

**Sacred Heart School
Parent-Student Handbook
2018-2019**

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PARENT - STUDENT HANDBOOK
SCHOOL POLICIES 2018- 2019

THIS HANDBOOK REPRESENTS THE UNDERSTANDING OF BOTH PARENT AND SCHOOL,
ATTENDANCE AT SCHOOL IS THEREFORE TO BE VIEWED AS ASSENT TO THE TERMS
AND CONDITIONS STATED IN THIS DOCUMENT.

Sacred Heart School Mission Statement

Established in 1953, Sacred Heart School is a parish-affiliated Catholic school serving students in Transitional Kindergarten through the eighth grade. We strive to nurture the spiritual, intellectual, social, and developmental growth of each child. In partnership with parents, we foster a safe and caring environment which promotes academic excellence, celebrates Catholic faith, builds community, encourages mutual and self-respect and provides service to others.

Adopted 3/2017

Sacred Heart School Philosophy

The central focus of Sacred Heart School is our belief in God and in the principles of the Catholic faith through the formation of community and the practice of Christian service. We are committed to instilling Catholic values by providing religious experiences that enable each individual to grow closer to God. We encourage each child to discover, develop and utilize his/her God-given talents and to appreciate the talents of others. Our goal is that students will recognize and value Christ's presence within themselves be inspired to serve God and one another.

In partnership with parents, we embrace the responsibility to support the spiritual, intellectual, social and emotional development of each child. By providing a rich learning environment for all students that includes a diverse and engaging curriculum, we support students in becoming life-long learners who will become positive and successful members of society.

Adopted 3/2017

**SACRED HEART SCHOOL
SCHOOLWIDE LEARNING EXPECTATIONS**

1. Sacred Heart Students will be committed to deepening their faith.

- ♥ pray daily
- ♥ celebrate Catholic traditions and Sacraments
- ♥ follow Catholic teachings and scriptures
- ♥ live as Jesus did

2. Sacred Heart Students will develop a strong academic foundation.

- ♥ learn important skills and concepts required for each grade
- ♥ think critically and creatively to solve problems
- ♥ demonstrate responsibility, organization and a sense of pride in their accomplishments
- ♥ work to their full potentials
- ♥ apply technology effectively

3. Sacred Heart Students will become effective communicators.

- ♥ read, write, and speak with confidence and clarity
- ♥ listen well and respect opinions
- ♥ use technology proficiently to enhance communication and to obtain and share information

4. Sacred Heart Students will respect themselves, those around them and God's creation.

- ♥ be accountable for their actions
- ♥ appreciate individual differences
- ♥ stand up for what is right
- ♥ share their God-given gifts and celebrate the talents of others
- ♥ make health-conscious choices

5. Sacred Heart Students will work to promote peace and justice.

- ♥ respond to the call of service
- ♥ be aware and responsible citizens
- ♥ work together for common goals
- ♥ follow the PeaceBuilders™ Pledge

PeaceBuilders Pledge



I am a PeaceBuilder.TM
I Pledge...

- To praise people
- To give up put-downs
- To seek wise people
- To notice and speak up about hurts I have caused
- To right wrongs
- To help others

I will build peace at home, at school, and in my community each day.

ATTENDANCE

In order to comply with the provisions of the compulsory attendance law of California a child must attend school every day unless he/she has a reasonable excuse. If a child is going to be absent, parents are expected to phone the school (626-332-7222) in the morning on the day of the absence (or even the night before) and leave a message on X257. If a phone call is not received, the school will call the homes of all absent students each morning to ensure the safety of the students. A written excuse signed by a parent, legal guardian or doctor is required upon return to school. Students with unreported absences are subject to notification of local truant officers. If a student is to be picked up during the school day, the adult must sign the student out in the office. If that student returns to school on the same day, the adult must sign the student back in. This is to insure accurate attendance records. Please be advised that all subjects and grades are important – the school appreciates parents who do their best to schedule medical appointments outside the school day.

If a student is late to school (arriving after 8:00 am), he/she must report to the office for a late slip. A child will be marked tardy until 8:30 am. After that time, it will be considered a morning absence. If a student leaves within 30 minutes of end of the school day an afternoon “left early” will be recorded. This is due to the legality of our attendance registers that must accurately report a student’s presence on campus. Excessive or frequent tardiness will be addressed through a conference with the principal. If the situation persists, the student’s continued attendance at Sacred Heart School will be jeopardized.

Family vacations should be scheduled during school vacations. If a vacation is planned while school is in session, the family should consult with the classroom teacher as well as with the principal prior to the trip. Teachers will not be required to provide work for the student while he/she is away. Work is to be completed upon the student’s return to school.

Students MUST bring a written note to the teacher explaining every absence during the school year. The note must be signed by a parent. THIS POLICY APPLIES EVEN IF A PHONE CALL IS MADE.

TARDIES

The school understands that there may be occasional circumstances which prevent students from arriving to school on time. It is the school’s policy that three tardies for a given student within a given trimester is acceptable. **After the 5th tardy in one trimester, a parent MUST accompany child into the office and physically sign child in for the child to be admitted to school. Failure of parent to comply will result in the child being excluded from entering class until the parent comes to school to sign him/her in. This policy will be enforced strictly.**

Frequent tardies are disruptive and disrespectful to the class as a whole and to the teacher. In addition, valuable instruction is missed by the child who is tardy. It is strongly encouraged that students arrive to school BEFORE 7:55 so that they have plenty of time to unpack and prepare for the day ahead. The bell at 7:55 is the warning bell that only 5 minutes remain until the official start of the school day. Families are expected to make whatever arrangements/adjustments are necessary to ensure that students are at school on time.

PARKING ON WORKMAN STREET

The Covina Police Department has forbidden our school parents to drop off or pick up children on Workman St. It is unsafe and it is a traffic hazard. Please follow the drop off/pick up procedure.

ADDRESS OR TELEPHONE NUMBER

It is necessary that the school secretary be notified when there is a change in address or phone number. It is extremely important that emergency information cards can be kept up to date.

Written permission is necessary to make a family's address and/or phone number available to other school families upon request. This permission is given during registration on the School Directory form.

RELEASE OF STUDENT DURING CLASS HOURS

No student is permitted to leave the school grounds or to be released from a class without a request written and signed by a parent. Any child who violates this regulation is subject to dismissal from school. **The teacher will NOT release the child from class until the parent/guardian is physically present in the office to sign him/her out.**

If a child is to be taken off campus during school hours he/she is to be released from the Office ONLY and the person accompanying the child must be identified before leaving the school grounds. The parent or guardian must sign the child out in the school office. In order to release a child from the health room, a release pass must be presented. This will be given to the adult upon signing the child out in the office. If the child returns to school that day, the parent or guardian must sign the child back in. **NO PARENTS OR GUARDIANS MAY GO DIRECTLY TO THE CLASSROOMS DURING SCHOOL HOURS WITHOUT COMING TO THE OFFICE FIRST!**

TELEPHONE

The school phone may be used by students with permission from the teacher. The phone is only to be used in extreme instances. No phone calls will be allowed for forgotten supplies, homework, books, lunches, PE uniforms, etc.

BOOKS AND BOOK BAGS

In order that books provided to each child are kept in good condition, books are to be kept covered for protection. Any type of paper covering is acceptable, including fabric book covers. CONTACT PAPER IS NOT AN ACCEPTABLE BOOK COVER MATERIAL. The covering is **not to be taped to the original book covers**. Books are to be protected by taking them to and from school in a book bag. Students are not allowed to mark in the hard covered books and are responsible for the condition of their assigned books. If the books are accidentally damaged, the damage should be reported immediately to the teacher. **The school reserves the right to charge any student for damage to books and equipment.**

INTERNET

Our computer lab and classrooms are equipped with Internet access. A permission slip was signed at registration time to allow your child to utilize this tool. At this time at Sacred Heart School, students are not permitted to send or receive e-mail and/or to chat with others online at anytime. Students found "surfing" the web or visiting unauthorized/inappropriate sites will lose their privilege of using the Internet for the remainder of the year. Depending upon the severity of the instance, further disciplinary action may also result. Parents are required to read the Computer Network User Agreement that was signed at registration time and discuss it with their child/ren. Your permission at the bottom of the page, will allow us to include student work and/or pictures on our web page.

Parents and students are reminded that the Internet is to be used as a "resource". Simply printing out information from the Internet and claiming it as one's own work is plagiarism. Assignments are to be done in the student's OWN words. Plagiarism is a crime and will be dealt with sternly.

Parents are strongly advised to monitor internet-related activities of their children. Use of social media sites such as www.facebook.com has become very popular. Students must use caution when giving out personal information to others on the internet. The school will do its best to educate students in the area of internet safety. Parents may visit our school's website to find helpful resources to assist them in keeping their children safe. Derogatory, harassing, or threatening comments made on the internet and involving or directed at students, parents, faculty or staff of the school will place a student's continuation at Sacred Heart School in jeopardy. The school will take matters of this nature seriously and appropriate action will be taken. Parents are advised to review the acceptable use policy that was signed at registration time and discuss the guidelines for responsible computer use with their children. Any student who is found to be utilizing an unauthorized website such as www.facebook.com on campus will be suspended immediately. Inappropriate use of the Internet will result in a suspension and/or loss of computer privileges at the school.

FACULTY MEETINGS

A Faculty Meeting will be held for teaching personnel on Friday of each week. Dismissal is at 1:45. Except for the students registered in the Day Care Program or school sponsored activities, all students must be picked up promptly because there will be no supervision after 2:00. Students remaining at 2:00 will be placed in Day Care and a fee of \$15.00 per day or any portion thereof will be charged. **This fee is payable in cash at the time of pick-up.** The payment is due upon pick up of the child/ren. Failure to make this payment will result in charges being placed on the family's tuition account.

VIRTUS TRAINING

Sacred Heart School mandates that all adults who would like to participate in school activities and/or be present on campus with the children MUST complete VIRTUS training and have a certificate of completion on file in the school office. This is a 3-hour training at no cost that provides important information on providing a safe environment for our children. New parents have until December 1st to complete the training. You may go online to <http://virtus.org> to find an upcoming session in our area. When arriving at the main page click on the registration button and it will take you to the schedule. **A COPY OF YOUR CERTIFICATE MUST BE SUBMITTED TO THE SCHOOL OFFICE.**

HEALTH REGULATIONS

To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription) to school. **Only medication prescribed by a health care provider may be taken during school hours. This includes Over the Counter Medication.**

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication During School Hours" form must be requested from the school health room. This form can also be obtained on our web page. Physician/health care provider will write directions on the form. It must be signed and dated.

Medications must be delivered by the parents or guardian to the office in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian.

Students carrying inhalers must have a Physician/health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity. Cough Drops must be accompanied by a note from the parent stating how many and how often they may be taken. Cough drops must be given to the teacher with the note and the teacher will dispense as indicated by parent. A cough drop note is valid for one day only. If cough drops are to be taken the following day, another note must be presented. Cough drops will be returned to the student at the close of the school day to be taken home.

Only under these conditions may any medicine be given at school. For your convenience, a copy of the medication permission form has been included at the end of this handbook. This form can also be obtained on the school website at www.shs.cc. Parents may copy it as needed.

All students must be properly immunized in accordance with the State of California guidelines before admission to Sacred Heart School. Students who have been absent because of communicable disease MUST have a permit from the doctor for re-admittance to school. Students may not "hang out" in the health room. Only those students with an illness or injury are to be in the health room. Students who do not follow this rule will be issued a detention.

MORNING CARE PLEASE NOTE THAT STUDENTS MAY NOT BE ON CAMPUS BEFORE 7:00 AM – THERE IS NO SUPERVISION AT THAT TIME!

All students arriving to school before 7:30 a.m. MUST report directly to the auditorium for supervision. This includes junior high students. Morning care is available from 7:00-7:30 a.m. daily and is provided free of charge as a service to our working families.

AFTER SCHOOL DAY CARE

The Sacred Heart Day Care Program will provide after school care for those students enrolled in the program. A monthly fee of \$185.00 is paid for each child or \$15.00 per day per child and supervision is provided each school day from dismissal time until 6:00 p.m. Daycare ends promptly at 6:00pm. If a parent is going to be late, a call is expected to be made to daycare personnel advising them of the situation. **The daycare phone number is (626)915-8914. Daycare can also be reached by dialing the main school number (626)332-7222 and transferring to X252.** A late fee of \$15.00 per child per each 15 minutes will be charged for late pick up. Late fees are due IN CASH at time of pick up. Persistent late pick-up or failure to pay late pick-up fees will result in the loss of privilege to utilize our daycare program.

Registration for this program may be made through the school Office. The school will not offer after school day care on minimum days. Likewise at other times during the year, such as conferences and opening day of the school musical, we will be unable to offer after school day care. Parents will be notified well in advance when day care will be unavailable.

MORNING ARRIVAL

Students are to be walked onto campus by an adult, dropped off in carline or brought to morning care in the morning. IT IS NOT ACCEPTABLE TO DROP STUDENTS OFF IN FRONT OF THE SCHOOL OR TO DROP THEM OFF IN FRONT OF CAVANAGH HALL.

DISMISSAL

Child/ren not involved in a supervised activity or not enrolled in the Day Care Program must be picked up promptly at dismissal time. Sacred Heart School will not be responsible for the care and welfare of children who remain unsupervised after school. Students remaining at 3:00 (2:00 on Fridays) will be placed in Day Care and a fee of \$15.00 per day or any portion thereof will be charged. All children going home by car are to remain in the painted car line area until their assigned driver picks them up. Children who walk home are to leave by the front gate by the school office. Those students who ride a bike to school should walk their bikes from the school grounds. BIKES SHOULD BE WALKED, NOT RIDDEN, WHILE ON SCHOOL GROUNDS. STUDENTS MAY NOT BE ON THE PLAYGROUND AFTER SCHOOL HOURS UNLESS A PARENT IS PRESENT ON THE PLAYGROUND TO SUPERVISE HIM/HER AT ALL TIMES.

STUDENTS MAY NOT WAIT TO BE PICKED UP IN FRONT OF SCHOOL, AT CAVANAGH HALL OR IN THE CHURCH PARKING LOT. THERE IS NO SUPERVISION IN THAT AREA AND IT IS UNSAFE FOR STUDENTS TO BE THERE UNSUPERVISED.

FIELD TRIPS

Field trips are planned to enrich the curriculum. They are considered a privilege and therefore, at the time of the trip, parents must complete a written permission slip which requests that their child participates in the outing and gives the school the authority to obtain medical attention for the child if the need arises. The school reserves the right to deny permission to attend the trip to any student who shows that they have not consistently demonstrated appropriate conduct and acceptable effort in all areas of the curriculum. Chaperones for field trips will be determined by classroom teachers. Chaperones may not bring additional children/siblings on the fieldtrip – including those too young to attend school. Chaperones will be selected from parents only. Grandparents, aunts, uncles etc. may not chaperone a field trip unless we are unable to secure enough chaperones from the parent list. The exception to this would be another family member who is a legal guardian of the student.

That person is considered a parent. ALL CHAPERONES ARE REQUIRED TO HAVE VIRTUS CERTIFICATES ON FILE IN THE SCHOOL OFFICE.

Parent/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 with limits of at least \$100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page listing the parent's name must be presented to and approved by the principal before the parent may drive.

SKATEBOARDS, BICYCLES, ROLLERBLADES, ETC.

No "wheels" may be ridden on campus at any time. Students who utilize these means to get to and from school must refrain from riding on campus. Likewise, "Heelys" or, tennis shoes with wheels in them are not allowed on campus at any time! Any student found to be in violation of this rule is subject to confiscation of the "wheels" and a parent conference with the principal.

LUNCH PROGRAM

Every child is expected to come to school with a lunch each day or he/she is automatically signed up for hot lunch and the family is billed. If you plan to bring your child's lunch at a later time, please note the following:

- ♥ A written note must be presented to the teacher specifying that you will be bringing a lunch for your child on that day. If there is no written note, the child is signed up for hot lunch and you will be billed regardless of whether you bring a lunch. Happy Lunch cooks based on numbers taken first thing in the morning. It is unfair to expect them to "cancel" a lunch that has already been prepared for your child.
- ♥ Fast food may ONLY be brought on FRIDAYS!
- ♥ Lunches brought to school after the school day begins MUST be here at least 15 minutes before lunch begins for the child.
 - TK/K Lunches must be here by 11:00
 - 1-4 Lunches must be here by 11:30
 - 5-8 Lunches must be here by 11:45
- ♥ Children will not be called from class to come and get their lunches in the office. They can come to pick up the lunch after the class is dismissed for lunch time.

It is the policy of Sacred Heart School that every child will eat lunch every day. Parents will be charged for hot lunches their child/ren receive. If a parent is planning to bring lunch on a Friday at lunch time, a written notice to the teacher must be presented in the morning of the same day. **NO EXTRA LUNCH TIME WILL BE GIVEN FOR STUDENTS WHO HAVE HAD LUNCHES BROUGHT TO THEM LATE.** Lunches should be brought to the office and should be labeled with names. Parents may not bring lunches directly to the classroom at any time. No food from bag lunches will be heated in the kitchen. Students do not have access to a microwave.

Hot lunch will be served every full day of school. The cost for hot lunch will be \$3.00 per day for grade TK/K, \$3.50 per day for grades 1-3 and \$3.75 per day for grades 4-8. Menus will be sent home monthly. Students order hot lunch on a daily basis. All payments for hot lunch will be made to **Happy Lunch** NOT to Sacred Heart School. Students may pay daily or may buy a 5, 10 or 20 day lunch card. Students are expected to pay for hot lunch at the time it is received or by means of a lunch card that has been purchased. Students are expected to display good manners while waiting in the hot lunch line and receiving their lunches. Lunchtime behavior will be monitored closely and

problems will be brought to the attention of the parents immediately. Persistent poor conduct in the lunch line will result in inability to participate in our hot lunch program.

DRESS CODE STANDARDS/UNIFORM

The proper school uniform must be worn every day unless otherwise directed. If, on occasion, unavoidable circumstances make it necessary to be out of uniform, a note from the parents should be sent to the teacher.

(Boys Hair) FAD hair styles and dyed, tinted, colored, or highlighted hair are not permitted. Boys' hair should not touch the collar. Shaved heads, steps, or mushroom cuts are not allowed. Boys may not have their hair cut with any less than a #2 blade. Hair should be **BLENDED** appropriately. **If hair is to be “gelled” or “spiked”, hair may NOT BE LONGER THAN 1 ½ INCHES!. “Faux-hawks” are not permitted.** Lines and pictures may not be shaved into the hair. If the scalp can be seen, the cut will be considered too short and in violation of the dress code. **MESSY HAIRSTYLES ARE NOT PERMITTED AND WILL BE DETERMINED AT THE DISCRETION OF THE PRINCIPAL. BOYS HAIR MUST BE CUT ABOVE THE EARS AND BANGS MAY NOT BE BELOW THE EYEBROW. HAIR MUST BE CUT ABOVE SHIRT COLLAR. BOYS MUST BE CLEAN SHAVEN.** It is expected that parents will instruct boys to shave when it becomes appropriate in accordance with the clean shaven policy.

(Girls Hair) Dyed hair, coloring, tinting, and highlighting is not acceptable. Corn rows and beading will not be permitted. Feathers in the hair are not permitted. Girls should exercise tasteful judgment in determining hairstyles and accessories.

Use of “sun-in” or other lightening/coloring products is not allowed at any time for boys or girls. The appropriateness of haircuts/styles will be at the discretion of the principal. 7th and 8th grade students who violate this policy will not participate in graduation activities/exercises.

(Jewelry) Boys may not wear earrings or excessive jewelry. Boys may wear one simple neck chain no longer than 18 inches. Girls may not wear hoop or dangling earrings for safety reasons. Girls may wear simple jewelry, e.g., one necklace at a time – no longer than 18 inches, one pair of stud earrings in the lobes ONLY. Boys/Girls may wear one bracelet at a time. One ring per hand may be worn. Choker necklaces will not be allowed at any time. No body rings or body piercing is allowed. Spiked jewelry is not allowed. Anklets are not allowed. No jewelry with vulgar or suggestive/offensive language or symbols may be worn. Judgments regarding the appropriateness of these regulations are at the discretion of the principal.

(Make-Up) Make up is not permitted for any student at Sacred Heart School. Colored nail polish will not be allowed. Lip gloss/chap stick is fine as long as it is clear only. No glitter, sparkle, or color will be allowed. Acrylic/fake fingernails will not be permitted. Nails should be kept neatly filed and shortened at all times. French manicures are not permitted. An exception to this policy may be stipulated for the 7th and 8th grade dance in June.

A student, who comes to school without proper attention having been given to personal neatness, may be sent home or be required to prepare him/herself for school before entering the classroom.

Writing on Arms, Hands, etc.

Students may NOT write on their arms, hands, legs, or other parts of the body at any time. Students found to be writing on themselves or on others will be subject to disciplinary action.

SACRED HEART UNIFORM

Note: The blue allowed for both boys and girls on shoes, socks and laces is NAVY only. It is the same blue as the uniform pants. Royal blue, light blue etc. is NOT permitted.

Girls:

Plaid jumper (Grades TK-5), plaid skirt (Grades 6-8), plaid skort (Grades TK-8)

Skirts should be no shorter than three inches above the knee and may NOT be rolled at the waist. Emphasis should be placed on modesty and appropriate length.

White blouse with jumper (Grades TK-5), round or pointed collar. (no lace on collars)

Polo shirt white, light blue, gray or burgundy WITH LOGO - polo with long sleeves may be worn for cold weather (all polo shirts purchased from School Uniformity.). Must be tucked in.

White turtle neck pullover may be worn under the blouse during cold weather.

Slacks - navy blue twill (purchased from School Uniformity.). Slacks may not be rolled up. **DICKIES ARE NOT CONSIDERED UNIFORM PANTS.**

Shorts - navy blue twill walking shorts (purchased from School Uniformity). **May not be shorter than 3 inches above the knee.**

A belt must be worn with shorts and slacks. Belts must be plain and without adornments and may be navy blue or black only.

All grades - polo shirts may be worn with shorts

Sweaters - burgundy cardigan, vest, V-neck pullover or gray, dark blue sweatshirt with SCHOOL LOGO (purchased from School Uniformity.)

Jackets - burgundy/maroon jacket, navy jacket or grey jacket with zip hood or navy sweatshirt jacket WITH LOGO purchased through the school are permissible

Socks - navy blue, burgundy, white, black, gray - knee socks, anklets or tights. Socks must be visible above the top of the shoe. Socks may not be tucked into the shoes. Leggings are not considered tights and are not allowed. **SOCKS ARE TO BE SOLID COLOR ONLY – NO LOGO, WORDS, STRIPES, PICTURES OR DESIGN OF ANY KIND.**

Shoes - any combination of white, navy blue, gray and/or black ONLY athletic style with matching ties or Velcro. (VELCRO STRONGLY RECOMMENDED FOR YOUNGER CHILDREN) No canvas shoes. Canvas Vans, Converse, etc. are NOT uniform and are permissible on free dress days only. Shoes must have a closed heel and be laced up appropriately and tied in bows. Laces may be white, gray, navy blue or black. Laces may not be tucked into shoes or tied under shoe tongues. Mary Janes are NOT permissible as part of the uniform.

SHOES AND SOCKS MUST BE A MATCHED SET.

PE - red shorts with logo (purchased from School Uniformity.), uniform athletic shoes, white uniform blouse, white T-shirt or white polo shirt

Grades K-8: The PE uniform should be worn to school on PE days. First Fridays will be the exception due to Mass. On cold days, IF red sweats are worn, the PE uniform should be worn UNDER the red sweats. Often the day warms up and the children want to take the sweats off because they are too hot.

Optional red PE shirts with LOGO may be worn K-8

TK Students do not wear the PE uniform

Boys:

Pants - navy blue cords or twill (purchased from School Uniformity.) & belt. Pants may not be pinned at the waist or rolled up at the bottom. **DICKIES ARE NOT CONSIDERED UNIFORM PANTS.**

Belt-dark solid color (navy or black). The belt is to be plain and without adornments. No long belts will be allowed. The belt should not extend more than 2 inches beyond the buckle. The belt must be worn with pants and shorts and must be visible. Large or ornate belt buckles are not permitted.

Shirt - white, light blue, gray or burgundy polo shirts WITH LOGO - polo with long sleeves may be worn for cold weather (all polo shirts purchased from School Uniformity.) Must be tucked in.

Shorts - navy blue twill walking shorts (purchased from School Uniformity.) Must be above the knee.

Sweaters - burgundy cardigan, vest, V-neck pullover or gray, dark blue sweatshirt with SCHOOL LOGO (purchased from School Uniformity.)

Jackets - burgundy jacket, navy jacket with zip hood or navy sweatshirt jacket WITH LOGO (purchased from School Uniformity.)

Socks - navy blue, burgundy, white, black, gray. Socks must be visible above the top of the shoe. Socks may not be tucked into shoes. Mid-calf length socks are appropriate. They may be scrunched down. Socks that are excessively long will not be acceptable. **SOCKS ARE TO BE SOLID COLOR ONLY – NO LOGO, WORDS, STRIPES, PICTURES OR DESIGN OF ANY KIND.**

Shoes - any combination of white, navy blue, gray and/or black **ONLY** athletic style with matching ties or Velcro. (**VELCRO STRONGLY RECOMMENDED FOR YOUNGER CHILDREN**) No canvas shoes. Canvas Vans, Converse, etc. are **NOT** uniform and are permissible on free dress days only. Shoes must have a closed heel and be laced up appropriately and tied in bows. Laces may be white, gray, navy blue or black. Laces may not be tucked into shoes or tied under shoe tongues.

SHOES AND SOCKS MUST BE A MATCHED SET.

PE - red shorts with logo (purchased from School Uniformity.), uniform athletic shoes, white polo shirt or white T-shirt.

Grades K-8: The PE uniform should be worn to school on PE days. First Fridays will be the exception due to Mass. On cold days, IF red sweats are worn, the PE uniform should be worn **UNDER** the red sweats. Often the day warms up and the children want to take the sweats off because they are too hot.

Optional red PE shirts with LOGO may be worn K-8

TK Students do not wear the PE uniform

During cold weather red sweat pants and shirts may be brought to school to put on for PE

Uniform Violations K-8

A detention will be issued for every three uniform violations in a given trimester. 4 uniform violations within a given trimester will result in a parent conference. PE uniform violations are reflected in grades and not accrued toward detention.

School spirit sweatshirts that have been purchased through the Sacred Heart Booster Club may be worn as part of the uniform for girls and boys.

Dress Code for First Friday Mass

Shorts may not be worn on First Friday Mass days. Students may bring uniform shorts to change into after mass. **There will be no free dress passes allowed on First Friday Mass days.** ALL students must be in full uniform.

Free Dress Code

Clothes must always conform to rules of modesty, good taste and appropriateness.

Permitted: **Shorts must be the navy blue uniform shorts-no free dress shorts allowed. (The principal may, at her discretion, allow free dress shorts for a school activity. In this instance, an announcement will be made to students.)**

T-shirts in good condition with appropriate design

Sleeveless shirts must be a minimum of 3 inches in width at the shoulders.

Nice jeans, skirts, dresses, pants, capri pants (must come below the knee)

Fully enclosed shoes must be worn at all times.

Shoes must be laced according to standard dress code requirement.

One pair of stud earrings in the LOBE ONLY (girls ONLY)

ALL BOTTOMS, INCLUDING SKORTS, MUST BE NO MORE THAN 3 INCHES ABOVE THE KNEE.

Not Permitted: Bike shorts, short shorts, stretch pants, leggings, jeggings and mini-skirts, boyfriend jeans or ripped/torn jeans, form fitting/tight/skinny jeans

T-shirts with inappropriate designs

Tank, halter-type, cut-off tops, spaghetti straps, tight/form fitting shirts

Fad hair styles and colors

Make-up, sandals, backless shoes, flip flops, baggy, saggy pants or pants that cover the shoes

Bra straps showing, Stomach showing

Hats (unless specified by the principal for a special activity or event)

Students who do not conform to free dress code will call parents for a change of clothes. Repeated violation of free dress code will result in loss of privilege for the rest of the year, despite possession of free dress passes.

If a student has PE on a free dress day, he/she does not have to change, however, proper athletic shoes must be worn or brought for PE time. Failure to do so will result in a uniform violation.

Identification of Personal Items

All pencil boxes, lunch bags and boxes, book bags, and similar containers must have the student's name and grade on the outside. All clothing must be similarly marked. If all items are clearly marked the owners can be easily found.

BULLETINS

Each family will have a special Archdiocesan envelope in which all school bulletins and important communications will be sent home. The youngest child will deliver the envelope home and should return it the next day. A parent should sign the dated section. This is an indication that the messages have been received. These envelopes will be sent home every other week usually on Fridays. Lost envelopes will be replaced for a fee of \$1.00. Students will hand carry information that must be sent home in between bulletin envelopes. Anyone wishing to have an announcement placed in the bulletin must use the form in the office to do so. Announcements will be due on the Tuesday before the bulletin goes out without exception. Late announcements will not be accepted. ***PLEASE DO NOT PUT RETURN CORRESPONDENCE/PAYMENTS IN BROWN ENVELOPES.***

SCHOOL COMMUNICATION WITH FAMILIES

Our school will be utilizing Gradelink and Dojo to contact parents. Gradelink provides the school with an immediate means of contacting parents via phone, text and email. The program will be used as a means of reducing the amount of copying of flyers as well as to make attendance calls and relay important announcements and information. Most importantly, in the event of a crisis or emergency, we will have the ability to deliver information to our parents immediately so that you are well-informed. We will also have the ability to send forms home via email. Again, this will allow us to decrease our copying and thereby save money and time!

LOST AND FOUND

Lost articles may be located and picked up on the rack just outside of the Health Room during school hours. All unclaimed articles will be given to charity at the end of the school year. Articles clearly marked with names will be returned to the owners.

MIXED BOY/GIRL PARTIES

The Archdiocesan and Sacred Heart School policies ask that there be no mixed boy/girl parties in grades 6 - 8 until graduation. Mixed parties involving the students of the upper grades, even though these parties are held at home, are especially discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, this matter of parental sponsored parties is one primarily involving parental control and not that of the school. The only exception to this rule would be in the instance of a school sponsored graduation party, should that be deemed appropriate by the pastor, principal and parents.

PARENT INTERACTION WITH STUDENTS

It is NOT APPROPRIATE OR ACCEPTABLE for a parent to approach any child other than his/her own child on campus. Issues that need to be discussed and/or evaluated are to be brought to the principal's attention so that parents of all children involved may be present for the discussion.

SCHOOL SCHEDULE

Classrooms open - 7:45

First bell - 7:55

School begins, second bell - 8:00 (students not in classrooms are marked tardy)

Morning recess – 9:45-10:00 (TK/K), 10:00-10:15 (1-6), 10:15-10:30 (7&8)

Lunch recess – 11:15-11:55(TK) 11:20-12:00(K), 11:45-12:20 (1-4) 12:00-12:35 (5-8)

Dismissal - 2:45 - Full day, (2:35 – TK/K); 1:45 - Friday, (1: 35 – TK/K):

12:00 - half day, (11:50 – TK/K)

CURRICULUM

Sacred Heart is a ten grade level school consisting of grades Transitional Kindergarten through Eighth. The curriculum stresses a basic educational program integrated with the Catholic/Christian philosophy and values.

The subject areas include Religion, Reading, Mathematics, English, Science, Health, Social Studies, Computer, Family Life, Spelling, Handwriting, Physical Education, Art and Music.

Classroom teachers are responsible for all subjects taught to the respective grades except for Computer (gr 3-8), Music, and Physical Education, Science (gds. 7 & 8), and Math (gds. 7 & 8) which are taught by specialty teachers.

The teachers specializing in the various academic areas teach the subject areas for the Junior High Students.

ACADEMIC EXPECTATIONS

Sacred Heart School prides itself on a tradition of academic excellence. Students are expected to perform at the level of their capability. All assignments are to be completed neatly. Students will be required to re-do any work that is not done neatly and/or does not reflect acceptable effort. **Incomplete assignments are a serious matter. Students with consistently incomplete or missing work will be called to a conference with their parents and the principal to determine continued attendance at Sacred Heart School.**

CHEATING

It is expected that each child completes his/her own work. Students who are found to be copying one another's work will be disciplined accordingly. Likewise, having materials in sight during a test that contain notes or other relevant information will be considered cheating. It is the policy of Sacred Heart School that both the student doing the copying and the student allowing the other to copy will receive consequences. No credit will be given to either student for the assignment. Repeated incidents will result in a conference to determine further ability to attend Sacred Heart School. Plagiarism is considered cheating and will be dealt with as such. Forgery is also considered cheating and will be dealt with in a serious manner.

FAMILY LIFE PROGRAM

The Catholic Church recognizes and has repeatedly affirmed its right and its mission to teach and support the sanctity of marriage and the family. In order to respond to the obligations of educators set forth in Church documents, each school in the Archdiocese of Los Angeles provides a course of instruction in family life that includes positive and prudent education in sexuality. Sacred Heart School is presently using the well established Family Life Program published by Benziger and approved for use by the Superintendent of Catholic Schools. Examination copies are available in the school Office. A permission slip is included in registration materials to allow children to participate in this program.

Sacred Heart School will present a sexual abuse prevention program to our students during the months of April/May. This Self-Protection Program is part of our ongoing effort to help create and maintain a safe environment for children and to protect all children and youth from sexual abuse. As a parent/guardian, you have the right to choose whether your child participates. A permission slip will be sent out at re-registration time for this program. If you have questions about the program, please contact Mrs. Claudia Tice at (626) 332-7222.

SCHOOL LIBRARY

Students in Grades TK-8 may use the school library as an additional resource. Kindergarten has its own library story time and has a classroom library. Books borrowed from the library may be taken home. Students are responsible for lost or damaged books or books not returned on time. The rate for overdue books is twenty-five cents per school day per book.

GUM

Because of the damage it does and the cost of clean-up, chewing gum on campus is not allowed and is punishable by a \$5.00 fine. **The third gum offense will result in a detention.** Eating candy in the classroom is not allowed unless permission has been given by the teacher. Repeated offenses will result in detention and a phone call home.

CLASSROOM PARTIES & BIRTHDAYS

Classroom parties will be held at Christmas. This will be done in conjunction with the room parents and with the approval of the principal. Other parties may take place for special occasions with the approval of the principal. There will be no parties allowed for birthdays. If it is your child's birthday, you may bring a small treat (donuts, chips, cupcakes, etc.) to be passed out at recess time. No lunches may be brought or bought to celebrate birthdays. Teachers may determine whether a treat is excessive or inappropriate. The principal will support the decision of the teacher. Students in grades TK-5 may pass out invitations to birthday parties at school **IF and ONLY IF EVERY CHILD IN THE CLASS IS INVITED OR IF IT IS A GIRL'S PARTY ALL GIRLS ARE INVITED OR FOR A BOY'S PARTY ALL BOYS ARE INVITED.** **This may be done with prior teacher consent ONLY.** Students in grades 6-8 must give out invitations outside of school or by mail. Parents of students in grades 6-8 are advised to read the Mixed Boy/Girl Party Policy contained in this handbook. **It is NEVER acceptable for parents (room parents included) to be in a classroom without the teacher's prior consent, even to put treats on children's desks.**

WATER BOTTLES

It is permissible for students in grades 1-8 to bring bottled water to school on warm days to consume in the classroom. The water must be in a clear NON-GLASS container with a secure cap. ONLY water may be brought.

TOYS, RADIOS, CELL PHONES, IPODS, FITBITS, ETC.

Students are provided with play equipment from the school. They may not bring personal items to school unless permission has been obtained from the teacher for a special class project. Cell phones and pagers are not allowed. It is recognized that for safety reasons, some parents may wish their child to have a cell phone or Smart watch. In this case, **the cell phone, Smart watch or Fitbit must be OFF at all times and remain in the students' backpack**. This rule also applies to daycare. If the cell phone or Smart watch is found to be on or is taken out of the backpack, it will be confiscated by the school. Cell phones or Smart watches will ONLY be released to a parent. Sacred Heart School will accept no responsibility for lost or stolen cell phone or Smart watch. Money should only be brought to purchase lunch or to buy snacks from A.S.C. or to purchase items from an event. "Amplifiers" that allow a person to overhear conversations are not permitted on campus. The school will not be responsible for the loss or theft of any personal items brought to school. Students who choose to violate this rule will have their item/s confiscated and not returned to them until the end of the school year.

IPODS ARE NOT ALLOWED ON CAMPUS EITHER BEFORE, DURING OR AFTERSCHOOL (INCLUDING DAYCARE). THERE ARE NO EXCEPTIONS.

Toys, Radios, IPods, Cell phones, Games, etc. that are confiscated will be kept in the school office by the principal until a parent can come and retrieve the item.

IPADS, KINDLES, NOOKS AND OTHER E-READERS

The school recognizes that many parents have purchased e-readers for their children as a means of encouraging them to read. It is permissible for students in grades 3-8 ONLY to bring e-readers to school for reading purposes. We recognize that some students have iPads and have the Kindle app on the iPad for reading. Bringing an iPad to school is only allowed for READING purposes. Playing games, surfing the web, etc. will be cause for confiscation of the iPad or any other electronic device at Sacred Heart School. Cell phones with an e-reader app may NOT be used at school. **Students who choose to bring e-readers to school must be aware that the school will take NO RESPONSIBILITY for the security of the item.** If the item is lost, stolen or broken, the school will not be held responsible. Students bring e-readers to school at their own risk. A student bringing an e-reader may NOT loan the device to another student. In addition, the device is to be used for reading ONLY – not to play games or do puzzles. Students found to be in violation of this policy will have their device confiscated and will not be able to bring it back to school. A contract will be sent home to parents in grades 3-8 to give permission for students to bring an electronic reading device to school. Only those with a signed contract may do so. This policy applies to daycare as well.

SPORTS EQUIPMENT

It has become a persistent problem with students kicking balls over the fence into neighbor's yards. The following policy will help alleviate this situation: Students may NOT KICK ANY BALL of ANY KIND in the lunch area, handball court area, near the storage containers, or over any exterior fences or walls surrounding the campus. Any student found to be doing so will receive a detention. In addition, if the action results in the ball going over the fence, the student will be assessed a \$10.00 replacement fee per ball.

RELIGIOUS DEVELOPMENT

Students in Grade 2 participate in the Sacramental Preparation Program and are prepared to receive the sacraments of Eucharist and Reconciliation. Any student not in Grade 2 in need of sacramental preparation must attend instruction classes offered by the Parish Religious Education program, as specific catechetical instruction for sacramental preparation is not present in the Archdiocesan approved Religion curriculum for other grades.

The sacrament of Confirmation, in accord with Archdiocesan policy, is reserved for reception by students who have undergone a two-year preparation program while in the ninth and tenth grades. Eligible students are invited to contact the Religious Education Office for further explanation and class dates.

Religious worship is an integral part of a child's growth and a central part of the Catholic identity of the school. On a weekly basis, students in gds. 2-8 attend Mass on Fridays. The entire student body attends Mass on First Fridays and for special celebrations.

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence for Saturday evening/Sunday Mass. As a Parish School, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents in the Catholic education of their children, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

SMALL GROUP LEARNING OPPORTUNITIES

Math resource is available for students in grades 7&8. Grades 7&8 will be taught in small groups to support learning and to provide more opportunities for individual assistance.

HOMEWORK

Homework will be assigned to reinforce material already taught to foster habits of independent study. Written homework will not be assigned on weekends or holidays unless make-up work or long-range assignments are required. Exceptions may be made for special circumstances, i.e., illness, extended absence. A note should be sent to the teacher indicating the nature of the problem.

USUAL TIME ALLOTMENTS: (Times are based on average student performance)

Grades TK, K, 1 & 2: optional, not to exceed one half hour

Grades 3 - 6: not to exceed one hour

Grades 7 & 8: not to exceed two hours

If a student regularly takes more time than indicated above, parents should discuss this with the teacher. Failure to complete homework will be met with the consequence that has been set by each teacher.

CLASSROOM DOORS WILL NOT BE OPENED AFTER 3:15 (M-Th)/2:15 (F) FOR THOSE CHILDREN WHO FORGET MATERIALS INSIDE. ONLY THE CLASSROOM TEACHER MAY ALLOW A STUDENT BACK INTO THE CLASSROOM ONCE SCHOOL HAS BEEN DISMISSED.

TEACHERS WILL NOT ACCEPT FAXED HOMEWORK. EMAILED HOMEWORK IS NOT PERMITTED UNLESS SPECIFIED BY THE TEACHER.

REPORT CARDS

Report cards are given trimesterly in Grades TK to 8. Parents and students will receive a mid-trimester progress report for all subjects in grades 1-8. This provides the students with time to improve before the report cards are given out. If a student is absent 15 days within a given trimester, he/she will not receive academic grades for that trimester. The first report card is distributed during the parent teacher conference in December. Report card envelopes should be signed and returned to school within the week they are given.

AWARDS

At the end of each trimester the following awards will be presented to those students who have earned recognition in the areas described:

PRINCIPAL'S HONOR ROLL

(Grades 3-8 only) 90% or better in all major subjects with a minimum of "G" in Behavior and Effort; no "NIs" permitted on the report card.

ACADEMIC EXCELLENCE

(Grades 3-8 only) 80% or better in all major subjects with a minimum of "G" in Behavior and Effort; no "NIs" permitted on the report card.

MERIT (Grades K-8)

Given at teacher discretion to those students who do not meet the qualifications for Principal's Honor Roll or Academic Achievement but deserve recognition of their efforts in all subject areas.

GOOD SAMARITAN AWARD (Grades TK-8)

In recognition of a truly Christian deed or attitude.

PEACEBUILDER AWARD (Grades TK-8)

In recognition of modeling the principles of PeaceBuilders™.

GRADING SCALE

In so far as possible, the administration and faculty of Sacred Heart School are seeking to measure total student performance in class work, homework, evaluative testing performance, class participation, and, where appropriate, work on special projects. Therefore, written grades will be given to keep students and parents aware of performance. We are concerned that students do their best, according to their ability. It is our desire that parents and teachers recognize the necessity of proper communication. **Any matter involving a student's work or behavior must be discussed with the teacher first before consulting with the principal.**

Grading Scale

A	(97-100) SUPERIOR WORK	O	SUPERIOR WORK
A-	(93-96) EXCELLENT WORK	G	ABOVE AVERAGE
B+	(90-92) ABOVE AVERAGE	S	AVERAGE
B	(87-89) ABOVE AVERAGE	NI	BELOW AVERAGE
B-	(85-86) ABOVE AVERAGE		
C+	(80-84) HIGH AVERAGE		
C	(75-79) AVERAGE		
C-	(70-74) LOW AVERAGE		
D	(65-69) BELOW AVERAGE		
F	(BELOW 65) UNSATISFACTORY		

Letter grades are given in Grades 3 - 8 with the alternate Archdiocesan scale (O,G,S,NI) used in Grade 1 & 2 – these grades may include a + or – as appropriate. Grades TK & K have a separate report card.

Sacred Heart School believes that a student's academic grade should be an accurate reflection of his/her mastery of a given subject. With this in mind, the faculty of Sacred Heart School has examined the mathematical impact of the broad percentage interval of the grade of F. To reinforce our commitment that an academic grade should be a reflection of a student's mastery of subject matter, we have adopted a policy as follows:

If a student completes an assignment and demonstrates good effort in doing so, regardless of the percentage earned on the assignment (if it is below a 60), a grade of 60 will be entered into the grade book. The same will be true on a test. If a student earns a score less than 60, a grade of 60 will be entered into the grade book.

***Note, parents may still see grades on assignments below 60 so that they can monitor a child's progress. Be aware, however, that the entry in the grade book will be a 60.

Students who fail to complete assignments will receive a grade of 50 in the grade book.

***PLEASE NOTE THAT THE 50 & 60 PERCENT POLICY IS MODIFIED AT THE 6,7 AND 8 GRADE LEVEL. CONSULT THE TEACHER SYLLABUS FOR CLEAR EXPLANATION.

Consider the intervals for each grade in the 100 point scale...when it comes to an F, there is a 64 point range of possibility. A zero has a devastating influence, so much so that no matter what the student does, the grade distorts the final grade as a true indicator of mastery.

The policies above were derived from Rick Wormeli's book, Fair Isn't Always Equal. The following excerpt from this book should help parents understand the goal of this policy...

"When we turn students' zeros into 50s or 60s, in our grade books, we are not giving students something for doing nothing. We are adjusting the grade intervals so that any averaging we do is mathematically justified but, even more important, that any grade we determine from the pattern of grades is a valid indicator of mastery." (p. 137)

The different grade levels have determined a weighting policy with regards to determining a student's final grade in the major academic subjects. Please consult the homeroom teacher syllabus for further information regarding the determination of a student's final grade at each level.

GOLD CORD HONORS

Gold Cord honors are given at 8th grade graduation. The requirements for gold cord apply to 7th and 8th grade report cards. Students must meet the following requirements during each of the 7th and 8th grade years to receive this award at graduation:

Participation in one extra-curricular activity in both the 7th and 8th grades.

Maintain a “B” Average in the subjects of Reading, Religion, English, Social Studies, Math, and Science and maintain a “B/G” average in conduct and effort for each of the two years.

No “D/NI’s” or “F/P’s” on the report cards for 7th and 8th grade.

The following points are used to determine qualification for Gold Cord. The average for the three trimesters per subject each year must be no lower than 2.8 to qualify.

A	4.0
A-	3.8
B+	3.5
B	3.0
B-	2.8
C+	2.5
C	2.0
C-	1.8

PROMOTION/RETENTION POLICY

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade, with teacher observation, evaluation of cumulative report card grades and review of standardized test scores to form the basis of the decision.

The decision to retain a child in the present grade is based on a consideration of the overall welfare of the pupil, made by carefully weighing academic, emotional and social factors. This decision will be made by the principal, after consultation with the classroom teachers and the parents, and after efforts have been made to provide remediation. In the case of a pupil with a severe emotional or learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that, therefore, a recommended transfer might be necessary.

GRADELINK

Sacred Heart School utilizes the Gradelink online school administration system. This system is utilized for all student grading, attendance, progress reports and report cards. Parents of grades 1-8 are given a log-in code to view student progress online. Teachers utilize Gradelink as a means of communicating with parents via email on a regular basis. The school expects parents in grades 1-8 to check Gradelink REGULARLY to monitor child progress.

EXTRA-CURRICULAR ACTIVITIES

The CYO recommends that students maintain a "C" average in academic subjects and Satisfactory Effort and Conduct to be eligible for participation in Extra-Curricular Activities. Students will be placed on a 2-week probation during which participation will not be allowed. At the end of two weeks, a re-evaluation will take place. If a student has not shown sufficient improvement, he/she will be removed from the activity. If a student does show sufficient improvement, he/she will be allowed to return to the activity. This same policy will be applied to student council and for approval to run for ASC. All students who wish to participate in ASC must have a "C+" average for commissioners and a "B" average for the executive board in order to run for an ASC office. In addition, students must have and maintain a "G" or above in Effort and Behavior to be eligible to participate in ASC.

All students who wish to participate in an extracurricular activity such as a sport or the spring musical must submit an extracurricular activity request for approval form. This form will be completed by the student's teacher(s) to verify that a "C+" average (or "B" average and a "G" in Behavior in the case of ASC Executive Board) has been earned.

YEARBOOK

Students are provided an opportunity to purchase a yearbook that is published at the end of the school year. Please be advised that the school cannot be held responsible for what other students write in a child's yearbook. The school does, however, reserve the right to issue consequences for offensive things written in another child's yearbook. The school will not replace damaged, stolen or defamed yearbooks. The family may choose to purchase a new book if they are so available.

SPORTS POLICY

All qualified students may try out for membership on sports teams and in extra-curricular activities. All students who wish to participate in an extracurricular activity such as a sport, ASC, or the spring musical must submit an extracurricular activity request for approval form. This form will be completed by the student's teacher(s) to verify that a "C" average (or "B" average in the case of ASC Executive Board) has been earned.

The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected. Sacred Heart School will emphasize skill development at the "B" team level. Emphasis on competition will be primarily at the "A" level, although both levels compete in games against other schools. Parents are expected to conduct themselves in a manner consistent with our school's philosophy, mission and SLEs at all times.

It is expected that all coaches abide by the policies set forth by the school in our sports program. All uniforms are to be ordered through the Booster Club and all monies are to come through the school office.

Please be advised that once a student joins a team and a jersey has been ordered, the family is then responsible for full payment of that jersey regardless of whether the student quits the team or is removed for academic or other reasons. Failure to pay for jerseys will result in fees added to the family tuition account.

BOOSTER CLUB

The Sacred Heart Booster Club supports all sports programs in our school. This includes the purchase of sports equipment, CYO registration, payment for referees, coaches' certification, tournaments, etc. Uniforms are NOT covered by the Booster Club. A \$45.00 per child, per sport fee is due from each student who is placed on a sports team at the A or B Level. This fee is due immediately upon formal acceptance to a team. Checks may be made payable to Sacred Heart School. Fees are to be sent to the office in an envelope marked appropriately. A student MAY NOT play in a game until the sports fee is received. Applicable fees will be charged for NSF payments. Football players must purchase their own flags from the team coach.

The Booster Club will provide a lunch at school for any "A" Level Team that wins its division. It is our policy that no child is unable to participate in sports due to financial difficulty. If a family has financial strains that prevent the payment of the sports fee, the principal should be contacted so that arrangements can be made.

PEACEBUILDERS™

PeaceBuilders is a science-based, research-validated violence prevention curriculum and professional development program for grades pre-K (*in the case of SHS, TK*) to 12. Its essence is a common language - six principles, taught, modeled and practiced. These same principles set behavioral expectations, reduce aggression, and transform the climate and culture of any environment to one which is cooperative, productive, and academically successful. Sacred Heart School has a site license for PeaceBuilders™ and makes the six principles of peace building a regular and important part of our school community. The PeaceBuilder™ Pledge is included at the beginning of this handbook.

DISCIPLINE

Discipline in a Catholic School is considered to be an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

To educate students to an appreciation of the importance of developing responsibility and self-control.

To provide a classroom situation conducive to learning.

To help build a sense of community.

Each teacher has established class rules, which include both rewards and consequences. These rules are approved and supported by the principal.

If a child does not respond to positive rewards, a possible consequence would be a one-hour detention. Parents are informed by note that a detention has been issued.

If the child continues to be uncooperative, the teacher then has the right to send that child to the principal's office for further discipline. The principal may choose to contact the parent/guardian in this instance. Suspension from classes is determined at the discretion of the principal. (See below) Suspensions are served at home. All assignments/tests on that day receive a grade of zero and may NOT be made up.

Sacred Heart School has a **ZERO TOLERANCE POLICY** on issues of bullying and harassment. Students who engage in bullying behaviors will be putting their continuation at Sacred Heart School in jeopardy. The principal will deal with matters of this nature.

Any student who is a consistent behavioral problem will be asked to leave Sacred Heart School. Expulsions occur only as a last resort, after consultation with the pastor, principal, teacher, parents and student. Any student who is accused of a felony may, at the discretion of the Principal, be placed on home study until the issue is resolved. The Principal, in consultation with the Pastor, is the final recourse in all-disciplinary matters and can, for just cause, at her discretion waive any disciplinary regulation.

Sacred Heart School Detention/Suspension Policy

Grades K-5

Detentions will be given primarily for behavioral issues.

The fourth detention will result in suspension.

Three suspensions is cause for removal from Sacred Heart School.

The above policies are for the entire year. Each trimester does not represent an opportunity to start over.

Grades 6-8

Detentions will be given primarily for behavioral issues.

The third detention will result in suspension.

Three suspensions is cause for removal from Sacred Heart School.

The above policies are for the entire year. Each trimester does not represent an opportunity to start over.

Reasons for expulsion, with mitigating circumstance, are grounds for suspension. A notice of suspension will be sent home by the principal. **Suspensions are to be served AT HOME on the third school day following the date on the Suspension Notice.** This will be done WITHOUT EXCEPTION or regard to any activities, etc. that may be scheduled for that day.

See Archdiocesan Policies and Procedures beginning on pg. for detailed information regarding suspension and expulsion.

PARENT-TEACHER ORGANIZATION (PTO)

Once a family has registered in Sacred Heart School, the parents automatically become members of the Parent Teacher Organization. General PTO meetings are held in August/September, and in January/February. These meetings are designed to keep parents informed regarding varied school matters. Speakers are periodically invited to address the group on matters relating to family life, spiritual development or educational trends and, on occasion, the school children provide entertainment.

The Parent-Teacher Organization Board, the pastor and the principal feel that attendance at the General PTO meetings is essential for at least one parent from each family. The education of our children is vital and consistent communication between school and parent is of the utmost importance.

PARENT-TEACHER CONFERENCES

Annual conferences are held for the distribution of first trimester report cards. There are sign-up sheets available in advance so parents may choose a convenient time to meet with their child/ren's teacher(s). The first report card will be distributed **ONLY** at a parent- teacher conference.

At the end of any other trimester, parents and/or teachers may request a formal conference after school hours. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher. At no time is any parent to enter the classroom during school hours unless he/she has received clearance from the Office.

A conference before school, without an appointment, is not permitted. The teachers have classroom/student obligations at this time that demand their attention.

COACHES & VOLUNTEERS

All coaches and volunteers must be fingerprinted in order to work with the children. Please see the principal to obtain the necessary paperwork. Coaches must be certified through the CYO training program and through the Virtus Program. Coaches must also provide proof of freedom from TB that is dated no more than 4 years prior.

Parents who intend to volunteer their time during school activities or during school hours are required to attend Virtus Safe Environment Training and present a certificate of completion to the school administration.

VISITORS

We realize that many families have relatives and friends who come at lunch time to help earn service hours. If our office staff does not recognize the person who is coming to visit/do service hours, we will ask which child the individual is related to and will ask for a photo ID. We will make a copy of the photo ID for our files and check the child's emergency card. If the individual does not appear on the emergency card as an approved person in case of emergency, we will attempt to contact the parents of the child. If a parent of the child can be reached, we will ask for verbal permission for that individual to be on campus. We will make a written note of permission given and by whom as well as the date and time and keep this in our records. If we cannot contact a parent, that individual will be denied access to our campus.

Before you start thinking you have to come in and change your emergency card, please know that you can simply send a written notice with your child's name as well as the names of persons who may enter our campus and we will add it to your form. You can also send a note with your child any day when someone out of the ordinary (such as a relative from out of town, etc) may be stopping by. The exception to this policy will be on days when major events such as Halloween and Jog-A-Thon etc. are taking place when there are **MANY** visitors to our campus.

Any parent or other individual wishing to come on campus during the school day must be cleared through the office, sign in, and must pick up a visitor badge. This is for the safety of all children in our care. Parents are encouraged to make appointments to see teachers and/or the principal to ensure that optimum time can be allowed to address the situation. Students are not permitted to have visitors on campus during the school day. **ALL VISITORS MUST HAVE A VIRTUS COMPLETION CERTIFICATE ON FILE IN THE SCHOOL OFFICE.**

HOURS OF SERVICE

Sacred Heart School is a parent participation school. Because it is a parochial/private institution parent volunteers are needed to help with many projects and programs that lend support to the school.

A "service hour" program, in which all parents are expected to participate, requires forty hours of service to the school for 2 parent families and thirty hours of service for 1-parent families. 13 of the required service hours must be performed in conjunction with the Parish Festival.

Service hours are tabulated each trimester. It is the responsibility of the individual family to see that the service hours are turned in to the Office each trimester. If a family has not contributed to the program, re-registration privileges may be withdrawn at the discretion of the pastor and the principal. **Twenty-five service hours must be completed by re-registration time in March.**

The following are opportunities for earning service hours:

- Lunchtime and playground supervision
- Library aide
- Office/classroom aide
- Health room aide
- Room parent
- Participation in organizing/implementing school fund raisers.
 - Annual Parish Festival
- Fundraisers
- Other DOCUMENTED activities, services or donations directly for or to the school.

Although we would prefer that parents be involved in school activities, if this is not possible, parents may wish to "buy out" their service hours. Remaining hours may be bought out at \$25.00 per hour. The thirteen hours reserved for the Parish Festival MAY NOT be bought out. Those who do not complete their mandatory 13 festival hours will be fined \$50.00 per hour as stated in the contract signed at registration.

MAINTENANCE REQUESTS

Any parent or school group needing the assistance of the maintenance staff must complete a maintenance request form in the office. The form will be evaluated by the principal and if approved, will be forwarded to the maintenance staff. Parents should not approach the custodians directly requesting assistance or service.

EARTHQUAKE/DISASTER PLAN

In the event of a disaster, the school has supplies and procedures to provide safety and protection for the students. Each student purchases a disaster kit upon starting Sacred Heart School. These kits have a shelf life of five years and will be rotated as needed.

The following are guidelines for parents:

BE CALM!

Do not phone the school:

The phone will be needed (if it is working) for emergency calls

Faculty and staff will also be too busy to answer calls

Get emergency reports and information first:

Listen to the radio

The directives given for the local public schools will be followed

Updates, road damage, building conditions, etc., will be broadcast

If possible to come to school, report to the person with the master list who will be located at the walkthrough gate near Cavanagh Hall.

Sign children out

-Child/ren will be released ONLY to parents or to the authorized persons on the Family Disaster Release Form

-Whoever picks up the child/ren will sign their name and time of pick-up on the back of the Release Form

Parent volunteers may stay to help at the discretion of the person at the security gate.

No parent will be permitted on the school grounds (exception #6 above). The children will be brought to the gate when parents or authorized persons arrive.

IN THE EVENT PARENTS ARE NOT ABLE TO COME TO THE SCHOOL, THE CHILD/REN WILL BE CARED FOR. AN ADULT WILL STAY WITH THE CHILD/REN FOR AS LONG AS NECESSARY.

REGISTRATION

Registration for those families RETURNING to Sacred Heart, including new siblings, will take place in March. Registration for NEW students takes place each spring. A copy of the birth certificate, all sacramental certificates, past grades/report cards/test scores (as applicable) are also necessary. In order to be considered for TUITION BREAK STATUS, it is necessary to have your envelope number from Sacred Heart Church. Families are expected to make an identifiable yearly contribution of \$300.00 to Sacred Heart Church in order to qualify for the tuition break status.

Full, **non-refundable**, registration fees are due at the time of registration. **Places will not be held for families who have not met obligations on time.** Please consult the registration contract for requirements regarding registration. Families who do not register on the registration date specified and who have not contacted us prior to the date of registration, will be charged a \$50.00 fee to make a special appointment to do so.

CURRICULUM ENHANCEMENT FEE

A curriculum enhancement fee is charged at registration time to support curricular goals. This money is directly applied to improving and updating the curriculum in accordance with standards and guidelines as presented by the state of California and the Archdiocese of Los Angeles.

ADMISSION POLICY

This school gives preference in admission for Catholic students within the parish; secondly to Catholic students outside the parish; thirdly to non-Catholics.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. Transfer would be recommended.

TUITION

Tuition is a yearly fee, which is generally divided into eleven installments from August to June. When following this plan, payments are due on the 5th or the 20th of each month through FACTS Tuition Management. A \$25.00 fee will be added for late/NSF payments.

Alternate tuition plans include payment in full during August (the only way to opt out of the FACTS program) or two payments - one during August and one in January.

Fundraising requirements for each family must be met as stipulated in the registration contract.

A tuition break, which pays the partial cost of educating the child, is given to those who qualify. To qualify, all of the following criteria apply:

At least one of the parents is a practicing Catholic.

Regular weekly Mass attendance.

Registered and an active member in Sacred Heart parish.

An identifiable regular offering (check w envelope) to Sacred Heart Church (suggested minimum \$300 per year) evaluated each July and January.

The obligation to pay tuition and fees on time must be taken seriously. A conference will be requested if payments are repeatedly late. Our staff and creditors must be paid on time, which is not possible if tuition is not received on time.

Eighth Graders will not be allowed to participate in graduation activities or ceremonies if tuition, service hours, fundraising, graduation and late fees are not fully paid by the first week in May; hence, no diploma will be awarded.

If serious financial difficulties are encountered please make an appointment to see the principal immediately.

Families who have not met financial obligations to the school will not be awarded final report cards and/or student diploma at the end of the school year until obligations are met.

The school reserves the right to require that payments are made by cash or money order only for those families who submit payments with NSF checks.

USE OF SCHOOL GROUNDS

No group or individual may utilize school grounds unless permission has been granted by the school or the parish. Use of the softball field by outside teams will be limited to teams coached by school parents or faculty members. A team wishing to use the field must contact the principal prior to use and will be asked to supply the necessary proof of liability insurance for the team. Damage to the field will result in discontinued use and possible fine to cover the expense of repairs. **The clay area may not be used by outside teams due to repeated damage and expense to the school. Only the grass areas may be utilized.**

NON-CUSTODIAL PARENTS/ THE NON-TRADITIONAL FAMILY

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. Any parent wishing to have information sent from the school must provide the school with the self-addressed envelopes and postage to do so. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. **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. This must be done each new school year. The school cannot assume that orders continue to carry over. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.**

CHILD ABUSE REPORTING OBLIGATIONS

In accord with Archdiocesan policy and California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

COUNSELING/TESTING REQUESTS

On occasion, the school may recommend that the parent/guardian obtain counseling services and/or specialized testing for his/her child. This would be done with the best interest of the child in mind. The school expects parents to comply with these requests in order to support the partnership of parents and the school in the educational process. Refusal to cooperate with requests may put the child's continuation at Sacred Heart School in jeopardy.

PRINCIPAL'S RIGHT TO AMEND

The principal has the right to amend the handbook at any time for just cause. Parents will be given notification if changes are made.

WAIVER OF POLICIES

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

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.

1.2 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.

1.3 Safe Environment Training for Children and Youth

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

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

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

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

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

1.4 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

1.5 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.

1.6 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 or 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.

2.6 Work Permits

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

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

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

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

2.7 Student Accident Insurance

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

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 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.

3.2 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.

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

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

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

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

5.1 Definitions

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

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

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

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

5.3 Ownership and Control of Communications

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

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

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

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any

postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

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

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See Archdiocese of Los Angeles Copyright and Video Screening Policy.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.

- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

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

6. HEALTH AND SAFETY

6.1 Emergency Card

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

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

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

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

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

6.2 Examinations and Inoculations

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

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

6.3 Immunization

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

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

6.4 Health Records

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

6.5 Medical Appointments

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

6.6 Medications

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

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

office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

6.7 Communicable Diseases

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

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

6.8 Allergies

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

6.9 Student Sexual Conduct and Pregnancy

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

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

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

a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

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

6.10 Closed Campus

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

6.11 Research Projects and Rights of Parents

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

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

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

6.12 Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

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

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the

student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 Interview and Removal from School of Students by Police Officers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness

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

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor

- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian: _____

Date: _____

Name and Signature and Title of Witness: _____

Date: _____

APPENDIX B

prnt_release_child_noncomm_en[1].pdf - Adobe Reader

File Edit View Document Tools Window Help

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Please fill out the following form. You can save data typed into this form. Highlight Fields

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

Archdiocese/School Parish: _____

Class/Activity: _____

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

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

This section to be completed by Parent/Legal Guardian:

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

Please initial the applicable boxes

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

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

 Print Release Child Noncomm en 1 Undated 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

APPENDIX C

The image shows a screenshot of a fillable PDF form titled "STUDENT AND YOUTH ACTIVITY PERMISSION FORM" displayed in Adobe Reader. The form contains several fields for personal and activity information, including child's name, grade, activity type, date, cost, educational purpose, description, mode of transportation, and teacher details. It also includes a section for a parental request and a liability waiver.

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

The image shows a screenshot of a PDF document titled "medicationauthpermisform_en[1].pdf" in Adobe Reader. The document is a medication authorization and permission form for the Archdiocese of Los Angeles. The form is divided into several sections:

- Section A:** Student information fields including 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, and Length of Time this Medication will be Necessary.
- Section 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 _____
 - _____
- Section 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

PARENT- STUDENT HANDBOOK ACCEPTANCE

2018-2019



Sacred Heart School Parent/Student Policies Agreement Form

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

We, the administration, faculty, staff and (parent organization) of Sacred Heart School, welcome you to our school community which is firmly committed to providing a Catholic education for your children.

The success of our school community demands the commitment and dedication of the administration, faculty, staff and parents to the philosophy, mission statement and Student Learning Expectations of the school. Thus, we ask you to read the following agreement and sign it as an indication of your acceptance of your responsibilities to the school community.

AGREEMENT

- 1. We understand that the school is a Catholic parish school under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore:**
 - a. that the pastor of the parish is the ex-officio chief administrative officer of the school, who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school.
 - b. that the principal is responsible for the immediate direction and supervision of the school program.

- 2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore:**
 - a. To participate at Sunday/Saturday Liturgy each week and to participate in parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.
 - b. To participate in the religion program and related activities in order to make the teaching of religion a reality in the lives of our children.

- c. To encourage our children to learn by providing the environment (space and time) suitable for home study.
- d. To abide by all school and Archdiocesan policies and regulations and to positively accept all disciplinary actions, including withdrawal of our children, for non-compliance with these policies and regulations.
- e. To communicate respectfully with all personnel at all times and to communicate to our child(ren) our support of school personnel and policies.
- 1) f. To promptly complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.
- g. To participate in school activities.

3. We understand that tuition and fees cover only a part of the total cost of educating our children. We agree, therefore:

- a. That the obligation to pay all charges for the full academic year is unconditional and that tuition and fees will not be refunded or pro-rated upon any early withdrawal for whatever reason.
- b. To make regular and prompt payment of tuition/fees; pay applicable late payment fees; and accept that my child(ren) may be excluded from school at any point that tuition becomes more than 45 days overdue.
- c. To submit donation envelopes weekly at Sunday/Saturday Liturgy at Sacred Heart Church (if receiving the supporting parishioner tuition rate).
- d. To fulfill our service obligations as explained in full in the Parent/Student Handbook.
- e. To participate in the fundraising program (if applicable) as explained in full in the Registration Contract and Parent/Student Handbook.
- f. To abide by the decision of the pastor/principal should circumstances lead us to request exemption for all or part of our obligations.

Sacred Heart School
Parent/Student Policies Agreement Form
2018-2019

Our family read the ***Sacred Heart School Parent/Student Handbook*** – including the Archdiocesan Policies and Procedures on the Sacred Heart School website at: <http://www.shs.cc>. 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 SIGN AND RETURN THIS FORM BY: FRIDAY, SEPTEMBER 21, 2018

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files.

Archdiocese of Los Angeles

**Sacred Heart School
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 prescribed is under my care.

Print Name of Licensed Physician Signature of Licensed Physician

Address Telephone Date

D. Permission for Medication to be Taken During School Hours

I request that my child, _____, be permitted to receive and to be assisted/supervised in taking the above prescribed medication at school. I will comply with the policies and procedures determined by the school district.

Date Day Telephone Emergency Telephone

Signature of Parent/Guardian

Sacred Heart School
eReader User Agreement 2018-19

It is permissible for students in grades 3-8 ONLY to bring e-readers to school for reading purposes. We recognize that some students have iPads and have the Kindle app on the iPad for reading. Bringing an iPad to school is only allowed for READING purposes. Playing games, surfing the web, etc. will be cause for confiscation of the iPad or any other electronic device at Sacred Heart School. In addition, students found to be reading inappropriate content will have the device confiscated. Cell phones with an e-reader app may NOT be used at school. **Students who choose to bring e-readers to school must be aware that the school will take NO RESPONSIBILITY for the security of the item.** If the item is lost, stolen or broken, the school will not be held responsible.

- eReaders must be used at appropriate times in accordance with teacher instructions. The eReader must not be a distraction for student or those around him/her nor be a source of any classroom disruption.
- Students must be responsible for knowing how to properly and effectively use their eReader. It is not the teacher's role to instruct students on use of the device.

Students bring e-readers to school at their own risk. A student bringing an e-reader may NOT loan the device to another student. In addition, the device is to be used for reading ONLY – not to play games or do puzzles. This includes non-instructional time such as recess and lunch. Students found to be in violation of this policy will have their device confiscated and will not be able to bring it back to school. This policy applies to daycare as well.

This contract waives all liability of Sacred Heart School and its faculty/staff for the eReading device of the following student:

Name _____ Grade _____

Type of device student may bring:

___ iPad

___ Kindle

___ Nook

___ Kindle Fire

___ Other (please list) _____

We understand that bringing an eReader to school is a privilege that will be revoked if the child named above is found to be in violation of the policy listed above. We agree to allow the child named above to bring the specified device to Sacred Heart School for reading purposes only.

Parent Name (Print) _____

Signature _____

Student signature _____

Date _____