



Our Lady of Guadalupe School
Parent and Student Handbook

Table of Contents

A. GENERAL INFORMATION

1. Contact Information.....	3
2. History of the School.....	3
3. Statement of School Philosophy.....	4
4. Mission Statement.....	4
5. School Wide Learning Expectations (SLEs).....	4
6. School Personnel.....	5
7. Room Parent Association (PAWS).....	5
8. Student Council.....	5
9. Daily School Schedule.....	6
10. Uniform Policy/ Dress Code.....	6-8

B. ADMISSION AND ATTENDANCE

11. Admission Procedures.....	8-9
12. Absence/Tardiness.....	9
13. Communication Procedures.....	9-10
14. General Policies and Procedures.....	10-12
15. Safety and Emergency Procedures.....	12-14
16. After School Daycare Program.....	14
17. Health Regulations.....	14-15

C. ACADEMIC/CURRICULUM INFORMATION

18. General Curriculum.....	16
19. Grading Policy.....	16-17
20. Homework Policy.....	17
21. Academic Probation/Retention/Transfer.....	17-18
22. Standardized Test and Assessments.....	18
23. Honor Roll.....	19
24. Extracurricular Activities.....	19
25. Religious Education Program.....	19-20
26. Discipline Policy.....	20-24

D. TUITION AND FEES

27. Tuition and Fees Policy.....	24-25
28. Required Mandatory Obligations.....	25-26

ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION	
2. ADMISSION AND ATTENDANCE	
3. ACADEMICS AND CO-CURRICULAR ACTIVITIES	
4. DISCIPLINE	
5. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]	
6. HEALTH AND SAFETY	

A. GENERAL INFORMATION

1. Contact Information

- a. School Address: 436 N. Hazard Ave
Los Angeles, CA 90063
- b. School Phone: (323)269-4998
- c. School Website: www.olglions.org
- d. School E-Mail: principal@olglions.org

2. History of the School

Our Lady of Guadalupe School opened in the fall of 1950. It was one of a number of schools built through the efforts of Cardinal McIntyre. Initially, there was no one to administer the school, but a novena of Masses in honor of St. Columban brought the Columban Sisters to the school. They agreed to administer the school and serve as faculty.

The Columban Sisters were a large part of the school community until the early 90s when a lay principal took over. Despite no longer serving in an administrative capacity, the Sisters maintained an active role in the life of the school. Sr. Maura Ryan continued for several years as the supervisor of the Writing to Read Program for K- 2 while Sr. Margaret Devine was instrumental in organizing the alumni organization and taught music classes. Today, Sr. Margaret Devine continues to be the backbone of our alumni association which provides additional funding to enhance the academic, spiritual and overall wellbeing of students attending Our Lady of Guadalupe.

Today rigorous academics continue to be emphasized which helps achieve high levels of student learning. Our graduates continue to distinguish themselves in high school and college which encourages our present students to strive for success. The dedicated and committed staff of Our Lady of Guadalupe sets high standards for academic achievements and continually incorporates the best proven techniques and materials into the curriculum. We seek to mold students into good Catholics who can feel at home when participating in church, school, and/or community related events. The tradition of excellence of the Columban Sisters which began in 1950 continues today as we seek to provide students an outstanding Catholic education while encouraging students to serve God and others as good citizens of society who think critically and creatively.

Presently, our staff consists of 5 full-time lay teachers, one part-time teacher, one full-time secretary, one part-time accountant, and one full-time lay administrator. The campus has eight classrooms, a Junior Kindergarten and Kindergarten module units.

3. Statement of School Philosophy

Our Lady of Guadalupe School has been serving the East Los Angeles communities since the fall of 1950. Our Lady of Guadalupe School creates a student-centered environment that is conducive to the total growth of the student and builds a pathway to the future. The majority of the students are members of Our Lady of Guadalupe parish and many are children of alumni. The school promotes within its students an appreciation of all cultures and their contributions to society. The priests, faculty, students, and parents have created an atmosphere where good citizenship, cooperation, social responsibility, and Catholic identity are encouraged. Our Lady of Guadalupe students will develop attitudes and skills that will assist them in assuming a positive role in society.

4. Mission Statement

Our Lady of Guadalupe School – LA, in partnership with the parish, parents, and extended community provides a safe and caring environment that promotes spiritual, moral, and academic growth for all students. Our comprehensive educational program continues the legacy of faith, leadership, service and academic excellence instituted by the Columban Missionary Sisters. Our Lady of Guadalupe students are Catholic, life-long learners and responsible citizens.

5. School Wide Learning Expectations (SLEs)

Our Lady of Guadalupe School’s Student Learning Expectations:

RESPONSIBLE

- **Life-long Learners**
- **Integrity**
- **Outstanding Citizens**
- **Never Give Up**
- **Serve Others**

- We are life-long learners who show integrity.
- We are outstanding citizens who never give up.
- We serve others.
- We are responsible **LIONS**.

6. School Personnel

Pastor	Fr. Enrique Huerta
Principal	Mrs. Nancy Flores
Secretary	Mrs. Pauline Carrillo
Transitional Kinder/Kindergarten Teacher	Ms. Sarah Lopez
Grade 1 and 2 Teacher	Mr. Dale Bockelman
Grade 3 and 4 Teacher /Vice-Principal	Mrs. Angelica Carrillo
Grade 5 and 6 Teacher	Ms. Jessica Ramirez
Grade 7 and 8	Ms. Jeanette Meza
Music	Mr. Manuel de Jesus Sandoval
Performing Arts	Mrs. Cecilia Camacho
Daycare	Mrs. Imelda Lopez
Cafeteria	Mrs. Elda Roman
Custodian	Mr. Eleuterio Cruz

7. Room Parent Association (PAWS)

OLG Room “PAWS” (Parents Actively Working for our School)

The mission of the Our Lady of Guadalupe Room PAWS is to promote open communication and understanding between parents and staff and establishing a circle of support that includes alumni, parishioners and members of the general community. We strive to enhance and maximize the education of every child while aiding them in achieving their highest potential. We assist teachers in classroom setting, hold fund-raisers for supplemental educational materials and experiences, support school and family social interaction, and provide a non-biased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent teacher organization offers the best possible learning environment for our children.

Room Parents (PAWS) must attend monthly meetings, classroom meetings, and school sponsored events. Each room parent is expected to work with the principal, teachers, and other parents. Room Parents must participate in all fundraising functions to receive full credit. By fulfilling these duties, the room parents earn all of their school hours for the year.

8. Student Council

The Our Lady of Guadalupe School Student Council is a student body organization which consists of a faculty moderator and elected student commissioners. Student council members consist of fifth, sixth, seventh and eighth grade students. Members must obtain a B average in both academics and conduct. The purpose of this organization is to provide learning experiences in leadership, citizenship, scholarship, and service.

Student council members live out Our Lady of Guadalupe School’s Student Learning Expectations on a daily basis by promoting harmonious relations, planning and participating in. Mass, improving student relationships, and planning special events or projects for the improvement of student morale and the general welfare of our school. The principal has the right and responsibility to veto proposals of the council, which are in opposition to school policies.

9. Daily School Schedule

Monday-Thursday:

8:00 a.m.	School begins
10:00 a.m. -10:15 a.m.	Recess Grades Kinder to 4 th
10:20 a.m. -10:35 a.m.	Recess Grades 5 th to 8 th
11:30 a.m. -12:15 p.m.	Lunch Grades Kinder to 4 th
12:15 p.m. -1:00 p.m.	Lunch Grades 5 th to 8 th
3:00 p.m.	Dismissal

Friday:

8:00 a.m.	School begins
10:00 a.m. -10:15 a.m.	Recess Grades Kinder to 4 th
10:20 a.m. -10:35 a.m.	Recess Grades 5 th to 8 th
11:30 a.m. -12:15 p.m.	Lunch Grades Kinder to 4 th
12:15 p.m. - 1:00 p.m.	Lunch Grades 5 th to 8 th
1:15 p.m.	Dismissal

The school office is open from 7:30 a.m. to 4:30 p.m. during the school year. For safety and insurance reasons we ask that no students arrive at school before 7:45 a.m. The school will accept no liability for students on the school or parish grounds before that time. Parent cooperation on this matter of supervision is mandatory. This same policy holds true after 3:15 p.m. on regular days and 12:45 p.m. on Fridays and early dismissals. Students who are waiting for rides, who have not departed campus, and do not have an after-school activity, will report to after school day care at that time. A fee will be charged for the time that they are supervised before they are signed out by the parent.

10. Uniform Policy /Dress Code (8/10/12)

	Boys	Girls
Pants	<ul style="list-style-type: none"> Gray uniform school pants No Gray denim type pants or skinny fit jeans no low rise pants worn at the waist 	<ul style="list-style-type: none"> Gray uniform school pants no gray denim type pants or skinny fit jeans no low rise pants worn at the waist
Shorts	grey uniform shorts (no more than two inches above the knee) may be worn Aug. – Oct. 31st and April - June	
Skirt, Skort or Jumper Plaid	N/A	<ul style="list-style-type: none"> Touching the knee or below wearing shorts under the skirt and jumpers is suggested for purpose of modesty (black only) girls K-4 (jumper for mass and special assemblies) Girls 4-8 (skirt for mass and special assemblies)
Shirts	<ul style="list-style-type: none"> White collared, buttoned, long or short sleeved shirt or polo shirt w/ logo (white, green or heather grey) that must be tucked in at all times. only white undershirts may be worn. Sleeves of undershirt should not be seen. Only white turtlenecks or white long sleeve shirt may be worn, if necessary, during cold weather. 	
Sweaters / Sweatshirt	<ul style="list-style-type: none"> Solid green cardigan with logo is part of our formal uniform and is the only sweater allowed for school liturgies and special assemblies. green school pullover sweater with logo or fleece sweater may be worn at any time with the exception of school liturgies and special assemblies. 8th grade students may wear their 8th grade jacket at all times including liturgies and special assemblies.) When not wearing 8th grade jackets, students must follow school sweater guidelines.) 	
Belt	black belt must be worn when wearing school pants or school shorts. (Required for all grades.)	
Socks	<ul style="list-style-type: none"> Plain white or black socks must be visible and three inches above the ankle. no low-cut socks or sports socks. 	<ul style="list-style-type: none"> Plain white, green, blue, black or Gray crew socks (3 inches above the ankle), Knee-hi's, tights, or full leggings may be worn. (Leggings must reach down to the ankles) No low-cut socks or sport socks

Shoes	<ul style="list-style-type: none"> All black tennis shoes or leather shoes no boots or heavy shoes may be worn rain boots allowed for rainy days only 	<ul style="list-style-type: none"> white and black Oxford lace-up shoes or black Mary Jane's with rubber soles 8th Grade may wear all-white tennis shoes in April/May KED (Dark blue & white) are acceptable. rain boots allowed for rainy days only
Hair	<ul style="list-style-type: none"> boys' hair should be neatly cut and away from the face. Hair should be no longer or shorter than #2. no shaved heads or sides are allowed. no hair coloring and/ or dyed hair is acceptable 	<ul style="list-style-type: none"> hair must be worn neatly away from face and neat in appearance. no eccentric style or dyed hair is allowed. no hair coloring is acceptable. hair accessories should be conservative in size and color and be complementary to the uniform-green, Gray, black, yellow, or white. (No headbands with cat ears, Bunny ears, etc.)
Jewelry	<p>The wearing of jewelry is discouraged for safety reasons. Jewelry must be minimal in size and non-distracting to learning in the classroom.</p> <ul style="list-style-type: none"> Watches are acceptable. One modest ring per hand is acceptable. Only an ID bracelet is permitted. only one thin necklace with religious metal or crucifix may be worn and kept under blouse/ shirt (no rosary necklaces) no beads are acceptable; absolutely no tattoos or body piercings will be allowed. Girls only: stud earrings per lobe only. Hoop earrings are not allowed. 	
Pe	<ul style="list-style-type: none"> green PE T-shirt with school logo green shorts or sweatpants only on PE days students may use all black and all white tennis shoes (tennis shoes must not contain any markings of any other color!) White or black crew socks (3+ inches above ankle bone) Green OLG pullover sweatshirt w/ logo or fleece zip-up jacket 	<ul style="list-style-type: none"> green PE T-shirt with school logo green shorts or sweatpants only on PE days students may use all black and all white tennis shoes (tennis shoes must not contain any markings of any other color!) White or black crew socks (3+ inches above ankle bone) Green OLG pullover sweatshirt w/ logo or fleece zip-up jacket
Formal Uniform (Weekly Liturgies And Special Assemblies)	<ul style="list-style-type: none"> uniform gray pants white shirt (collared, button down or polo w/ logo cardigan w/ logo or school jacket w/ logo (no fleece jackets) belt necktie black shoes (containing no markings of other colors) 	<ul style="list-style-type: none"> Girls k-4 school jumper. Girls 4-8 school skirt white blouse (collared button down or polo w/ logo) cross-over tie Oxfords or black Mary Jane's with rubber soles
Makeup And Nail Polish	N/A	<ul style="list-style-type: none"> No makeup is allowed at any time with the exception of 8th grade graduation pictures and ceremony. At that time guidelines will be given. No nail Polish or acrylic nails are allowed.

Dress Code for Non-Uniform Days

All general dress code rules apply on non-uniform days. The following guidelines apply to nonuniform days.

- No tank tops or low-cut blouse
- Blouses/shirts must extend over the waistline with no obscene writing or designs. Words and graphics on clothing should be appropriate and non-offensive
- Jeans are acceptable if they are worn at the right size and are neat looking.
- Girls' skirts should not be shorter than the uniform skirt (two inches above the knee).
- No student should wear sweats or any sloppy looking clothing, unless specified by the teacher

SCHOOL ADMINISTRATION SHALL BE THE FINAL DETERMINER AS TO WHAT WILL OR WILL NOT BE ACCEPTABLE.

B. ADMISSION AND ATTENDANCE

11. Admission Procedures

- 1) New Student Registration: Entering Grades Transitional K – 8
 - Open enrollment for all new students is ongoing.
 - You may contact the school office to make an appointment.
- 2) Returning Student Registration:
 - Re-enrollment begins for existing families during January through March of the current school year.

Parents who wish to enroll their children at Our Lady of Guadalupe School must complete the general admission process.

- 1) Complete and return the application form along with the \$175.00 non-refundable registration fee for each student.
- 2) Submit a copy of the following:
 - a. Birth Certificate
 - b. Baptismal and/or First Holy Communion Certificate (if applicable)
 - c. Immunization records
 - d. Most recent student assessments including report card, standardized test results and other teacher observations if available.
- 3) Complete a FACTS Tuition Application

Acceptance into Our Lady of Guadalupe School is based upon the following guidelines:

- 1) The principal and pastor decide all student admissions.
- 2) Verification of report cards, above average effort and behavior grades from the previous school.
- 3) Students: Evidence of a good Christian attitude and acceptance of OLG School discipline policy; satisfactory completion of placement tests.
- 4) All new students are admitted on probationary status for one trimester. Their progress is monitored and reviewed for continued attendance.
- 5) Family support of the spiritual and academic standards of the school.
- 6) Parental support of the school and its policies.
- 7) Parent participation in the parent service hour program.
- 8) Financial support of school by payment of fees, tuition and fundraisers.

Our Lady of Guadalupe School administration will review all application materials. An interview with you and your child/children is the final step in the process. Once your child is accepted, you will be notified so that you may complete an OLG Parent tuition agreement.

Age Requirements:

- The recommended age for Transitional-kindergarten students is four (4) years of age on or before November 1.
- The recommended age for kindergarten students is five (5) years of age on or before December 1.

12. Absences/Tardiness

Absences

Prompt and regular attendance is important. Please call the school office before 9:00 a.m. when your child will be out of school for any reason. The telephone call does not substitute the written excuse required the following day. A written excuse, signed by a parent, must be submitted to the office whenever a student has been absent. If there is no written excuse, the parent will be called, and the student will be sent home.

A student may be excused from class for medical appointments. Parents are advised to notify the school in advance if the student will be absent. We strongly urge parents to keep such appointments to a minimum. After keeping a medical appointment, the student must check in at the school office before returning to his/her classroom.

Parents may not go the classroom for their child. They are to go to the school office and someone will get the student from the classroom.

Tardiness

Any student who arrives after 8:00 a.m. are consider tardy. The student must report to the school office before being admitted into the classroom. Disciplinary action will be taken for excessive tardiness.

13. Communication Procedures

Home/School Communication

Our Lady of Guadalupe School website is kept up to date with current information on school activities. Also, the school's newsletter is published weekly and a copy is sent home in the family envelope with the oldest or only child. The envelope is to be returned to class the next day. Please save and post this bulletin as it contains all current information regarding school activities and events. If you are not receiving this bulletin, check with your child or the school office. Important student information will only be given to parents or legal guardians, unless otherwise stated by written consent of the parent(s). Events of special interest are also published in the Weekly Church Bulletin.

Our Lady of Guadalupe School uses **ClassDojo** schoolwide as an important tool for home and school communication. ClassDojo is a free and secure platform that allows teachers and staff to share school news, classroom updates, and upcoming events. Teachers also use ClassDojo to send direct messages to parents regarding their child's progress or classroom reminders. Schoolwide announcements and event information are regularly posted on ClassDojo to keep families informed.

All parents are expected to sign up for ClassDojo to stay connected with their child's teacher and the school community. Instructions for joining are provided at the beginning of the school year, and assistance is available through the school office if needed.

Classroom Newsletters

Classroom teachers prepare detailed information regarding the activities and learning taking place in the classroom. Newsletters are sent home the first week of the month.

Student Homework Agendas

Homework agendas also have a section for home/school communication. Parents should be sure to contact teachers by including a note in the agenda or calling our school office whenever needed.

Parent-Teacher Conferences

It is strongly recommended that parents communicate with teachers frequently regarding the progress of their students in addition to receiving and viewing agenda planners (grades 3-8), graded papers, progress reports, and report cards. When parents would like to set up an appointment with their child's teacher, they should contact the school office or simply write a note to the teacher requesting an appointment. Teachers should respond in a timely manner so that arrangements can be made. If parents are not satisfied with the response or would like further follow-up, they should make an appointment to meet with the Principal. If there is a question regarding a classroom situation, please make an appointment and discuss it with your child's teacher first. If further discussion is needed, please contact the Principal.

Access to Records

The principal only, as custodian of the records, authorizes the release of personal information about students.

14. General Policies and Procedures

Birthdays/Celebrations

Birthdays/Celebrations Classroom celebrations are limited to a cupcake & juice or pizza. Parents must provide the classroom teacher with a message indicating the date you wish to celebrate one week in advance. Deliveries such as flowers or balloons for students are not encouraged. We ask that all parents cooperate with the school in this matter. The school honors the students by singing "Happy Birthday," at morning assembly.

Breakfast and Lunch Program

Our school qualifies for the National School Breakfast and Lunch Program. If your income falls within the eligibility scale, your family qualifies for free breakfast and lunch. If your income does not meet the requirements, you may qualify for a reduced cost lunch. Each family who wishes to apply for a free or reduced cost breakfast and lunch must fill out the application form completely. These forms are confidential and can be picked up in the school office.

Families qualifying for reduced cost breakfast/lunch or families that has to pay full price breakfast/lunch for their child/ren need to pay in advance every week or once a month. Please send money in an envelope with the child's first, last name and grade. Your child will not be served lunch or breakfast if he/she owes more than five meals. Your cooperation is greatly appreciated in this matter.

Cell Phones

Cell phones may be brought to a school under the following conditions:

1. Cell phones must be turned in every morning to the classroom teacher.
2. Phones must be kept in the OFF position from 8:00 am to 3:00 pm unless under the direction of the classroom teacher.
3. No cell phones may be used for picture taking.
4. No harassment or threatening of persons via the cell phone is permitted.
5. Cell phones may not be used for game playing, internet or e-mail access, text messaging, music, gambling or marketing purchase of any kind.
6. Internet access for classroom assignments may be used only under the supervision of the classroom teacher.
7. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

Collection of Money

No collection of money for school other than fundraising for OLG School or school related project is permitted without explicit permission from the principal. Students are discouraged from bringing large amounts of money to school; the school personnel are not responsible for any money lost at school. Money should never be left in the classroom overnight. When a payment is brought to school for any purpose, it is to be in an envelope clearly labeled with the child's name, grade, the purpose of the enclosed money, and the amount enclosed.

Field Trips

Each class may participate in educational and/or cultural field trips during the school year at the discretion of the teacher. Volunteer chaperones must be over the age of 21 and approved by the teacher. Each student must have a field trip permission slip signed by his/her parent or legal guardian in order to participate. Telephone calls cannot be accepted in lieu of a signed permission slip. All students must go and return on the bus. Students are directed to cooperate and conform to directions and instructions of the supervisors in charge of the field trip. Field Trips are privileges and students can be denied participation if they fail to meet behavioral or academic requirements or if parents fail to meet financial responsibilities.

Forgotten Lunches/Books/Homework/Telephone Use

To minimize classroom interruptions and also train students in responsibility, any forgotten article brought to the school during class time must be deposited in the office, not the classroom. The children may then come to the office at recess or lunch to collect anything left for them. No parent or other nonstudent may visit a classroom during school for any reason. If lunches, books, etc., have been forgotten or if an emergency arises, contact the school secretary who will take the message and relay it to the student. Students will not be allowed to use the phone because of forgotten school work, books, supplies, or sports equipment.

Lost and Found

Clothing and other personal property are to be labeled with the student's name. The lost and found is located in the school office. Found items not claimed within one week, will be sold and/or given to the poor.

Parties

Mixed parties involving students of the upper grades, even though those parties are held at home, are discouraged. Parents are asked to cooperate with this regulation although this matter of parent-sponsored parties is one primarily involving parental control and not that of the school. The school discourages the parties because the consequences usually affect school discipline and study habits.

Racial Non-Discrimination Policy

Our Lady of Guadalupe School admits students of any race, color, sex, racial or ethnic origin to all the rights, privileges, programs, or activities generally accorded to students at the school. The school does not discriminate on the basis of race, color, sex, racial or ethnic origin, administration of its education policies, admission policies, and athletic or other school administered programs.

Sex Non- Discrimination Policy

Our Lady of Guadalupe School does not discriminate against any applicant or employee because of sex and not discriminate against any applicant or pupil because of sex in admissions, educational programs and activities.

15. SAFETY AND EMERGENCY PROCEDURES

Family Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. It is essential that the information on the emergency cards kept in school be current and accurate. Parents must notify the school office of any change in address, telephone number, or other emergency information or to any medication prescription for a student.

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. For this reason, you must notify the school secretary when there is a change of phone number, address, or persons to be contacted when you cannot be reached. We must know where to contact you in case of serious accident or sudden illness.

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](#).

Custody Policy

Divorced or separated parents must file a court-certified copy the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Classroom Visits

For the protection of the children and to maintain a good learning atmosphere, all visitors to the school, including parents, relatives, and friends, are required to sign-in and sign-out at the school office. This includes parents who come to school during school time to work service hours.

Parents, teachers, staff, and students are to report to the office persons not wearing a visitor's badge.

Bicycle/ Skateboard, etc....

Bicycles, skateboards, roller blades, shoes with wheels, etc., are forbidden on school grounds. The school accepts no liability for any equipment if it should become damaged, lost, or stolen.

Insurance

The Student Accident Program is provided for all students throughout the Archdiocese of Los Angeles. This program assists with the medical expenses incurred due to accidental injury sustained by students while attending school or while participating in school sponsored/supervised activities. Forms are sent home each year with information about the benefits of this program.

Items Brought to School

Students should bring to school only those items that are required by official classroom supply lists. Items needed for show-and-tell or other projects are brought only with specific permission from the teacher and parent, and those items are to be put in a teacher-specified place when not used for the designated activity or project.

Early Dismissal

Students may not leave the campus during school hours except in emergencies and/or for medical purposes and with permission from the principal and parent. This policy applies to school hours, including lunch period, and to all after-school activities, and dismissal time before the student is picked up. Parents who wish to pick up their students before regular dismissal must go to the office and sign their child/ren out.

Traffic: Pick-up/Drop-off

When dropping your child off in the morning or picking up after school, do not double park in front of the school or church. During dismissal, cars should remain parked in the lower parking lot. Do not drive your car on the playground area during the school day. For the safety of all, your cooperation in following the traffic/safety plan is mandatory.

Child Abuse Reporting Obligations

In accord with Archdiocesan policy and California law, school staff is 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 interest of the affected child.

VIRTUS Training: Safeguard the Children Training

It is mandatory for all Our Lady of Guadalupe School employees and volunteers who have contact with minors to attend training on an awareness program called "Safeguard the Children". (Archdiocesan Policy)

Fire/Earthquake/Lock Down Emergencies

Fire and earthquake drills are held at least once a month for the entire school. The school has an earthquake and fire drill plan that is followed. The school also has a lockdown plan. Do not telephone the school. Phone lines must be accessible to school personnel for emergency procedures. The front gates will be locked. Children will be released to the parent, or those adults listed on the Earthquake Emergency Card only, from a designated evacuation area in the school yard at the front gate. Please remember that the children are more likely to remain calm if the adults around them are calm and reassuring.

16. After School Day Care Program

Our Lady of Guadalupe School provides Extended Day Care after school in a safe, nurturing and Christian atmosphere. The Day Care program offers assistance with homework as well as supervised activities and play. In this environment, children grow in all aspects and are allowed time for interaction with other students. All school policies apply to Day Care.

Extended Day Care Hours of Operation

Monday, Tuesday, Thursday, and Friday: 3:00–6:00 PM

Wednesday: 12:00–6:00 PM

Students without parent or guardian supervision are not permitted on campus before 7:45 AM or after 6:00 PM

17. Health Regulations

Medication

No medications should be sent to school with a child. State law requires that any child who must be administered prescription medication during school hours have on file a “Consent for Medication” form. This form must be filled out and signed by the doctor prescribing the medication and should include the instructions for dispensing the medication. The information written on a prescription label will not suffice. This must be renewed each school year. Please keep in mind that this is for your own child’s protection. This includes inhalers. All medications should be kept in the school office and not in the possession of the student. Any allergies or special health problems should be noted on the emergency card each year.

Immunization/Medical Records

Students entering our school for the first time must bring the following:

Vaccine	Required Dose
Polio	4 doses at any age, but...3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday, 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.
Diphtheria, Tetanus, and Pertussis	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but...4 doses meet requirements for ages 4-6 years if at least one was on or after the 4th birthday.
	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but...4 doses meet requirements for ages 4-6 years if at least one was on or after the 4th birthday.
	Age 7 years and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but...3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses both on or after 1st birthday. 7th grade: 2 doses both on or after 1st birthday. Grades 1-6 and 8-12: 1 dose on or after 1st birthday.
Hepatitis B	Kindergarten: 3 doses at any age
Varicella	1 dose
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th grade: 1 dose on or after 7th birthday.

Our Lady of Guadalupe School is included in the jurisdiction of the L.A. County Health Department. Immunizations according to state or county requirements are required on first admission to school. State regulations demand that each Kindergarten student and any new student have a California Immunization Record on file. In some cases, the information required on this form might be repetitious to that of the School Health Record, but it is necessary to complete both. Failure to provide the requested verification will result in your child being excluded from entering school until this requirement is fulfilled. First graders must have a Report or Diagnostic Examination and School Certificate on file. Forms are available in the office.

Students who attended OLG last year need only to have cards kept current. If the student has received any immunization during the summer, or there is any additional information that should be listed on the health card, please bring dates and/or information with you when you register your child/children.

Illness

When a child has a temperature, severe cold, persistent cough, is vomiting or has symptoms of the flu or other sickness, the child is to be kept at home for recovery, and to protect the classmates and teachers from illness. The school does not employ a full-time nurse. Sick children are cared for by the office staff in the limited space of the office.

C. ACADEMICS/ CURRICULUM INFORMATION

18. General Curriculum

Academics

At Our Lady of Guadalupe School Christian formation and values as well as strong academic excellence is emphasized. The Archdiocesan/State Standards, Common Core State Standards, and School-wide Learning Expectations (SLEs) are used in all areas of instruction. The core curriculum includes:

Religion	Science
Mathematics/Algebra	Spelling
Reading/Literature	Music
English/Language	Art
Social Studies	Physical Education

19. Grading Policy

In-so-far as possible, the administration and faculty of OLG School seeks to measure total student performance in class work, homework, test performance, class participation, and where appropriate, work on special projects. Therefore, written grades will be given so as to keep students and parents aware of performance. Any matter involving a student's work or behavior should be taken up with the teacher first. The grading system is as follows:

Primary Level (Grades Pre-K - 2)

O = Outstanding

G = Good

S = Satisfactory

NI = Needs Improvement

+ = Area of Strength

√ = Area of Improvement

Intermediate Level (Grades 4-8)

A = 93-100%

B+ = 90-92%

B = 87-89%

B- = 85-86%

C+ = 80-84%

C = 75-79%

C- = 70-74%

D = 65-69%

F = 64% - Below

+ = Area of Strength

√ = Area of Improvement

Progress Reports

Progress Reports will go home with each student mid-way through each trimester. In Kindergarten through 5th grade, progress reports are given to students who are below a C in any subject. All students in grades 6th through 8th will receive a progress report. The Progress Report must be signed and returned to the classroom teacher the next day. It shall be the responsibility of the student and parent to inquire at that time as to steps, which may be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card but rather an indication of progress to date in a specific area.

Report Cards

At the end of each grading period, report cards will be distributed. A formal parent-teacher conference will accompany the distribution of the first report card. At the end of the other trimesters, parents and/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.

If a student is absent for 15 or more days during a trimester, grades will be withheld. This decision is left to the discretion and judgment of the principal and the respective teacher.

20. Homework Policy

We urge all parents to take an active interest in their child's homework. It is the responsibility of the student to see to it that assignments are properly written down in the Agenda Planner and are completed on time. (Use of Agenda Planners is mandatory for Grades 3-8). All students are expected to contact the teacher if problems arise. Parents are asked to monitor the child's efforts in this regard. Concerns relative to homework must be immediately addressed to the teacher who assigned the homework.

The purpose of homework is to reinforce material already taught. Assignments should be completed neatly, carefully and promptly. The amount of time spent doing homework assignments, or if too much time is spent in their completion, the teacher should be contacted. All missed and incomplete homework must be made up as soon as possible.

Homework assignments are not ordinarily given on weekends or holidays except for long-range assignments or make-up work. In the upper grade classes, the students are often given work on the weekend, not to exceed 2 hours for the entire weekend. It is the responsibility of the student to obtain and complete assignments missed due to absence.

Archdiocesan guidelines dictate:	Grades: Kinder – 2 nd	not to exceed ½ hour
	Grades: 3 rd – 6 th	not to exceed 1 hour
	Grades: 7 th – 8 th	not to exceed 2 hours

Homework Infractions

Homework Infractions are given when a student does not satisfactorily complete a homework assignment on time. The Homework Infraction is to be signed by the parent and student and returned along with the completed assignment on the following school day.

21. Academic Probation/Retention/Transfer

Our Lady of Guadalupe School believes in the principle of academic excellence, and as such believes that this is best achieved through collaboration between the student, the school and the home.

Probation: New Student

All new students will be placed on Attendance/Effort and Conduct Probation for at least one trimester. We wish to make it clear that Our Lady of Guadalupe School is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems. We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities and will assist in referrals in alternate school placement where necessary.

Probation: Academic/Effort

Any student who receives an "F" (64% and below) on a report card, or who receives two (2) or more "D's" (65%-69%) on a report card in the 1st or 2nd trimester, will be placed on academic probation for the next trimester. Any student consistently achieving below grade level and/or ability, or who reflects a consistent lack of good work habits may also (at the school's discretion) be placed on academic probation. At that time, the school will provide written notification, and a meeting between faculty and parents will be required, in order to facilitate an intervention plan that meets the individual needs of that student more effectively.

If a student does not show progress in academics/effort, the following consequences are possible (not necessarily in this order):

- 1) Student not eligible for extra-curricular activities

- 2) Student placed on contract
- 3) Student may need to fulfill specific requirements during the summer as outlined by the school.
- 4) Student repeats the grade (Retention)
- 5) Parents asked to withdraw the child from school

Promotion/Retention

All students are expected to achieve at least grade level proficiency in order to be promoted to the next grade. Advancement to the next level is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level. The principal may recommend the repetition of a level, tutoring, or summer school classes when, after conferences with teachers and parents, it is believed that the student will be better prepared academically or emotionally for the next level.

Transfer

As a matter of courtesy, notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This will enable the school to prepare necessary information and settle accounts. Parent school accounts must be settled prior to a student's withdrawal from Our Lady of Guadalupe School, and credits will be issued when applicable.

22. Standardized Tests/Assessments

Our Lady of Guadalupe School uses a variety of standardized assessments to monitor student progress, inform instruction, and support academic and spiritual growth.

STAR Assessments

The **STAR Assessment Program** is administered schoolwide in the following areas:

- **Early Literacy (Grades TK–3):** The STAR Early Literacy assessment measures foundational reading skills such as phonemic awareness, letter recognition, and early comprehension.

- **Reading (Grades 2–8):** The STAR Reading assessment evaluates reading comprehension, vocabulary, and overall reading development.

- **Math (Grades 2–8):** The STAR Math assessment measures students' understanding of mathematical concepts, computation, and problem-solving skills.

STAR assessments are typically administered several times throughout the school year to track student growth and help teachers tailor instruction to individual needs. Assessment results are shared with parents and used to analyze individual, class, and school strengths and areas for growth.

Religion Assessment – ARK (Assessing Religious Knowledge)

Students in **Grades 2–8** participate in the **ARK assessment**, which evaluates their understanding of key concepts of the Catholic faith, including Scripture, sacraments, morality, and Church teachings. The ARK results guide teachers in strengthening faith formation and ensuring that Catholic identity remains at the heart of our educational program.

23. Honor Roll

Students in Grades 1-8 are eligible for Honor Roll. To be eligible for Honor Roll he/she must earn a 3.5 and above grade point average. A student must also earn an “A” or “B” in conduct and effort; however, the conduct and effort grades are not included in the honor roll point system. All academic subjects are included in determining Honor Roll. (Any F’s in any subject on the report card for a quarter automatically excludes a student from any honor roll for that quarter.) An honors assembly is held to recognize outstanding student achievement.

24. Extra Curricular Activities

Students are encouraged to participate in extra-curricular programs if their grades permit. For all students, this shall mean a current academic average of at least a “C” and a “B or G” in conduct and effort. Grade checks will be conducted on a regular basis. Students deemed ineligible may not participate in the designated activities. A student may become eligible by correcting the deficiency. In order to participate in some extra-curricular activities, there is a fee to cover the cost.

The Administration reserves the right to approve or disapprove all students' involvement in school activities. Student participation is at the discretion of the administration.

Our school is proud to offer the following extra-curricular activities:

Student Council
Choir
Sports Teams
Performing Arts
Altar Service
Lego Club

Sports Program

The Sports Program of Our Lady of Guadalupe School is the combined effort of the school and the Catholic Youth Organization (CYO) of the Archdiocese of Los Angeles. It aims to develop outstanding sportsmanship in both boys and girls. Athletics are available to students meeting extra-curricular activity eligibility requirements. A sports fee is required per student, per sport. In addition, the student’s tuition account must be current and kept current in order to participate. Students participate at the discretion of the principal.

Team sports offered after school are: Football, Volleyball, Basketball, and Softball.

25. Religious Education Program

At Our Lady of Guadalupe School, religious worship is an integral part of a child’s growth and a central part of the Catholic identity of the school. Religion classes are held at all grade levels. The curriculum is uniquely Catholic and follows the guidelines of the Archdiocese of Los Angeles. Liturgy and prayer are a major part of our Catholic faith. Students begin their day in prayer as well as before meals, before dismissal and when the particular occasion arises. The school community attends Mass every Thursday and on Holy Days of Obligation. Formal dress uniform is required on Mass days.

Sacramental Preparation

Parents of students in Grade Two (Reconciliation) and Grade Three (First Eucharist) are expected to share in the preparation of their children for receiving the Sacrament of First Eucharist and the Sacrament of Reconciliation. Parents must participate in the Parent Retreat and follow the parish guidelines held prior to these events. Noncompliance will cause your child to miss the Sacraments. Any students not in Grade Two and/or Grade Three in need of sacramental preparation should make this known to the school office at the time of registration. Arrangements will be made for your child to receive the sacraments with OLG School. All students must provide the original Baptismal Certificate at Registration.

26. Discipline Policy

Discipline is to be considered an essential aspect of Christian development. The purpose of discipline is:

1. To provide a classroom and school environment conducive to learning
2. To help develop the values of responsibility and self-control
3. To help build a sense of community

At Our Lady of Guadalupe School, the staff strives to work in a positive way with the students to help them come to a realization of their own value, and of their responsibilities as members of God's family. Parents are asked to cooperate fully with the teachers and the principal in an effort to discover the cause of a disciplinary problem and work toward its satisfactory solution. The school employs a school-wide referral system to notify parents of unacceptable student behaviors and to work with the parents and students to correct such behaviors. When a student chooses not follow classroom or school rules, the child will be engaged in disciplinary action/consequences. * Referrals may warrant student detentions, suspensions, and even expulsions as consequences for unacceptable behaviors.

***The following consequences are possible (not necessarily in this order):**

- 1) Student is issued a conduct referral
- 2) Student placed on Conduct Probation
- 3) Student placed on contract
- 4) Student not eligible for extra-curricular activities
- 5) Student suspended from school
- 6) Student expelled from school
- 7) Parents asked to withdraw student from school

Conduct Referrals

Conduct referrals shall be given for breaking a general school rule, dress code violation, and inappropriate behavior in class, recess, lunch, day care, and extra-curricular activities. The referral is to be signed by the parent and student and returned to the homeroom teacher on the following school day. Student will receive If a student receives more than two (2) referrals, the student will be placed in a disciplinary contract during a conference with the Principal, teacher, parents, student, and if it is necessary the Pastor.

Suspension/Expulsion

Suspension/expulsion may become necessary when the child or parents are no longer willing to support the school and its policies or in the event of a serious offense, such as:

1. Actions gravely detrimental to the moral and spiritual welfare of other students
2. Habitual profanity or vulgarity
3. Assault, battery and/or threat of force or violence directed toward any school personnel or pupil
4. Open persistent defiance of the authority of the teacher
5. Continued willful disobedience
6. Use, sale or possession of narcotics, alcohol or tobacco
7. Stealing 20
8. Willfully defacing school property
9. Habitual truancy
10. Whatever the principal deems as a serious offense

Students and their parents shall be liable for all damage to school property or equipment. The Pastor or the Principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for a just cause at his/her discretion.

Home Study

Rather than expulsion, as a disciplinary measure for 8th grade students who are disruptive and disrespectful, Home Study maybe assigned. It provides a possible means to keep a student in school ensuring that he/she will receive a diploma from a Catholic school. The student must complete all work assigned at home under the direct supervision of the parent(s) and the school teacher/principal in a timely manner.

A student may be suspended or dismissed for inappropriate acts related to school activity or attendance which occur at any time, including but not limited to:

- 1) While on school grounds.
- 2) While going to or coming from school.
- 3) While going to or coming from a school-sponsored activity.
- 4) While present at a school-sponsored activity, whether actively involved or simply present.

Right to Amend

The Principal reserves the right to amend this handbook during the school year. Parents and Students will be notified if changes are made.

Zero Tolerance Policy

Our Lady of Guadalupe Church and Our Lady of Guadalupe School profess one faith in Christ Jesus, and uphold the values of family that are part of the Catholic tradition. Given this as a statement rooted in our mission and philosophy, we set forth the following policies concerning the conduct of the parents of our school children.

- I. School parents who knowingly participate in or permit the consumption of any alcoholic beverages, the use of illegal “recreational” drugs, truancy, or other kind of illegal activity involving any minors, irrespective of the school at which the minor student is enrolled, will be subject to a Policy of Zero Tolerance.
This would result in:
 1. The immediate suspension and the possibility of the expulsion of all family members enrolled in our school at the time of the reported incident;
 2. The filing of a formal report to the corresponding Los Angeles Police Department and to the Los Angeles County Department of Children’s Services.

These actions will be taken following a complaint of an eyewitness account by any school parent, parishioner or school personnel who register their complaint without anonymity to the pastor, principal or other pastoral personnel.
- II. School parents, who verbally or physically harass or assault a school or church staff member for any reason whatsoever, will be subject to a Policy of Zero Tolerance.

This would result in:

1. The immediate suspension and the possibility of the expulsion of all family members enrolled in our school at the time of the reported incident;
2. The filing of a formal report to the corresponding Los Angeles Police Department and to the Archdiocese of Los Angeles, Department of Catholic Schools.
Archdiocese of Los Angeles, Department of Catholic school.

These actions will be taken following the complaint of the school or church member who was victimized by this behavior. All parties involved in the complaint will be subject to a complete investigation.

School and church personnel include stipend and volunteer staff members and administrative and non-classified personnel.

We are committed to work together so that this Policy of Zero Tolerance will never need to be enacted. Let us show the children and youth the way to the fullness of life!

Harassment Policy for Students

Our Lady of Guadalupe School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A harassment charge shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur at any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

1. **Verbal harassment:** derogatory comments and jokes; threatening words spoken to another person;
2. **Physical harassment:** unwanted physical touching, contact, assault; deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
3. **Visual harassment:** derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and
4. **Sexual harassment:** Includes unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature when any or all of the following occurs:
 - a) Submission to such conduct is made either implicitly or explicitly a term or condition of a student's academic status or progress;
 - b) Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the individual;
 - c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions
2. Using sexually degrading words to describe an individual or an individual's body
3. Displaying sexually suggestive objects or pictures
4. Telling inappropriate or sexually related jokes
5. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances

It is the responsibility of Our Lady of Guadalupe School to:

1. Implement this policy through regular meetings with all administrators, including the pastor in the case of parish school, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and of the school's commitment toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discriminatory, intimidating, harassing or unwelcomed conduct, to discontinue that conduct immediately.

Complaint Filing and Investigation Procedures

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

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to a teacher who will report it to the principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary actions will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination,

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

Our Lady of Guadalupe School needs your help in keeping our school safe for everyone. Our Lady of Guadalupe School will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff or others, and to any possession of weapon(s). Our Lady of Guadalupe School has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or off-hand comments, as recent events demonstrate the importance of investigating thoroughly all-potential concerns. If you become aware of a threatening situation, you must immediately report it to a teacher or the principal.

D. TUITION AND FEES

27. Tuition and Fees Policy

Tuition Policy

Tuition is based on a family rate for grades transitional kindergarten through eighth grade. Tuition is paid in ten (10) or eleven (11) equal installments beginning in August. Registration fee is due by March 15th of the current academic year and is non-refundable. The Books and Student Fees are to be paid on or before May 15th prior to the new school year. The Family Pledge is considered part of tuition and is a tax-deductible donation.

All families are expected to pay their tuition in a timely manner. The signature on the Parent Tuition Contract is agreement to full responsibility for payment of all charges associated with your school accounts. Parents should understand that failure to comply with the requirements on the Parent Tuition Contract will result in the withdrawal of child/ren from this institution.

FACTS Direct Withdrawal of Tuition

Every family is required to set up an account through the FACTS Direct Withdrawal of Tuition. The FACTS Payment Plan options are given at the time of registration. Parents are required to register by the designated due date. All special circumstances must be approved by the school Principal.

Deadlines/Late Fees

It is important to always read any materials that require any type of payment to the school. Please check materials for due dates. If you do not turn in tuition, fees, service hours, fundraiser quotas by the deadlines, they will automatically be added to your FACTS account for direct withdrawal of tuition and fees.

For students to continue attendance at Our Lady of Guadalupe School, or to receive: progress reports, report cards, graduation caps and gowns, diplomas; regular payments must be made. When families do not meet their financial responsibilities, the administration will require withdrawal of the student(s) unless satisfactory arrangements are made and approved by the principal. No student will graduate from this school unless all financial obligations are paid in full. This applies to the release of the transcripts as well.

Nonpayment of Tuition

Nonpayment constitutes a serious breach in parents' obligation to OLG. If tuition or other fees are in arrears, OLG may withhold the release of report cards or diplomas. Students will not be allowed to attend class and the parents will be notified to come and take the student home until the total past due balance has been satisfied. OLG School has the right to legal action for the nonpayment of tuition and parents will be responsible for all costs of collections, including court expenses and reasonable attorneys' fees. Special circumstances will be given consideration, if notification is given with ample time in writing to the principal.

FINANCIAL POLICY:

When an NSF check is returned, for any payments related to school (including payment for Day-Care, lunch program, and fundraisers) payment must be made by cash or money order ONLY. NO EXCEPTIONS. No other form of payment will be accepted and a \$25 fee is charged for each occurrence.

28. Required Mandatory Obligations

School Fundraising Requirements

Every family is required to participate in the mandatory fundraisers each year, or in lieu of fundraising a family can buy-out the amount as specified by the school. Fundraising is provided as a service to our school families in order to supplement tuition rates. Fundraising family quotas are established each year.

Parish Fundraising Requirements

Every family is required to participate in the mandatory Parish fundraisers each year -Tardeada, Fiestas Patronales and the Jamaica.

Parent School/Parish Service Hour Requirements

For the school year every family is expected to donate 48 service hours to the school and 10 parish hours.

School Service Hours

The family goal is sixteen (16) school service hours per trimester. There will be no carry-overs from one semester to the next unless arrangements have been made by the principal. In lieu of service hours, a family may pay \$20.00 per hour or \$600 per year. The service hour cards must be completed and turned in to the office by the end of each trimester. If the card is received after the deadline a late fee of \$10.00 will be charged. A charge of \$20.00 will be made for each hour that is not complete.

Parent Service Hours -are considered part of tuition, and report cards or school transcripts will be withheld if the obligation is not met. Please make note of the date your Service Hours are due.

Parish Service Hours

Each family must complete ten (10) parish Jamaica hours. Families have the option of buying out at \$100.00 or paying \$20.00 and working eight hours. Unfulfilled hours Jamaica hours are billed at \$25.00 per hour.

Parent School Service Hour Opportunities

The following list is designed to provide a set of examples. The list is not to be restrictive in any way. Material donations must equal \$10.00 for each hour. (Receipts are required.)

- | | |
|---|---|
| 1) Donations/Prizes (receipt required) | 13) Christmas Breakfast |
| 2) Good Xerox Paper/Office Supplies | 14) Fundraising Committee |
| 3) Office Help/Supervision | 15) Safety Committee |
| 4) Stuffing Weekly Family Envelopes | 16) Room Parent Association |
| 5) Teacher's work (at home/school) | 19) Hospitality Committee |
| 6) Book Fair | 20) Publicity/Marketing Team |
| 7) Playground Equipment | 21) Yard duty/lunch duty/cafeteria duty |
| 8) Trunk or Treat Movie Night | 22) Thanksgiving Luncheon |
| 9) Halloween Carnival | |
| 10) Family Night | |
| 11) Walk-A-Thon | |
| 12) Sports Program- Coach/Helper/Driver | |

Room Parents' Association

All parents should be active members of the Parents' Association. All Parents' Association meetings are mandatory therefore; a \$25.00 fine will be issued to any family that does not attend a meeting. An excused missed meeting is when the school office is notified during school business hours and the charge will be \$10.00 per meeting. You are required to sign-in at all meetings to establish proof that you attended. Service hours are not given for attending Parents' Association meetings.

The Principal reserves the right to review hours for accuracy of amount and time.

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 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. ADMISSIONS 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

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.

2.7 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>

2.8 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. 51

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 situation and is not considered a suspension. 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. 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. 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