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## **A.1) STATEMENT OF SCHOOL PHILOSOPHY AND MISSION**

### **SCHOOL PHILOSOPHY**

St. Raphael School strives to educate each student entrusted to us, shaping them spiritually, intellectually, socially, and emotionally. We believe each student can succeed, and use a variety of tools and methods to help students reach their potential. We accept the responsibility of working with each student to help them set goals and provide them with the skills to attain them. Parents are the primary educators of their children, so it is essential that the school and the home work together to provide a foundation on which to build a successful educational program. We encourage our students to walk with Jesus, and invite them to be the Christian leaders of tomorrow.

### **School Mission**

St. Raphael is a Catholic parish school where students are guided toward the goal of becoming Christian leaders who live according to gospel values. Regardless of gender, race, religion, or background, we promote a strong academic foundation in a safe environment. We facilitate critical thinking, effective communication, and self-direction. Preparing our students to be proficient in technology is a priority, which enables our students to succeed in high school, and beyond.

### **School Vision**

We envision nurturing socially conscious leaders whose journey to success is guided by an engaged faith community.

### **A.2.a.) SCHOOL ORGANIZATION**

Fr. Tracy, as Pastor, is the head of all organizations in the parish, including St. Raphael School. He delegates the responsibilities of running the school on a daily basis to Ms. Curtis, the principal, but he meets with her on a regular basis and final decisions are made collaboratively. Mr. Scott, the vice-principal is in charge of the school when Ms. Curtis is off campus, and also helps to run the school, especially in the area of discipline and counseling. There is also an administrative team consisting of teachers from each of the grade levels (primary and junior high) who meet regularly with Ms. Curtis and help make decisions regarding school curriculum. Each homeroom teacher plans lessons, teaches and disciplines the students in her or his charge, and grades assignments for the final report card each quarter. The teachers are also consulted on matters of the running of the school at weekly faculty meetings. Every staff member is responsible for the safety and the education of the students in the school. We consider every member of our school a vital part of the development of the students. It is our privilege, and our duty, to help every student to be successful in their years at our school.

### **A.2.b.) RELATIONSHIP OF THE SCHOOL TO THE PARISH**

St. Raphael School is an integral part of St. Raphael Parish. A large percentage of our school parents are members of St. Raphael Parish, and as such, are an important part of the parish. The school building is shared with our parish Religious Education Program, and the school conducts a monthly Family Mass at the end of every month during the school year. We enjoy a close relationship with our parish.

### **A.3.) CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS**

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

#### **a. Parent Organizations**

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

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

#### **b.Consultative School Boards**

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

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/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 Board.

#### **A.4.) School Personnel**

##### **Administrative Staff**

Pastor	Fr. Joseph Wu
Principal	Ms. Barbara Curtis
Vice-Principal	Mr. Peter Scott
Primary Coordinator	Mrs. Martha Flores
Junior High Coordinator	Ms. Carol Burchards
Curriculum Coordinator	Ms. Carol Burchards
Technology Coordinator	Mrs. Dalia Perez
S.T.E.P. Coordinator	Mrs. Leticia Quinones
Admin. Assistant	Mrs. Elsi Coba
Office Assistant	Ms. Jamie Coba
DMD	Ms. Elva Lopez

##### **Teaching Staff**

Pre-Kinder Teacher/Dir.	Mrs. Estela Gonzalez
Pre-Kinder Aide	Ms. Joana Soberano
Kindergarten	Ms. Gabrielle Olivo
Kindergarten Aide	Mrs. Erica Garcia
1 <sup>st</sup> Grade	Mrs. Leticia Montano
1 <sup>st</sup> Aide	Ms. Evelyn Villegas
2 <sup>nd</sup> Grade	Mrs. Martha Flores
2 <sup>nd</sup> Aide	Mrs. Brenda Lopez
3 <sup>rd</sup> Grade	Mrs. Leticia Quinones
4 <sup>th</sup> Grade	Mrs. Dalia Perez
5 <sup>th</sup> Grade	Ms. Allison Jordan
6 <sup>th</sup> Grade	Mr. Peter Scott
7 <sup>th</sup> Grade	Mrs. Colleen Alexander
8 <sup>th</sup> Grade	Ms. Carol Burchards
Jr. High Science	Ms. Questa Medrano
Reading Lab	Mr. Gutierrez
Counseling Intern	Ms. Liz
	Ms. Anne
	Ms. Mara
P.E. Coach	Mr. Ronald Rios
Coach	Mr. Jose Garcia
Daycare	Mrs. Maria Contreras

Custodian  
Cafeteria

Mr. Urbano Coba  
Mrs. Maria Duran

#### **A.5.) ST. RAPHAEL'S SCHOOL-WIDE LEARNING EXPECTATIONS (SLEs)**

1. St. Raphael students display behavior and practices based pm Christian values.
2. St. Raphael students effectively and creatively use critical thinking skills in all disciplines.
3. St. Raphael students have the tools necessary to accomplish tasks.
4. St. Raphael students are skilled writers, confident speakers, and active listeners.
5. St. Raphael students demonstrate competency in the use of technology.

#### **A.6.) HISTORY OF ST. RAPHAEL**

St. Raphael School is a parochial Catholic elementary school located in South Central Los Angeles. Fifty-four years ago the familiar two-story building that we all know as St. Raphael opened the doors for its first school year. Construction of the school actually began in 1946 and was completed in time for the opening day of school on September 2, 1947. A parochial school, completed with an attached gymnasium, was a dream come true for the people of St. Raphael Parish. This dream became a reality thanks to the cooperative efforts of the Archdiocese of Los Angeles, the Carmelite Fathers, and the Adrian Dominican Sisters.

During the latter part of that first school year, the city began to remove the streetcar tracks in many parts of the city, including the tracks that ran diagonally across the playground and back of the school. After the tracks were removed, the blacktop was put in and outdoor basketball courts were added. By September of 1948, seven classrooms were furnished and began providing space for grades one through seven. A kindergarten and eighth grade were added the following year.

In September of 1980, a Montessori Program was added to the school. The director was the pastor of the parish, Fr. Matthew Sprouffrske, O.Carm. The Montessori Program was in operation for six years closing in 1986 when the pastor was transferred. In 1991, the school library was reconfigured to share its space with a computer lab when the Writing-to-Read program was started in the school. In July of 1996 the kindergarten, which had been moved into the convent building, began a process of extensive inside renovation, which continued through the summer of 1997.

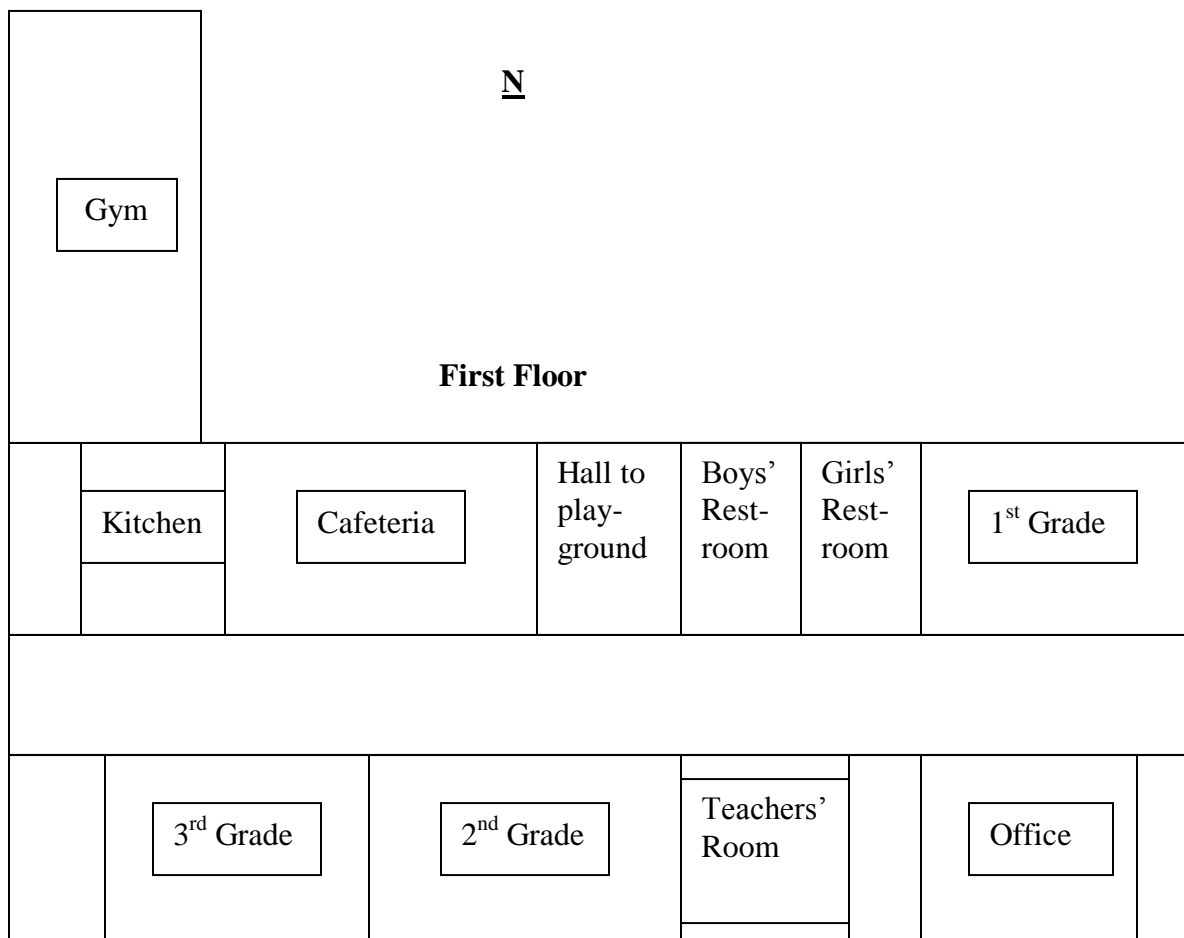
St. Raphael School owes a huge debt of gratitude to the first faculty, the Adrian Dominican Sisters, who staffed the school for almost 40 years. In 1984, following a pattern occurring throughout the archdiocese as a result of dwindling numbers in religious communities; the Adrian Dominican Sisters withdrew from St. Raphael.

In February of 2005, the new Our Lady of Mt. Carmel Center was opened. This beautiful new addition became the home of the kindergarten class, reading intervention room, counseling office, and parish offices. In September of 2005, St. Raphael School welcomed its first Pre-Kindergarten class of fifteen four year olds. The Pre-Kindergarten classroom and playground are also located in the Our Lady of Mt. Carmel Center.

Located in the inner city area of Los Angeles, our school serves the religious and educational needs of parish families as well as families from neighboring parishes and from surrounding communities. Our present pastor, Fr. Tracy O’Sullivan, O.Carm., is serving his sixteenth year in the parish. Since its foundation in 1947, St. Raphael School has been committed to quality Catholic education. Under the leadership of the pastor and principal, Ms. Barbara Curtis, our dedicated faculty and staff continue its tradition of generous service and commitment to the students and families of St. Raphael School.

#### **A.7.a.) School Map**

##### **South Building**



**Second Floor**

Music Room	Boys' Restroom	Computer Lab	5 <sup>th</sup> Grade	4 <sup>th</sup> Grade	
	8 <sup>th</sup> Grade	7 <sup>th</sup> Grade	6 <sup>th</sup> Grade		
Stairs				Girls' Restroom	Stairs

S

A.7.b.)

**Elijah Hall Building**

N

Kindergarten	Pre-K	Parish Offices & Reading Resource Teachers	Restrooms	Elijah Hall	
					Lunch Tables

		Pre-K Play area		
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**Main School Yard for First Through Eighth**

[Main Building Here]

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### **A.8.) School Schedule and Calendar**

Vacation ----(June 23<sup>rd</sup> ----August 8<sup>th</sup> )

**SUMMER OFFICE HOURS ----(8:00- 4:00)**

#### **AUGUST**

2<sup>nd</sup> Parent work day (9:00am – 2:00pm)

5<sup>th</sup> -- Pre-K Orientation

6<sup>th</sup> -- Faculty Retreat Day

**7<sup>th</sup> -- Kindergarten Orientation**

9<sup>th</sup> -- Parent work day (9:00am-2:00pm)

**11<sup>th</sup> — First day of School**

**NOON DISMISSAL @ 12:00p.m.**

**11<sup>th</sup>—** Parent Envelopes go home

12<sup>th</sup> -- First Full Day of School

3:00p.m. dismissal

**\*\*\*\* NO HOT LUNCH AVAILABLE**

**\*\*\*\* STUDENTS NEED TO BRING LUNCH**

15<sup>th</sup> -- Noon Dismissal @ 12:00p.m.

**18<sup>th</sup> -- LUNCH PROGRAM BEGINS**

**19<sup>th</sup> -- Back-to-School Night @ 7:00p.m.**

**Grades: 1<sup>st</sup> – 5<sup>th</sup>**

**20<sup>th</sup> -- Back to School Night @ 7:00p.m.**

**Grades: 6<sup>th</sup> – 8<sup>th</sup>**

24<sup>th</sup> -- Family Masses

27<sup>th</sup> -- Parent Envelopes go home

#### **SEPTEMBER**

**1<sup>st</sup> -- Labor Day Holiday**

**No School**

4<sup>th</sup> -- Parent Board Meeting @ 7:00pm

5<sup>th</sup> -- Early Dismissal @ 12:00pm

10<sup>th</sup> -- **PICTURE DAY**

10<sup>th</sup> -- Parent Envelopes

19<sup>th</sup> -- Noon Dismissal @ 12:00pm

**22<sup>nd</sup> – 3<sup>rd</sup> - IOWA TESTING**

24<sup>th</sup> -- Parent Envelopes

- 25<sup>th</sup> -- **Progress Report go home**
- 28<sup>th</sup> -- Family Masses  
Pancake Breakfast

### **OCTOBER**

- 2<sup>nd</sup> -- Parent Board Meeting @ 7:00p.m.
- 3<sup>rd</sup> -- First Friday School Mass
- 3<sup>rd</sup> -- Noon Dismissal @ 12:00pm
- 8<sup>th</sup> -- Parent Envelopes go home
- 13<sup>th</sup> -- TEACHER IN-SERVICE**  
**NO SCHOOL FOR STUDENTS**
- 16<sup>th</sup> -- RED FLAGS sent home**
- 17<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 22<sup>nd</sup> -- Parent Envelopes
- 26<sup>th</sup> -- Family Masses
- 31<sup>st</sup> -- HALLOWEEN CARNIVAL

### **NOVEMBER**

- 5<sup>th</sup> -- Parent Envelopes go home
- 6<sup>th</sup> -- Parent Board Meeting @ 7:00pm
- 7<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 11<sup>th</sup> -- NO SCHOOL – Veterans’ Day**
- 11<sup>th</sup> -- End of 1<sup>st</sup> TRIMESTER**
- 19<sup>th</sup> -- Parent Envelopes
- 21<sup>st</sup> -- **PARENT TEACHER CONFERENCES**
- 26<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 27<sup>th</sup> – 28<sup>th</sup> THANKSGIVING BREAK**

### **DECEMBER**

- 3<sup>rd</sup> -- Parent Envelopes
- 4<sup>th</sup> -- Parent Board Meeting @ 7:00pm
- 5<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 12<sup>th</sup> -- CHRISTMAS PROGRAM @ 7:00pm.**
- 17<sup>th</sup> -- Family Envelopes
- 19<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 19<sup>th</sup> -- Class Christmas parties**  
**NOON DISMISSAL**  
**NO DAYCARE**
- Dec. 22<sup>nd</sup> – Jan 2<sup>nd</sup> – CHRISTMAS BREAK**

## JANUARY

- 5<sup>th</sup> -- **SCHOOL RESUMES**
- 7<sup>th</sup> -- Parent Envelopes
- 16<sup>th</sup> -- Early Dismissal @ 12:00pm
- 16<sup>th</sup> -- **Progress Reports go home**
- 19<sup>th</sup> -- **MARTIN LUTHER KING HOLIDAY**
- 21<sup>st</sup> -- Parent Envelopes
- 25<sup>th</sup> -- Family Masses  
Pancake Breakfast
- 25<sup>th</sup> – 30<sup>th</sup> **CATHOLIC SCHOOLS WEEK**

## FEBRUARY

- 4<sup>th</sup> -- Parent Envelopes
- 5<sup>th</sup> -- Parent Board Meeting @ 7:00p.m.
- 6<sup>th</sup> -- **Noon Dismissal @ 12:00p.m.**
- 6<sup>th</sup> -- **RED FLAGS go home**
- 16<sup>th</sup> -- **PRESIDENTS' DAY HOLIDAY**  
**NO SCHOOL**
- 18<sup>th</sup> -- Parent Envelopes
- 18<sup>th</sup> -- **ASH WEDNESDAY**
- 20<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 22<sup>nd</sup> -- Family Masses
- 27<sup>th</sup> -- **TEACHER'S IN-SERVICE**  
No School

## MARCH

- 4<sup>th</sup> -- Parent Envelopes go home
- 5<sup>th</sup> -- Parent Board Meeting @ 7:00pm
- 6<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 6<sup>th</sup> -- **End of 2<sup>nd</sup> Trimester**
- 13<sup>th</sup> -- **RELIGIOUS CONGRESS**  
**No School**
- 18<sup>th</sup> -- Parent Envelopes go home
- 20<sup>th</sup> -- Early Dismissal @ 12:00pm
- 22<sup>nd</sup> -- Family Mass 8:00 and 10:00  
Pancake Breakfast
- 31<sup>st</sup> -- **CESAR CHAVEZ DAY**  
No School

## APRIL

- 1<sup>st</sup> -- Family Envelopes
- 2<sup>nd</sup> -- **HOLY THURSDAY**
- 2<sup>nd</sup> -- Noon Dismissal @ 12:00pm
- 3<sup>rd</sup> -- 10<sup>th</sup> -- EASTER BREAK**
- 13<sup>th</sup> -- Back to School**
- 15<sup>th</sup> -- Parent Envelopes
- 17<sup>th</sup> -- Noon Dismissal
- 26<sup>th</sup> -- Family Mass  
Pancake Breakfast
- 29<sup>th</sup> -- Parent Envelopes

## MAY

- 1<sup>st</sup> -- Noon Dismissal @ 12:00p.m.
- 1<sup>st</sup> -- **Progress Report go home**
- 7<sup>th</sup> -- Parent Board Meeting @ 7:00pm
- 8<sup>th</sup> -- CAREER DAY
- 9<sup>th</sup> -- FIRST COMMUNION @ 11:00 a.m.**
- 13<sup>th</sup> -- Parent Envelopes**
- 15<sup>th</sup> -- Noon Dismissal @ 12:00pm
- 22<sup>nd</sup> -- **Red Flags go home**
- 22<sup>nd</sup> -- **MAY CROWNING**
- 25<sup>th</sup> -- MEMORIAL DAY**
- 27<sup>th</sup> -- Parent Envelopes
- 29<sup>th</sup> -- Sports Banquet @ 6:00p.m.

## JUNE

- 4<sup>th</sup> -- Parent Meeting @ 7:00pm
- 5<sup>th</sup> -- Noon dismissal @ 12:00p.m.
- 8<sup>th</sup> -- 8<sup>th</sup> Grade Retreat
- 10<sup>th</sup> -- Parent Envelopes
- 10<sup>th</sup> -- Disneyland Trip
- 12<sup>th</sup> -- 8<sup>th</sup> Grade Graduation**  
**Mass @ 9:00a.m.**  
**Diplomas @ 6:00p.m.**
- 19<sup>th</sup> -- **Last day of School**  
**Noon Dismissal @ 12:00p.m.**  
**NO DAY CARE**

**B.10.a.) SCHOOL ATTENDANCE, TARDINESS AND TRUANCY**

St. Raphael School supports the policy that classroom instruction encompasses the major part of a formal education. We further believe that it is necessary to require that students attend a maximum number of days for instructional purposes during each school year. Consistent attendance is an important part of success in school. Illness, emergencies, and medical appointments are the only valid excuse for being absent. Whenever possible, appointments should be made on free days, minimum days, or after school. However, a child should never be sent to school with a fever, or if he/she has experienced nausea during the night or early morning. St. Raphael School does not have a “sick room” and students who need to be sent home for illness are sometimes quite uncomfortable while waiting for parents.

It is the policy of the Archdiocese that a student who is absent for more than 15 days during the quarter is subject to not receiving a report card for that quarter. Students who are habitually absent without a doctor’s note will meet with the principal and their parents to determine their status as students at St. Raphael School. Students who miss school during the day may not participate in any after school activities unless the principal has granted permission.

**B.10.b.) Tardiness**

Parents are expected to send or bring their children to school at a time that will ensure their arrival by 7:55 A.M. Classes will enter the school after the 8:00 A.M. bell. A student is considered tardy if he/she is not **in the classroom by 8:10 A.M.** Tardy students are to report directly to the school office in order to receive an admittance slip to class. Please submit a written note if your child is more than 10 minutes late to school. Students who are habitually tardy will meet with the principal and their parents to discuss and administer consequences for such actions.

**As mandated by the state of California, students must attend school regularly and on time. The California Board of education states that “... a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral helps to emphasize the importance of school attendance and is intended to help minimize interference with instruction.”**

**B.10.c.) Early Dismissal Request**

We request that parents submit a written request for a child to be dismissed early from school. These requests should be absolutely minimal. When an early dismissal is necessary, the student should report to the office at the requested time and check in with the secretary. The parent must then sign the student out before leaving the school grounds. If a person other than the parent/guardian is coming for the student, this information must be included in the written request. For the safety and welfare of your child, never ask him/her to meet you outside or to leave school unaccompanied by an adult.

**B.10.c.) Leaving School Grounds**

Students are NEVER permitted to leave the school grounds during a recess or lunch period, or at any other time before school dismissal. Leaving the school premises after having reported to school at any time, without a written authorization from parents and permission of the principal, is a serious offense and is cause for suspension or possible expulsion. This includes students in the after school daycare program.

No student is ever allowed to leave campus to go to Tom's Burgers on the corner of Florence and Vermont, or any other place. This includes students in the after school daycare program or any sports program.

**B.11.) COMMUNICATION PROCEDURES****a. Telephone Messages**

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

The office telephone is a business phone and should not be used by students except in emergencies and then only with permission. Only emergency telephone messages will be delivered to students during class time. Otherwise, messages will be delivered at the earliest convenient time.

Students should not request to phone home for forgotten items, such as P.E. clothes, homework, lunch, or after school sports clothes. It is a student's responsibility to remember such articles. If they are forgotten, the student should be allowed to learn the consequences of forgetting.

**b. School Conferences**

Parent/Teacher: The most effective way to deal with problems that arise in the classroom is to meet with the teacher. In most cases, the parents should approach the teacher first before talking with the principal. Appointments with the teacher should be requested in writing or by telephone one full day before the meeting. If after the conference, the problem remains unresolved, the principal should be consulted. However, if the problem deals directly with the administration of the school, the parents should approach the principal for a discussion of the point in question.

Parents are always welcome and encouraged to discuss their children's progress or lack of progress with any teacher or with the principal. However, the teachers should never be disturbed during class time. On-the-spot, or schoolyard, conferences should not be expected. However, either parent or teacher may request a conference at any time. In addition, a formal parent/teacher conference is scheduled at the end of the first quarter.

**B.12.) DROP-OFF AND PICK-UP PROCEDURES**

To ensure the safety of every child, we request that parents/drivers adhere to the following guidelines: **Entrance is at the gate located on 71<sup>st</sup> Street.** Proceed with extreme caution at 5 MPH following the orange safety cones. Exit for cars is at the gate located on 70<sup>th</sup> Street. Parking is only permitted along the side of the church inside the parking lot. No parking is permitted anywhere else on the grounds. **Please do not park your car in the drop-off line** while you walk a student inside. Morning drop-off and

afternoon dismissal follow the same procedure. Children are our primary concern! Please watch for children at all times.

### **B.13.a.) SECURITY PROCEDURES**

During the school day, St. Raphael School is surrounded by a fence with gates that are locked. Visitors to the school must come through the gate by the school office, and they must ring a buzzer to be allowed entrance. Classroom doors are normally kept unlocked when students are present in the room, but procedures are in place to lock down the classrooms in case of an emergency situation. The 77<sup>th</sup> Division of the Los Angeles Police Department advises the school office when lock down procedures need to be enforced. Every classroom has a walkie-talkie, allowing the office, every teacher, Mr. Scott, and Ms. Curtis to be able to communicate easily during the day. Students are supervised by staff members before school, at recess, at lunch, and after school, to help ensure the students' safety. Students are not allowed to be in any area of the school without a staff member's supervision. There is an after-school day care program in place for students who may find themselves after school without an immediate way home.

### **B.13.b) Emergency Drills**

The safety of your child is one of our greatest concerns! St. Raphael School conducts regular drills to teach students how to respond calmly in the event of an emergency.

1. The whole school practices fire drills in an effort to prepare students to act with calmness and confidence in the event of a fire. Each class has an escape route to an outside area of safe distance from the building. Students are expected to remain quiet during and after a fire drill.
2. Earthquake drills are held at least once a month during the school year. When the warning is heard, everyone assumes the "drop-cover-hold position" and remains there until school evacuation is deemed safe. Students are expected to remain quiet during and after an earthquake drill signal.
3. Because telephone service may be interrupted, and most importantly, because it is the school's primary responsibility to supervise and care for over 300 students at the time of an emergency, the telephone may not be the most effective means of communication with the school.
4. It is the general school policy that students will remain at school during an emergency unless their parents or some other authorized adult picks them up. They will be cared for and supervised until a parent arrives. Parents should explain to their children that it is in their best interest that they remain at school until their parents arrive. Students will only be released to parents or to authorized persons at the sign out station.

### **B.14.) PARENT/GUARDIAN RIGHT OF VISITATION**

We welcome parents who wish to visit the school in order to have a better understanding of the school's program, and/or their child's progress. Parents should contact Ms. Curtis to arrange a time to do this. This is a courtesy to the teachers.

**B.15.) EXTENDED DAY PROGRAM**

For students whose parents cannot pick them up by 3:15 P.M. each school day, there is After School Care in the school's cafeteria every regular school day, and beginning at 12:15 on early dismissal days. The students have the opportunity to complete homework, play games, and eat snacks. Parents who access this service will pay an extra fee. The day before Christmas break and the last day of school do not have after school care available. 23) EXTRA-CURRICULAR ACTIVITIES

Children "learn by doing". St. Raphael School provides opportunities for children to participate at various grade levels in extracurricular activities. Those presently approved by the school include the following:

1. Acolytes (altar servers) Gr. 4-8
2. Christian Leadership Council. 6-8
3. Team sports: football, volleyball, basketball, softball, soccer, and track.
4. School choir Gr. 1-8.
5. Liturgy committee (appointed by the Pastor).
6. Decathlon Team Gr. 6-8
7. After School Tutoring Gr. 1-8

**B.16.a.) Student Health**

Parents should use discretion in scheduling doctor and dental appointments so that students do not miss instructional time. No child is to come to school if he or she is too ill to go outside during the recess period with his or her class.

**B.16.b.) ILLNESS OR INJURY**

In case of an accident or illness at school, the school will contact the home, by phone, to have the parent, or someone designated by the parent, pick up the child in the office. If the child is injured during school hours, on the way to or from school, or at any school sponsored activity, the office should be notified immediately and details of the injury given. An insurance claim, which must be completed within 24 hours of the said injury, will then be issued. Delayed reporting may mean lost of payment.

**B.16.c.)Emergency Cards**

It is imperative that emergency cards be kept updated. Many times children have taken ill or been injured and no parent or responsible person could be located, due to inaccurate information on the emergency card. It is highly recommended that the student's doctor keep a signed statement on file given permission to administer treatment in case of serious emergency. Students should be told where a parent could be located in case of change of routine. The persons listed as emergency contacts should know in advance that they are contact persons and should be able to pick up the child. PLEASE UPDATE all phone numbers listed on emergency cards.

**C.17) CURRICULUM OFFERINGS**

St. Raphael School offers the standard school subjects of reading, English, spelling, math, social studies, science, music, art, P.E., and computer, as well as what we consider the most important subject: religion. Every student in our school attends daily religion class lessons, which emphasize Catholic Christian

values. All students are expected to participate in these classes and have an understanding of the Catholic faith.

### **C.18.) RELIGION PROGRAM AND EXPECTATIONS**

Instruction in religion is the foundation of Catholic education in the United States. It is, therefore, a vital part of the instruction program in St. Raphael School. Every student at St. Raphael School receives formal instruction in religion on a daily basis in their classrooms. Every class attends assigned Wednesday morning masses about once a month at the parish church and First Friday masses with the entire school each month. Classes are assigned to do the readings, take up the gifts, read the petitions, and set the altar during our monthly Family masses. Our second graders and students in grades 3 through 8, who have not already done so, prepare for their first Communion and first Reconciliation during their year in school. Our school's Student Learning Expectations include several areas related to the religion program.

### **C.19.) GRADUATION REQUIREMENTS**

It is expected that by the time our students are ready to graduate from St. Raphael School they will have satisfied each of the Student Learning Expectations. Portfolios, which have been assembled through the student's years at our school, will be proof of meeting these expectations.

### **C.20.a.) ACADEMIC PROBATION**

Students whose quarterly academic grade point averages fall below 2.0 are automatically placed on academic probation for the following quarter. At the conclusion of a quarter of probation, the principal and the teacher will evaluate the student's academic performance, as well as his or her participation in extracurricular activities and his or her individual needs and attitudes. They will make one of the following recommendations based upon this evaluation:

1. That the academic probation be lifted from the student.
2. That the student continues on academic probation for an additional quarter.
3. That the student be disqualified from further attendance at St. Raphael.

**C.20.b.) RECOMMENDED TRANSFER RESULTING FROM PARENT ATTITUDE**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians: it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. In such case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

**C.21.) TESTING AND ASSESSMENT**

Standardized testing, the Iowa Test of Basic Skills, is conducted according to the Archdiocesan procedure each fall of the school year. These results are used to help the school personnel to see areas where the students need to grow, and helps them to plan lessons to address these needs. These results are also given to the parents at parent/teacher conferences so the parents are more aware of their child's strengths and weaknesses at that time. Various assessments, both informal and formal, are used throughout the school year by the classroom teachers to check for understanding and learning, and to help students to be better prepared for high school.

**C.21.) HOMEWORK POLICY**

Homework assignments are normally given four nights each week, Monday through Thursday. The time allotment varies, according to the age of the child. The Archdiocesan guidelines support the school's policy of the following time allotments:

Grade K	10-15 minutes, at option of teacher
Grades 1-2	30 minutes
Grades 3-5	60 minutes
Grades 6-8	120 minutes

Each child, in grades 3-8, is required to have a student daily planner, in which he/she writes the daily homework assignments and long-range projects. Parents are encouraged to examine and sign these notebooks and review their child's finished homework each day. Parents should provide a quiet atmosphere for children during homework time. Homework should not be done with the TV or radio on. Parents should check with the teacher if their child is frequently coming home with no homework. In addition to these requirements, the school recommends that each child read five books every quarter unless the teacher assigns otherwise. Parents are encouraged to take their children to visit the library frequently.

**C.23.) GRADING POLICY**

Daily class work, tests and quizzes, class participation, homework assignments, and attendance are all considered factors in determining a student's grades. Excessive absences may seriously affect a student's grades. St. Raphael School follows the Archdiocesan grading scale.

A	93-100%	B-	85-86%	C-	70-74%
B+	90-92%	C+	80-84%	D	65-69%
B	87-89%	C	75-79%	F	64% and under

**C.24.) Honors Guidelines:**

**A Honors:** 3.5-4.0 average in all major subjects which include Religion, Reading, Language, Math, Social Studies, Science and Spelling; B or higher grade in Conduct is required.

**B Honors:** 3.0-3.4 average in all major subjects indicated above; or higher grade in Conduct is required. Award assembly for Grades 6-8 will be held after each quarter. At the end of the school year there will be an award assembly for Grades 1-8.

**C.25.) FIELD TRIPS**

Field trips are privileges and students may be denied participation if they fail to meet behavioral or academic requirements. If parents do not wish their child to go on a field trip, accommodations will be made for the child to remain with another teacher for that day.

Classes may plan field trips for one or more days, and must comply with the following requirements:

- Prior permission of the principal
- Signed and dated Permission Form from parents. All Permission Forms must be in the possession of the supervising adult at all times during the trip.
- All archdiocesan policies on safety must be followed
- State law requires a first aid kit be available to the supervising adult on all field trips
- At least one supervising adult shall be in possession of a cell phone

**C.26.) CELL PHONE USE**

Cell phones and other portable electronic communication may be brought to school with parent permission. However, all portable devices must be turned "OFF" and stored in a backpack, book bag, locker, or other place where the device is not visible.

Portable communication devices may NOT be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority. This prohibition includes, but is not limited to, tutoring, recess, lunch breaks, class changes, and any other scheduled activity that occurs during normal school hours.

Before and after the end of the school day, students may use portable communication devices, but not inside the buildings that are still being used for school-related activities. Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.

If a student uses a portable communications device or any of its functions for any reason during the school day with express adult permission, the following measures will be taken:

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

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

### **C.27.) PHYSICAL EDUCATION AND SPORTS PROGRAM**

Students in grades K-8<sup>th</sup> have physical education classes for 50 minutes each week. All students must wear the same P.E. uniform: navy blue shorts and gray T-shirt, both with school logo. Navy sweats are allowed only in the cold weather. All students will wear their P.E. uniform, in place of their regular uniform, to school on their P.E. day. If a student is not properly dressed for P.E., then he or she must wear their regular school uniform. In addition he or she will be marked down and will have to sit on the sidelines while the class has P.E. If the student is unable to participate in P.E. due to medical reason, the student must bring a report from the doctor indicating the reasons. This report will be attached to the student's health card.

### **D.28.) TUITION AND GENERAL FEES**

The registration fee per family is \$100.00—this covers the application process, the admission test, IOWA testing, and materials. The curriculum and supplies fee per child is \$150.00—this covers textbooks, supplies, consumables, the internet, report cards, and student insurance. The actual cost for educating one child at St. Raphael School is \$3,500. Entire cost for **One student --\$2,800. Two students --\$4,450. Three students-- \$5,800. Four students -- \$6,800.** Monthly tuition rates, over an **11-month period**, through the FACTS program are: one student--\$254.55, two students--\$404.55, three students--\$527.27, four students--\$618.18.

**D.29.) TUITION COLLECTION PLANS**

There are three tuition payment options available at St. Raphael School. There is an 11-month FACTS automatic deduction plan, a twice-yearly semester plan (due July 5 and December 5), and a full payment plan (due July 5). Prompt payment of tuition is an essential factor to the operation of St. Raphael School. Non-payment of tuition will result in students being suspended from school.

**D.30.) TUITION ASSISTANCE**

There are several tuition assistance programs available to St. Raphael School Families. The Catholic Education Foundation and the William H. Hannon Foundation are two programs which our families apply to for tuition assistance. The pastor and principal are able to offer tuition assistance on an emergency basis. All assistance is need based in its origin.

**D.31.) PARENT SERVICE HOURS AND FUNDRAISING COMMITMENTS****School Contract Policy**

1. In order for a student to be admitted to St. Raphael School, the parents/guardians must agree to the conditions set forth in the contract. The school contract must be signed and kept on file in the office. The following items are part of the contract: Attend formally scheduled parent/teacher conferences and be available for other conferences, if needed.
2. Attend all general parent meetings.
3. Attend grade-level parent meetings once a semester.
4. Raise \$200 in fundraising or pay \$200 by designated date.
5. Each family is required to perform 20 service hours every year or pay \$100.
6. Accept the following regulations regarding daycare and afternoon school dismissal:
  - a. Payment for daycare is to be made in advance.
  - b. In case of emergency daycare, we request that payment be made the next morning in the office.
  - c. School dismisses at 3:00 P.M. Students remaining on the yard after 3:15 P.M. and not in an after school extracurricular activity will be placed in daycare and charged \$3 an hour or any fraction thereof. The charges are per hour. If students are picked up after 6:00 P.M., parents will be charged \$5 for every 15 minutes of daycare services.

### **D.32.) COST/FEEES FOR FIELD TRIPS AND SPORTS PROGRAMS**

Each class takes 2 educational field trips each year. The cost of the bus, and any entrance fees, are paid for by the students. We make every effort to keep the cost low so that every student may participate. Students in the upper grades may participate in after-school sports programs. The after school sports fee is \$25 per athlete, per sports team. This fee helps to defray the expenses incurred by the school for equipment, CYO fees, coaches salaries and uniform replacements.

### **E.33.A.) DISCIPLINE**

## **Saint Raphael School's Behavior Management Plan**

In an effort to implement a school-wide discipline/character development program, our faculty selected five target words that we, the Saint Raphael community, will strive to achieve. These five character goals are **Christ-Like/Faith-Filled, Responsibility, Respect, Tolerance** and **Honesty**. To develop these characteristics in our students, school-wide procedures, a consequence/reward system, and the language of a character development program-- Cool Tools-- have been implemented since the fall of 2008. Cool Tools provides students with language and strategies to solve their own problems in academic and social settings.

### **Behavior Management Plan**

Saint Raphael Catholic School values a safe academic learning environment. In order to maintain an environment in which our students may thrive, we have outlined a procedure of consequences for poor behavior:

- 1<sup>st</sup>: Warning, with a behavior reflection sheet filled out, and signed, by the student.
- 2<sup>nd</sup>: Principal's signature on reflection sheet, and sheet returned to the teacher.
- 3<sup>rd</sup>: Parent's signature on sheet, principal is notified, and sheet is returned to teacher.
- 4<sup>th</sup>: Week-long lunch detention for 5<sup>th</sup>-8<sup>th</sup> grades, or an after-school detention (3:15-4:00) for 1<sup>st</sup> – 4<sup>th</sup> grades.

These procedures will come into effect as a result of the following infractions: lying, talking back to the teacher, repeated infractions such as talking, playing in class, or interrupting the classroom, foul language, being out of uniform repeatedly, name-calling/put downs, harassment, hitting other students, not following directions, damage of property, theft, fighting, and being loud in the hallways. A student caught cheating on an assignment, including a homework assignment, will be suspended from school for one day, with parent notification. Saint Raphael Catholic School reserves the right to expedite this process based on individual cases, which may include but are not limited to harassment, damage of property, theft, or fighting.

Detention forms must be signed by parent(s), and returned to the teacher the next school day. Students failing to have the form signed will be asked to call their parent to verify the parent is aware of the

detention. Detentions come after much misbehavior, so we appreciate the support of our parents when a student receives one.

Students may receive more than one detention in a week, if poor behavior is continued. In that case, students are asked to serve lunch, or after-school, detentions again the following week.

Students receiving three or more detentions in one month will serve their regular detentions, but will also be asked to serve a Saturday detention, 12:00-2:00 P.M., with Ms. Curtis. Sports, or other events, may not be used as a reason for the student to miss this detention. When the parent/s picks up the student from Saturday detention, they will be asked to sign a behavior contract, outlining what behaviors the student needs to work on.

If a student receives three or more detentions in one month following a Saturday detention, the student will be suspended from school for one day, with parent notification. It is our wish to help the student to understand that behaviors have consequences, and this drastic step may be necessary for some students to understand the seriousness of their behavior.

If a student receives three or more detentions in one month after a one-day suspension, the student will receive a 5-day in-school suspension, with a parent conference ahead of time. The parent conference will serve as a forum for discussing what the student will need to do to remain at St. Raphael School.

### **Reward System:**

Saint Raphael Catholic School is proud to recognize the positive behaviors exhibited by its students. Our students often return money found on the school yard, help clean classroom mess that isn't theirs, return sports equipment that they didn't play with, and regularly do their best in school, completing every homework assignment. High Five tickets are given to students who demonstrate the school's five character traits: Christ-like/faith-filled, respect, responsibility, tolerance and honesty. Teachers collect High Five tickets daily, and many teachers reward students in various ways in the classroom. A High Five ticket drawing is conducted weekly at morning announcements in conjunction with Principal Awards. One ticket is pulled from each grade level, and those students receive both recognition, and a prize, such as a gift certificate to Quizno's.

## **PROCEDURES:**

### **Recess Procedures**

1. 9:30 – 9:50am Recess/ Nutrition for Grades K-4
2. 9:50 – 10:10am Recess/Nutrition for Grades 5-8
3. Place play equipment into the ball cart at the end of recess.
4. Off limit areas: Office area/back of gym/sacristy alcove, hallways.
5. Walk into the hallway with hands behind back or at the sides.

### Line/Hallway Procedures:

1. Walk properly in two straight lines on the right side of the hallways.
2. Face forward.
3. Keep hands and feet at your side (lower grades—behind back)
4. Mouths stay closed

--No drinking water while walking in line.

### **D.33.b.) UNIFORM POLICY**

The dress code will be strictly enforced. Gloves, sweatbands, oversized headbands, oversized belt buckles, hats, sunglasses, and articles of clothing that may cause distractions, thereby interfering with student learning, are not permissible. Uniform jackets are required to be worn with the uniform on cold days. Students are not permitted to wear other brand jackets. Students not dressed in complete school uniform are subject to being sent home. Parents will be called to either bring the missing item or pick up the student if not in full uniform.

If a student is not in complete uniform, or is breaking uniform policy, the following steps will be taken:

- 1) First offense—a verbal warning
- 2) Second offense—first uniform notice goes home for parent signature
- 3) Third offense—second uniform notice goes home for parent signature
- 4) Fourth offense—student receives detention

A few notes:

- No earrings or studs for boys
- Stud earrings, or **small** hoop earrings, for girls **-no larger than the size of a dime** (NO dangling earrings).
- No colored (dyed) hair for girls or boys
- Hair length may not be longer than collar for boys
- No trendy styles, tails, steps, spikes, braids or Mohawks for boys
- Jewelry is limited to ONE ring, ONE bracelet, on ONE arm.
- ONE necklace that is **religious** may be worn.
- No fingernail polish or acrylic nails may be worn

## **Free Dress**

Students should dress in an appropriate manner for a school day. Even though they are not in uniform, students should dress in more professional attire than they wear while playing on the weekend. In order to maintain an atmosphere of learning, the following regulations should be considered.

- Pants should fit well and be in good condition.
- Shirts should fit well and have no objectionable messages on them.
- Shirts and dresses should be of an appropriate length, even with backpack on.
- Makeup, nail polish, and jewelry are not allowed as they are distracting and contribute to an atmosphere of peer pressure.
- Sagging shorts and pants, long belts, hats and tank tops are not allowed.
- Tops for girls should cover from waist to shoulders, including one's back.
- No sandals, flip-flops, or slip-on shoes should be worn.

Since it is impossible to anticipate every infraction, these guidelines will be enforced at the discretion of the school staff. Students may be asked to call parents to bring a change of clothing in the event of free dress infraction. Please understand that proper attire is essential in establishing a professional learning atmosphere. Thank you for your cooperation in this matter.

## **F.) ARCHDIOCESAN POLICIES AND PROCEDURES**

### **1. GENERAL INFORMATION**

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

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

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

Our Christian principles provide that:

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

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

## 1.2 Zero Tolerance Policy

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

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

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

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

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

## 1.3 Safe Environment Training for Children and Youth

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

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

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

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

## 1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

*Revised August 20, 2007*

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

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

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

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

## **1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**

*Revised August 20, 2007*

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

## **1.6 Parent/Student Complaint Review Process**

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

### **1.6.a School Level**

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

### **1.6.b Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **1.7 Parent or Parent-Teacher Organizations and Consultative School Council**

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

### **1.7.a Parent or Parent-Teacher Organizations**

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

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

### **1.7.b Consultative School Council**

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

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

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

## **2 ADMISSION AND ATTENDANCE**

### **2.1 School Student Non-Discrimination Policy**

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

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

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a

student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

## **2.2 Inclusion Procedures**

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

## **2.3 Guidelines for Admission to Elementary Schools**

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

## **2.4 Privacy and Access to Records**

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

### **2.4.a Pupil Records**

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

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

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records.

However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **2.4.b Directory Information**

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **2.4.c Parent Authorization to Use Child's Personal Information**

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

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

### **2.4.d Verbal/Written Confidences**

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

## **2.5 Transfer of Records**

### **2.5.a Student Transfers, Withdrawals and Graduation**

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

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

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

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

### **2.5.b Withholding of Records**

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

### **2.5.c Cumulative Pupil Record**

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

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

## **2.6. Absence**

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

### **2.6.a Absences with Acceptable Excuse**

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

### **2.6.b Extended Absences**

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

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

#### **2.6.d Leaving School Early**

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

#### **2.6.e Tardiness**

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

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

#### **2.6.f Truancy**

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

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

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

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

### **2.6 Work Permits**

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

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

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

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

## **2.7 Student Accident Insurance**

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

# **3 ACADEMICS AND CO-CURRICULAR ACTIVITIES**

## **3.1 Tutoring**

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

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

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

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

## **3.2 Counseling Policy**

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

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

- Provide advice regarding academic subjects and student progress in school

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

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

## **4 DISCIPLINE**

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

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

### **4.1 Maintenance of Effective Discipline**

Effective discipline is maintained when there is

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

### **4.2 Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background

- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

### **4.3 Detention**

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

### **4.4 Suspension**

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

### **4.5 Expulsion**

#### **4.5.a Reasons for Expulsion**

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

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

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

#### **4.5.b Procedure for Expulsion**

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

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

#### **4.5.c Written Record**

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

#### **4.5.d Cases Involving Grave Offenses**

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

#### **4.5.e Time of Expulsion**

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

#### **4.5.f Reporting of Expulsions**

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

#### **4.5.g Right to Make Exceptions**

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

#### **4.5.h Home Study**

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

### **4.6 Harassment, Bullying And Hazing Policy**

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

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

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

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

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

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

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

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

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

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

## 4.7 Student Threats

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

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

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

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

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

## 4.8 School Searches

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

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

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

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

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

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

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

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

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

### 5.1 Definitions

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

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

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

### 5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

### **5.3 Ownership and Control of Communications**

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

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

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

### **5.4 Guidelines for Email Correspondence and Other Electronic Communications**

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

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

## 5.5 Prohibited Practices

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

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

copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.

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

## **5.6 Consequences of Violations of Electronic Communications Policy**

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

# **6. HEALTH AND SAFETY**

## **6.1 Emergency Card**

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

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

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

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

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

## **6.2 Examinations and Inoculations**

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

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

## **6.3 Immunization**

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

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

## **6.4 Health Records**

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

## **6.5 Medical Appointments**

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

## **6.6 Medications**

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.

- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

## **6.7 Communicable Diseases**

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

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

## **6.8 Allergies**

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

## **6.9 Student Sexual Conduct and Pregnancy**

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

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

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

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

## **6.10 Closed Campus**

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

## **6.11 Research Projects and Rights of Parents**

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

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

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

## **6.12 Removal of Students from School During School Hours**

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

Exceptions to this rule may be made only:

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

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

### **6.13 Interview and Removal from School of Students by Police Officers**

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

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

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

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

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

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

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

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

the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **APPENDIX A**

### **CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor

- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_

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

Name and Signature of Parent or guardian: \_\_\_\_\_

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

Name and Signature and Title of Witness: \_\_\_\_\_

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

## APPENDIX B

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

### PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

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**This section to be completed by Archdiocese/School/Parish**

Archdiocese/School/Parish: \_\_\_\_\_

Class/Activity: \_\_\_\_\_

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

---

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

---

**This section to be completed by Parent/Legal Guardian:**

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

**Please initial the applicable boxes**

Image/visual likeness:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Video:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Name:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Work:	<input type="checkbox"/> yes	<input type="checkbox"/> no

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

Print Release Child Noncomm ver 1 Unrevised 10/11/10

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

## APPENDIX C

studentyouthactivitypermissionform\_en[1].pdf - Adobe Reader

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

### STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Activity: ☐ Field Trip ☐ Other (specify): \_\_\_\_\_

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

Educational Purpose: \_\_\_\_\_

Description of Activity: \_\_\_\_\_ ☐ See Attached

Mode of Transportation: ☐ Walk ☐ Car Pool ☐ Bus ☐ Other (specify): \_\_\_\_\_

Teacher/Adult Leader: \_\_\_\_\_ Attire: \_\_\_\_\_

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

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

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

Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_XII/Student\\_and\\_Youth\\_Activity\\_Permission\\_Form/?i=808](http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808)

## APPENDIX D

medicationauthpermform\_en[1].pdf - Adobe Reader

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### ARCHDIOCESE OF LOS ANGELES MEDICATION AUTHORIZATION AND PERMISSION FORM

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

A. \_\_\_\_\_

Last Name of Student	First Name	Sex	Birth Date
----------------------	------------	-----	------------

\_\_\_\_\_

Purpose of Medication or Diagnosis	Name of Medication
------------------------------------	--------------------

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_ Please notify this office if patient misses medication at school.

\_\_\_\_\_ Medication may have adverse effects (explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Special instructions and/or comments \_\_\_\_\_

\_\_\_\_\_

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

Document available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_VIII/Medication\\_Authorization\\_and\\_Permission\\_Form/?i=788](http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788)

**ACCEPTANCE OF HANDBOOK  
[REQUIRED FOR ALL SCHOOLS]**

School \_\_\_\_\_ School

Logo **Parent/Student Policies Agreement Form**

*(Please print except where signatures are required)*

### Acceptance of Parent/Student Handbook

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

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

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

Print student names and grades:

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

\_\_\_\_\_ Grade \_\_\_\_\_

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

\_\_\_\_\_ Grade \_\_\_\_\_

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



## **St. Raphael School Parent/Student Policies Agreement Form**

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

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

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

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

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

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

### Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes

Archdiocese/School/Parish: St. Raphael School, Los Angeles

Class/Activity:

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

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

***This section to be completed by Parent/Legal Guardian:***

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

**Please initial the applicable boxes**

Image/visual likeness:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Voice:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Name:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no	Work:	<input type="checkbox"/>	yes	<input type="checkbox"/>	no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age: