79-75 = C     |
| T=Time needed to develop          | 89-87 = B  | 74-70 = C-    |
| P=Practice needed                 | 86-85 = B- | 69-65 = D     |
| No Mark=Not expected at this time |            | 64 +below = F |

**Grades 1-2 Skills**

**Grades 1-8**

O = Outstanding

√ = Area for Improvement

VG=Very Good

+ = Area of Strength

G = Good

S = Satisfactory

NI = Needs Improvement

Students who have received any detentions will have their behavior grade lowered by 1/2.

Any student who has been suspended will have their behavior grade lowered a whole grade. Students who are found cheating are to be given an "F" for that assignment or test and a detention.

## **HONORS AND AWARDS**

One **STUDENT OF THE MONTH** is chosen from each class, including PE and Art, at the end of each month. Each month a different area of excellence is recognized. The awardee is chosen by the classroom teacher and may not be discussed with the class. Teachers are to display the theme poster, refer to it during the month, and use it within the curriculum. The themes are:

**September** Respect **February** Caring **October** Responsibility **March** Honesty  
**November** Trustworthiness **April** Courage **December** Fairness **May** Diligence  
**January** Citizenship

The SPIRIT BANNER is given to the class that has best displayed the monthly theme.

CRUSADER STARS are students whose teachers have chosen their work to be displayed on the STAR BOARD on the breezeway. One student per month is chosen.

### **TRIMESTER AWARDS**

The following subjects are averaged to determine Honor Roll: religion, reading, math, English, spelling or vocabulary, social studies and science. The following will disqualify students from the Honor Roll: "D" in any subject, lower than a "B" in conduct or effort. (B- is unacceptable)

### **Grade Point Equivalents**

A 4.0    B+ 3.5    B 3.0    B- 2.8    C+ 2.5    C 2.0    C- 1.8    D 1.0    F 0.0

### **Principal's Model Student Award**

To qualify for this award, students in grades 1–8 must be recommended by the homeroom teacher and chosen by the principal for the following: demonstrates exemplary behavior. possesses strong leadership qualities. understands and applies Schoolwide Learning Expectations (SLE's). models the monthly SAS character traits. reflects Christian qualities and values.

### **First Honors**

Following the criteria for the Presidential Education Awards given at graduation, there is an HONOR ROLL for students in grades 3 through 8 who have maintained a 3.5 grade point average or above for the trimester.

### **Second Honors**

Students who maintain a 3.0 – 3.4 average will receive an HONORABLE MENTION certificate.

The following will disqualify students from the Honor Roll: "D" in any subject; "P" in work habits; lower than a "B" in behavior or work habits. (B- is unacceptable)

## **ONE STUDENT FROM EACH CLASS MAY BE CHOSEN FOR THE FOLLOWING AWARDS:**

### **Citizenship**

Students who show the best aspects of good citizenship, both in the classroom and on the school grounds, are considered for this award.

### **Christian Service**

Students who live an exemplary life in their faith, love, consideration of others, and willingness to help others unselfishly, are considered for this award.

### **Improvement in Academics**

Students who show outstanding improvement in academics due to effort are considered for this award.

### **Improvement in Behavior**

Students who show outstanding improvement in behavior due to effort are considered for this award.

**Special Kindergarten Awards are given in a private assembly in the classroom**

### **Perfect Attendance**

Students who are present every day of the school year qualify for this award. Unexcused tardiness or early dismissal for reasons other than medical appointments or extenuating circumstances will exclude the student from this award. Recognition will be given at the end of the year awards assembly.

## **ATHLETIC AWARDS**

The CYO coaches will be responsible for determining the eligibility of a player to receive a trophy or certificate. Any player who is dropped or quits the team forfeits the right to an award. Award criteria should include participation, sportsmanship, ability, improvement, desire, and team effort.

The principal, Athletic Director, parents, and coaches may organize an Awards Assembly and Sports Banquet at the end of the school year. The principal must approve all awards before presentation. Small trophies may be given in each sport for MVP, Most Improved, Sportsmanship, and Coach's Award. All other students may receive a certificate of participation.

## **FIELD TRIP AND EXCURSION POLICY**

Throughout the year field trips may be scheduled to offer students an opportunity to widen their experiences and to reinforce curriculum areas. Announcements of scheduled trips will appear in the parent bulletin. Field trips are a privilege and students may be kept at school if they do not meet academic and/or behavioral requirements. Students who fail to submit a proper form, signed by either a parent or guardian, will not be allowed to participate in the field trip. Telephone calls WILL NOT be accepted in lieu of proper forms. There is a form at the back of this handbook that

may be photocopied if the student has lost the form given by the teacher or was absent when it was passed out. An additional fee may be required for a field trip.

Parents may request that their child not go on a trip by writing a note of explanation to the principal. If student is not going, they will either stay at home or go to another classroom and given an alternate assignment, depending on the circumstances.

Teachers may require a parent to accompany a child if there are concerns about the child's health or behavior. Eighth graders may be denied participation in the June field trip if tuition and fees are not paid in full. Students on buses must follow the rules of the driver, which include keeping hands, head, etc. inside the bus.

Parents are discouraged from meeting classes at the class field trips with siblings.

Parents are also discouraged from extending a field trip after the school field trip has ended. This could disrupt the supervision on the trip, jeopardize the less expensive school rates that are given, and lessen the academic/social importance of the class being together. If there is an unusual circumstance whereby the parent needs to pick-up the child before the class returns to school, the parent needs to submit a request to the principal in writing before the day of the field trip. Due to liability issues, students may never travel with their parents to a field trip.

Field Trip Drivers Requirements for adults who drive for field trips, after school sports, or any school related events:

- Be 25 years of age or older, with a good driving record.
- Present a valid driver's license and current proof of insurance with the declaration page stating coverage limits, to be copied in the school office.
- Fill out a "Driver's Insurance Verification Form"
- Follow the directions of the supervising teacher.
- Drive directly to and from the field trip location without making unscheduled stops while students are in the car.
- May not take siblings on field trips if driving other students.
- Provide a working seatbelt for each occupant and make sure they are used.
- No private (non-chartered) vehicle, including vans, with more than nine seats may be used.
- No one may ride in the bed of a pick up truck.
- Parents may not send friends or relatives to serve as drivers in their place.
- The driver is liable for any car accident while driving students.
- The driver's auto insurance will be used before any Archdiocesan insurance comes into play.

Drivers must carry liability insurance on the vehicle to be used: \$100,000 per person/ \$300,000per accident minimum Liability for Bodily Injury and Property Damage is the minimum coverage limit. Field Trip Chaperones If you are a chaperone on a school field trip:

Fill out an "Adult Waiver and Release Form" and leave with the office.

Please arrive promptly at the appointed time and check in at the office.

Wear comfortable and appropriate clothing for the particular destination.

Wear comfortable walking shoes.

Remember to bring a sack lunch for yourself if the trip includes a picnic time.

Remember that you are an authority figure, and responsible for a group of students.

Do not use this time to socialize with other parents on the trip.

Remember that tour guides are talking to the students; pay attention quietly.

Do inform the teacher of problems, involving students or others.

Be proactive when chaperoning, and step in if there is a need for discipline.

No siblings or visitors are allowed on the trip; the students need your undivided attention.

### **SUMMER PROGRAMS**

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs.

The summer program staff shall participate in an orientation that includes:

- The mission of the Catholic school
- Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors
- Field trip policies
- Safety and health procedures, i.e., first aid and CPR
- Supervision of students
- Emergency/Disaster plans

### **SUMMER CAMP AND SPORTS CAMP**

A flyer will be sent home in the spring with the schedule and events for Summer Camp. Fees will be printed on the flyer and payable in advance. These fees are non-refundable. More information will be available on the flyer. Winter and Spring Camp is not being offered at this time due to lack of interest.

## ATHLETICS

St. Anthony School is a member of the Catholic Youth Organization (CYO). Students in grades 7 & 8 comprise the "A" teams. Students in grades 5 & 6 comprise the "B" teams. In some instances students in grades 3 & 4 may be invited to participate on a "B" or "C" team.

The purposes of such a program are:

- a. to teach sportsmanship;
- b. to overcome tendencies toward excessive competition;
- c. to acquire agility and physical coordination;
- d. to learn to keep rules;
- e. to practice self-control.

Students who are selected to be members of a CYO team must maintain a minimum grade point average of 2.0 GPA, as well as a C in behavior and work habits. The Athletic Director will create an eligibility list after each grading period. Failure to achieve and maintain the minimum requirements may result in loss of team membership until the student can be reevaluated at progress report time. Students in CYO sports are expected to follow school rules at all times, especially respect for other adults.

Players must have a signed parent permission form on file BEFORE attending pre-season practice. Any team member on detention the week of a game may not play in the game.

Athletes must walk home or be picked up from practice within 15 minutes after practice or they will be placed in Extended Day Care and charged the hourly rate. Siblings of athletes whose parents are not coaches and remain after school will automatically be placed in EDC and charged the hourly rate.

Archdiocesan guidelines state that the athletic program must be self-supporting. To cover the high costs of the athletic program an additional fee will be charged. It is expected that parents of students involved inky sports, volunteer in some significant capacity, as well as follow rules set down by coaches regarding meetings, practice, and pick up times. Volunteers at least 21 years of age with a valid California driver's license and proof of insurance are always needed to drive to practices and games.

**FAILURE TO COOPERATE IN ANY PART OF THE PROGRAM MAY RESULT IN A STUDENT BEING ASKED TO LEAVE THE PROGRAM.**

**Parent's Authorization for Publication of Student Work/ Pictures**

This form will be sent home in the family envelope and additional copies are available in the school office.

## **D. TUITION AND FEES**

### **TUITION AND GENERAL FEES 2011-2012**

Tuition (and EDC tuition) is paid through the SMART Tuition Management Services. You may choose to pay the full year directly to the school by July 1 or choose a 2, 3, 10 or 12-month payment plan through SMART. The Archdiocese of Los Angeles has asked the schools to work toward a just tuition practice of a "true cost" tuition rate for all students. Many schools have already accomplished this goal. Each child in the school receives a grant from the school by not paying the true cost

### **ST. ANTHONY TUITION**

(An application for this rate will be included in the registration packet.)

First Child \$4200.00  
Second Child \$3486.00  
Third Child \$3150.00  
Fourth Child \$2804.00

Active St. Anthony Parishioners (registered with regular mass attendance and weekly envelope remittance) receive an additional discount on tuition. The active parishioner rate application may be picked up from the school office. This discounted rate will be applied once the application is approved by the church.

### **NON-REFUNDABLE FEES**

- Due with application/ TESTING FEE – \$50.00
- Due at time of re-registration: REGISTRATION FEE – \$85.00 per student
- SMART PROCESSING FEE – \$43.00 per family
- (Separate fee for tuition and EDC.)

### **ANNUAL ENROLLMENT FEE**

\$425.00 (1st through 7th grade)  
\$525.00 (Kindergarten and 8th grade)

CYO SPORTS FEE – For students in CYO sports. More information in the Sports' Handbook.

EDC CRAFT FEE – More information is in the EDC Handbook.

**TUITION ASSISTANCE** Financial aid for Catholic and non-Catholic students is available through the school. Applications and application procedures are available through the school. Tax returns need to be filed early, as they will be required for the application. The due date for application for financial aid will be announced in the Parent Bulletin

and on the calendar. Eligibility for discounted tuition is evaluated twice a year in January and August.

Parents sign Tuition/Fee agreements each year at the time of re-registration. Agreements must be completed in full prior to the close of each school year if a student(s) is to be re-admitted for the following school year. All tuition and fees must be paid in full for Grade 8 students prior to graduation, to ensure student's full participation in end-of-year activities.

Fundraising and Service Agreements are also required of all families. (See Appendix) Agreements must be completed in August for re-admittance the following school year.

Any personal checks returned twice by the same person because of non-sufficient funds will require all remaining fees to be paid with cash, a certified bank check, or money order. Parents are required today any fees charged to the school for returned checks.

If a SMART tuition payment has been attempted twice (60 days late) without success and payment not made to the school parents may receive notice that their child (ran) will be held out of class until payments made with cash, a certified bank check, or money order. Consequences of non-payment are the responsibility of the parent(s). Failure to pay may result in a complaint filed in Small Claims Court or other action.

Parents and students are expected to sign and return the agreement at the end of this handbook by the Friday of the first week of school. Students whose agreements are not returned will not be allowed to attend class until it is turned in.

**REDUCTION/REFUND POLICY** The school budget is based on, and therefore depends on, a particular number of students and families who have registered. There will be no tuition reduction for students who are out of school on family vacations, long term illness, etc. Tuition and fees will not be refunded or pro-rated upon any early withdrawal for whatever reason. Registration and Annual Fees are not refundable under any circumstances.

## **PARENT SERVICE AND FUNDRAISING REQUIREMENTS**

### **SERVICE HOURS**

35 Service Hours are to be completed by each family. Families are billed in May for incomplete hours at a rate of \$15.00 per hour.

### **PARENT/TEACHER ORGANIZATION PARTICIPATION**

All families of St. Anthony School are expected to participate in all P.T.O programs and to support all P.T.O. fundraisers. The general membership meets two times a year (please check the school calendar for dates and times). These meetings held in O'Grady Hall are mandatory; at least one parent is expected to attend.

### **The purposes of the PTO are to:**

- Promote open communication among the parents, teachers and administration.
- Provide support for the principal in his/her role as the administrator of the program.
- Promote goodwill and cooperation between and among parents, faculty, administration and parish.
- Direct and coordinate parental support through parent education activities and social functions that build community.
- Help build and enhance the faith community of St. Anthony School and Parish.

### **A parent organization associated with an archdiocesan elementary school shall comply with these general norms:**

- It shall be established and continue or terminate operation at the discretion of the pastor and principal.
- It shall be consultative or advisory in nature.
- It shall have no legal status apart from the school and, therefore, will not be separately incorporated.
- It shall function in accordance with a written constitution that complies with all current provisions of archdiocesan policy governing the structure and operation of such an organization.
- Recommendations and actions of the organization are subject to all archdiocesan school regulations and policies as established by the Catholic School Board and executed by the Department of Catholic Schools.

The governing body of the P.T.O. is the Executive Committee, ad hoc committee heads, and ex officio, the pastor/administrator, and the principal. It meets, generally, once a month during the school year. These meetings are for the Executive Committee only. Parents are invited, and encouraged, to attend planning meetings for fundraising events. Days and times of these meetings are published in the newsletter and listed on the calendar in the Parent-Student Handbook.

### **ROOM PARENTS**

Each class needs to have a headroom parent and at least one other room parent. Two are preferred. Any parent/guardian is welcome to serve. Room parents are organized under the PTO Executive Committee and the principal.

**ALL PERSONS WISHING TO SERVE AS A VOLUNTEER IN THE CLASSROOM OR CHAPERONING FIELD TRIPS ARE REQUIRED TO BE VIRTUS TRAINED. A CERTIFICATE OF COMPLETION IS REQUIRED TO BE ON FILE IN THE SCHOOL OFFICE.**

Room parents are in charge of organizing and helping with special programs and events during the school year at the request of the classroom teacher or the principal.

Grade 7 room parents organize all the 7th grade parents in preparing and presenting the Graduation Breakfast in June, under the supervision of the principal and 8th grade teacher.

## **VOLUNTEERS**

All parents/guardians may be required to sign an “Adult Waiver and Release Form” from the Archdiocese of Los Angeles each time they volunteer for an event. (See Appendix) In addition, for the safety of all students and employees volunteers need to sign-in at the office and wear a “Visitor” tag while on campus. The principal or administrative assistant may waive this requirement. Depending on the type of volunteer activity, the parent may be required to be fingerprinted, provide TB clearance and attend Virtus training.

Credit for volunteer time must be entered on the SERVICE HOURS sheet and signed by the supervisor. Credit will not be given for service hours not listed on the service hour sheet.

## **REIMBURSEMENTS**

Parents may not make a reimbursable purchase without pre-approval of the principal. Certain events may require a pre-approved budget. After the expenditure has been approved and made, the receipt, along with a “Check Request” form, must be submitted to the bookkeeper and approved by the principal. Forms are available in the office.

**FUNDRAISING** Each family is required to raise \$350.00 per school year. Families are billed in May for incomplete fundraising. Also, each family will be asked to sell or purchase at least 20 Hannon Raffle tickets.

## **COSTS / FEES, (FIELD TRIPS, LAB, SUPPLIES, SPORTS, LUNCH)**

**SNACKS AND LUNCHES** (Children’s Choice [www.Choice Lunch.com](http://www.ChoiceLunch.com))

Children’s Choice provides the lunch program for St. Anthony School. menus, orders, and payments are all made online at [www.choicelunch.com](http://www.choicelunch.com). Please follow the procedures and deadlines given by the company for orders and payments. If you have concerns about the program please contact the company directly.

Please use the lunch program or send a lunch in the morning. An occasional treat is nice for students but can be very distracting to other students if done on a regular basis. There have been many reports regarding obesity in children. Fast food is one of the causes of this problem. Please consider the nutritional aspect of food choices for your child. The fat and sodium content in “Lunchables” is extremely high. Sack lunches and lunch pails should have the child’s name and grade clearly marked.

Students may not bring coffee drinks or sodas that contain caffeine (e.g., Coke, Pepsi) to school. Caffeine's a stimulant, which may cause some children to have difficulty concentrating and behaving. Juice boxes and SMALL plastic bottles of juice are acceptable. For everyone's safety GLASS CONTAINERS MAY NOT BE BROUGHT TO SCHOOL. Sports' drinks such as Gator Aide are not allowed. Sports' drinks are have a very high sugar content and are meant to be used after strenuous exercise, not as a drink with a meal. Students who do bring SMALL (8-12 oz) bottles of water or juices to school need to keep them in their backpacks and take them out only at lunch or recess. Some teachers allow students to keep them on their desks.

Field Trips are designed to enhance the educational experience for the student. Costs involved vary upon the trip and parents are given ample notice of planned trips.

## **E. DISCIPLINE**

**RULES AND REGULATIONS By signing the handbook agreement all parents and students have agreed to follow these procedures. We expect that parents understand that, when a child receives a notice for inappropriate behavior, it is for a good reason. Disruption of this process is harmful to the student's ability to build character and learn accountability, responsibility, and how to deal with adversity.**

School pride is reflected in attitudes and behavior. Students at St. Anthony show their spirit and enthusiasm by demonstrating good manners, proper speech and conduct, wearing the proper school uniform, as well as caring for school property. Respect for the school is shown by striving to treat all students and staff with respect as well as learning materials, classroom equipment, play equipment, and furniture with care. Every student at St. Anthony's is responsible for following the rules in this handbooks well as those announced throughout the school year.

To maintain good order, safety, and respect for one another, please pay special attention to the following:

St. Anthony Students

**Show Respect**

for God, self, others and country and Accept Responsibility

**School Rules**

Come prepared to learn Be respectful Show kindness to others Always allow others to learn Take care of school property

**Possible Consequences**

Verbal warning Parent Communication Notice to parents Call home Benched Detention Suspension

Disrespect toward teachers, staff members, and other adults will not be tolerated. Students who do so may be given a detention, suspended, or expelled for such behavior.

- Fighting, harassing, and prolonged teasing will never be tolerated. Students involved in such incidents may be suspended and may also be subject to the Archdiocesan policies on harassment, bullying and hazing.
- Cheating, including assisting in giving answers in homework, individual assignments, quizzes and tests will not be tolerated and will result in a grade of "F", a detention, or possibly a suspension.
- Students are responsible for having homework, lunches, books, etc. when they arrive at school in the morning and when they leave in the afternoon. Students may not call home for forgotten homework assignments or books. They will not be given to them if brought by the parents except under special circumstances. Classrooms will not be unlocked after school for forgotten homework, etc. except under special circumstances.
- Each student is given a set of textbooks. If any book is lost or damaged, the student will pay to replace the book. Failure to pay may result in loss of registration privileges. Books must be neatly covered AT ALL TIMES. Missing book covers may result in a detention.
- Running on the breezeway is not permitted. Loud talking, shouting, whistling, and generally disruptive conduct in the breezeway stairwells, gym, library, restrooms and classrooms are always unacceptable because it disturbs and distracts others.
- Students must eat snacks and lunches in the lunch areas only.
- When the 7:50AM bell rings students must go to class immediately, have shirt tails tucked in and be ready for class. Teachers will take roll as students put their books away, then go to the yard for assembly.
- Part of the recess and lunch periods is to be used to get a drink of water and/or use the restroom. Classes should not be disturbed for these unless it is an emergency. There will be a 3-minute warning whistle.
- When the first whistle is blown at recess or lunch, students must stop playing, take care of personal needs, tuck in their shirt tails and walk to their class line immediately. All talking stops at the second whistle, at which time a Hail Mary will be said together.
- Each one is expected to do her/his part in keeping the school clean. Wastebaskets are provided for trash. Lunch areas are to be cleaned before playing. Classroom floors and desks are to be kept neat and clean during class, and upon leaving at the end of the day.

- Chewing gum anywhere in the school is never permitted before, during, or after school, and may result in detention.
- Sunflower seeds may not be eaten on campus.
- Students must always request permission to leave a class, recess, lunch or an activity period. Students leaving a class must take a “hall pass”.
- During announcements and assemblies students should be attentive and listen to the information given. At no time may they respond to the person making the announcement unless asked. This is not a time for talking or reading.
- Students are never permitted to be in a classroom, on the stairs, or in the gym without a teacher or staff member present.
- Absolutely no writing of any kind is allowed on backpacks, book covers, binders, etc. and may result in confiscation of same, as well as, a detention. Pictures on binder covers must be appropriate for school.
- No radios, CD or cassette players, electronic games, pagers, cellular phones, iPods, MP 3 players, electronic dictionaries, electronics of any kind, trading cards, laser pens, magazines, hardballs, Frisbees or yo-yo’s, etc. are permitted at school or on a field trip unless approved by the principal or requested by teacher for a school project or authorized EDC activities. They will be sent to the office and a parent will be required to reclaim the item.
- The school telephone is for official business only. Permission to use the office phone for student emergency calls must be requested at the office. Forgotten homework, books, P.E. clothes, etc. DO NOT constitute an emergency. Classroom phones may not be used by students unless requested by a teacher.

## **STUDENT SUCCESS TEAM**

A Student Success Team is a systematic problem solving approach used to assist students who are experiencing difficulties in the areas of academics and/or behavior. It is not a form of punishment but rather a process to assist students in reaching their full potential, both in and out of the classroom. The SST enables students to discover their strengths and weaknesses. The support system helps both teachers and students reach their full potential. The team consists of one upper grade teacher, one lower grade teacher, the referring teacher or staff member, and the EDC Director (if the child is in EDC). Any faculty member or principal may refer a student to the SST. A parent may also request an SST meeting. Parent permission is not required, however, it is hoped that parents of the student will cooperate by providing necessary home information and being present at an SST meeting.

## **CONSEQUENCES**

### **PARENT COMMUNICATION NOTICES –DETENTION, SUSPENSION, EXPULSION**

By using the above models it is hoped that there will be less of a need for discipline referrals. However, there are times when students choose not to accept these responsibilities and inhibit the educational atmosphere. At these times a student may receive a parent communication notice, detention or suspension. Students and parents are required to sign slips that are sent home and return it the following day in order for the student to be readmitted to class. The student will be required to call the parent if it is not returned with a signature.

### **PARENT COMMUNICATION NOTICE**

A Parent Communication Notice may be given to a student who is out of compliance with our school policies in behavior, homework, or uniforms. A notice will be sent home which the parents are asked to sign and return the following day. A follow-up conference may be desired by the parent(s) or the teacher. A collection of these notices home may affect a student's behavior grade. It is a means of informing parents that their child needs to improve their general demeanor in class.

A student who continually disrupts a class to the point where the teacher is unable to teach the lesson may be asked to call his/her parents and be sent home.

Three (3) infractions on these slips warrant an assignment to detention. Certain behaviors warrant an immediate detention.

### **DETENTION**

A detention may be given for several different reasons including the rules set forth above. Recognizing the right of a student to "due process", when a detention is given the following plan will be used:

#### **GRADES K-2:**

Talk to the student about the infraction the same day. Student and parent sign the detention slip and return the next day. Serve detention at recess the day after the detention is given.

#### **GRADES 3-8:**

Discuss the situation with the student. Have student and parent sign the detention slip. Students will serve detention on the Tuesday following receipt of the detention for a 45-minute period from 3:15 - 4:00. Detention will be spent in quiet reflection, and may include discussing the infraction and creating a plan for improvement with the supervising teacher.

## **GRADES 6–8:**

Additional Daily Homework Detention is assigned to those middle school students choosing to not complete assignments from 3:15 – 3:45 M–TH

The signature on any disciplinary report does not indicate admission of guilt, or approval by the student or parent, but verification of awareness of the detention or suspension.

Detentions or suspensions (as determined by the principal) will be given automatically for the following infractions: disrespect for adults by word or action, cheating, fighting, swearing, throwing items in a classroom which could be harmful to another student and chewing gum. (See “Guidelines for Good Conduct” for more information.)

Students may not postpone a detention without a written excuse from a parent. A missed detention will result in a letter sent home to be signed by the parents. The student will have to make it up the following week. Students who do not make up a detention at that time may forfeit recess or lunch for 2 or more days and be asked to sit in front of the office during that time.

### **DETENTION TAKES PRECEDENT OVER EXTRACURRICULAR ACTIVITIES**

If a student has 3 detentions within a term, the student will meet with the principal to determine a plan for improvement. If the student receives a 4<sup>th</sup> detention in the same term, he/she will be suspended for one day. Should there be a 5<sup>th</sup> detention the parents will be called in for a meeting with the principal and the teacher. At that time the student may be placed on behavior probation. A student who chooses not to exhibit behavior that meets the standards of St. Anthony School, or he or she is involved in a serious incident, may be placed on probation.

A student may be suspended for one school day for flagrant violations such as the following: use of obscene or abusive language, fighting and/or provoking a fight, any type of truancy, consistent defiance, consistent disrespect, defacing or destroying school property, overt infractions of school rules. A parent conference with the principal will be required for the student’s readmission into school. Two or more suspensions may be grounds for expulsion. It is anticipated that, to make this program a success, parents will accept the responsibility of promoting character education in the home and support the school policy.

**OFF CAMPUS:** In the case of suspension, the student will be given immediate in-school suspension and the parent will be called to pick up the child. Depending on the time the suspension is given the parent may choose to immediately take the child home or the child may serve the detention the next day off campus.

**ON CAMPUS:** In-school suspension is an alternative disciplinary action to placing students on out-of-school suspension. Since some students view spending a day at home preferable to being in school, especially if their parents are not home to supervise them, in-school suspension can be a more effective consequence. The student will sit in front of the office all day except to be excused to use the restroom. The work that is being done in the classroom will be sent down to the student.

**EXPULSION**

Name of Student: \_\_\_\_\_ Offense or Situation: \_\_\_\_\_ Date: \_\_\_\_\_ Parents notified by: \_\_\_\_\_ Date \_\_\_\_\_ Remarks: \_\_\_\_\_

First Meeting:  
Place:  
Time:  
Persons Present:  
Remarks:  
Signatures:

Second Meeting:  
Place:  
Time:  
Persons Present:  
Remarks:  
Outcome:  
Signature:

ALL FACULTY AND STAFF MEMBERS ARE AUTHORIZED TO ENFORCE ALL DISCIPLINE POLICIES.

**ONLY THE PRINCIPAL MAY SUSPEND A STUDENT. EXPULSION WILL BE DECIDED BY THE PRINCIPAL ALONG WITH THE PASTOR/PARISH ADMINISTRATOR AND, IN CERTAIN CASES, THE DEPARTMENT OF CATHOLIC SCHOOLS.**

**SAFEGUARD THE CHILDREN**

In compliance with the United States Conference of Catholic Bishops and the Archdiocese of Los Angeles, St. Anthony Parish has formed a "Safeguard the Children Committee". The purpose of this committee is to develop guidelines for preventing, identifying, reporting child abuse and educating the parish community on the

prevention of such abuse. The school representative helps to guarantee school compliance.

All school and parish employees AND VOLUNTEERS in the Archdiocese are required to attend a Virtus training session for “Safeguard the Children”.

### **RESPONSIBILITIES OF THE SCHOOL IN SUCH CIRCUMSTANCES**

It is the responsibility of St. Anthony 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.

Remain watchful for conditions that create or may lead to a hostile offensive school environment.

### **RESPONSIBILITIES OF THE STUDENT IN SUCH CIRCUMSTANCES**

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.

### **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

The following procedures must be followed for filing and investigating a harassment claim:

The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the Principal, or to the Regional supervisor if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.

The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

The investigation will include a meeting with the person alleged to have harassed sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and, in the case of a parish school, with the Pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.

If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

**THE PRINCIPAL, IN CONSULTATION WITH THE PASTOR, IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HER DISCRETION.**

**ST. ANTHONY SCHOOL Parent / Student Policies Agreement Form**

(Please print except where signatures are required)

Our family has received and read the St. Anthony School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Please return this signed form promptly to the School Office. This form will be placed in the students' permanent files.

# **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 **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

**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](http://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.

## **4 DISCIPLINE**

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.

## **1ACCEPTABLE 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.

## **1.1 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 'prntl\_release\_child\_noncomm\_en[1].pdf - Adobe Reader'. The menu bar includes 'File', 'Edit', 'View', 'Document', 'Tools', 'Window', and 'Help'. The toolbar contains icons for printing, navigation, and signing. A purple banner at the top of the document area says 'Please fill out the following form. You can save data typed into this form.' and includes a 'Highlight Fields' button. The form content is as follows:

**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.

 Prntl Release Child Noncomm en | Updated 10/21/09  
Copyright © 2009 Roman Catholic Archbishop of Los Angeles, a corporation sole. All rights reserved.

Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_X/parental\\_release\\_for\\_child\\_non\\_comm/?i=883](http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883)

# APPENDIX C

studentyouthactivitypermissnform\_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](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  
File Edit View Document Tools Window Help  
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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](http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788)

**ACCEPTANCE OF HANDBOOK**

**[REQUIRED FOR ALL SCHOOLS]**

|                |   |
|----------------|---|
| School<br>Logo | _____ <b>School</b><br><b>Parent/Student Policies Agreement Form</b><br><br>(Please print except where signatures are required) |
|----------------|---|

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the \_\_\_\_\_ School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Mother's or Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Print student names and grades:

|                            |                            |
|----------------------------|----------------------------|
| Student's First Name _____ | Student's First Name _____ |
| Grade _____                | Grade _____                |

|                            |                            |
|----------------------------|----------------------------|
| Student's First Name _____ | Student's First Name _____ |
| Grade _____                | Grade _____                |

Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files



**THE FOLLOWING PAGES ARE TO BE ADAPTED FOR YOUR  
PARENT/STUDENT HANDBOOK. DON'T COPY THEM VERBATIM.  
THEY MUST BE TAILORED FOR YOUR SCHOOL**

## **ARCHDIOCESAN POLICY FRAMEWORK**

**Please use the policies set forth below as a framework for writing your local school policies for the parent–student handbook**

### **1. EXTENDED SCHOOL DAY PROGRAMS**

- The school requires an extended school day agreement with participating parents
- Archdiocesan student insurance covers students during the time of the program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- The school requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures
- The school may arrange with independent contractors or entities to provide extended school day programs.

### **2. SUMMER PROGRAMS**

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor.

Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.

### **3. FIELD TRIPS AND TRANSPORTATION**

#### **3.1 Field Trip Policies**

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are attached as Appendix B and C.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

### 3.2 Transportation Policies

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

## 4. Use of Electronic Devices – Sample Policy

Cell phones and other portable communication devices (pagers, iPhones®, iPods®, Blackberries®, walkie talkies, etc.) may be brought to school with written parental permission.

However, all portable communication devices **must be turned “OFF”** and stored in a backpack, book bag, locker, or other place where the device is not visible.

Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

This prohibition includes, but is not limited to, study hall, lunch breaks, class

changes and any other scheduled or non-scheduled activity that occurs during normal school hours.

Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school-related activities or on school buses.

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:

- The device will be confiscated from the student
- The device will be returned only to the student's parent or legal guardian
- Depending on the circumstances, the student may be denied the right to bring the device to school
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken

The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

## **PARENT MESSAGES AND TELEPHONE CALLS**

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after-school pickup arrangements will not be delivered to class. Students can come to the school office to check their voicemail or text messages or to pick up an item parents have delivered for them.



