

St. Bede School

4524 CROWN AVENUE LA CANADA, CA 91011

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SCHOOL HOURS: 7:50am - 2:40pm/OFFICE HOURS: 7:45am - 3:00pm

PERSONNEL	
Pastor	Rev. Monsignor Antonio Cacciapuoti
Associate Pastor	Rev. Kevin Kester
Principal	Mr. Ralph P. Valente
Assistant Principal	Miss Barbara Kuhl
FACULTY / STAFF	
Kindergarten	Mrs. Patricia Harrison
Kindergarten Aide	Mrs. Arlanda Yamaminami / Mrs. Mary Mills
Grade 1	Miss Francine Zube
Grade 2	Mrs. Kathy Wilson
Grade 3	Mrs. Dahlia Fox
Grade 4	Mrs. Jennifer Valencia
Grade 5	Mrs. Mo Hurlbutt
Grade 6	Mrs. Meghan Bender
Grade 7	Miss Emily Kenny
Grade 8	Miss Barbara Kuhl
Grade 6/ 7 / 8 Math	Miss Jamie Halpenny
Science 6-7-8/Physical Education	Mr. Jeffrey Fox
Music K – 8	Mrs. Lisa Thelen
Librarian	Mrs. Erin Olmsted
Physical Education	Mrs. Rhonda Cunningham, Mr. Jeffrey Fox
Athletic Directors	Mr. Jeffrey Fox, Mrs. Rhonda Cunningham
Art 7 / 8	Mrs. Harriet Kaiser
Administrative Assistant	Mrs. Ava Susank
Computers	Mrs. Marian Macho
ST. BEDE SCHOOL BOARD	
President	Mr. Andy Miller (626-449-1464)
First Vice President	
Second Vice President	Mrs. Karrie Saydah (626-792-6919)
Secretary	Mrs. Freia Weisner (818-541-0984)
Treasurer	Mr. Steve Gorski (626-683-3918)
Communications	Mrs. Holly Bauer (626-564-0400)

VOLUNTEER CHAIRPERSONS	
Room Parents	Mrs. Allison Davitt (818-236-3626)
Art History	Mrs. Barbara Emmons (818-790-4590)
Emergency Preparedness	Mrs. Beth Huston (626-793-0412)
Hearts and Souls	Mrs. Meghan Bender (818-790-7884)
Marketing/Publicity	Mrs. Daina Kasputis (626-440-9529)
Great Books	Mrs. Cindy Sercel (818-899-5002)
Health Room	Mrs. Michele Stephens (626-795-5412)
Health Screenings	Dr. Lauren Dimen (626-796-4249)
Safeguard Our Children	Mrs. Patricia Swords (818-265-1277)
Parents' Hot Lunches	Mr. Levon Matossian (626-794-5463)
Catering Service	Mrs. Linda Delaney (818-957-0444)
Lunch Supervision	Mrs. Tracy Mudie (818-952-0260)
Read Aloud Program	Mrs. Jeanette Docherty (626-449-7901)
Hospitality	Mrs. Beatriz Smissen (818-541-1808)
Scouts – Boy / Cub	Mrs. Cindy Sercel (818-899-5002) Mr. William Ferguson (818-790-8814)
Scouts – Girl / Brownies	Mrs. Michele Stephens (626-795-5412)
Fundraiser Chairpersons	
Back-to-School Picnic	Mr. & Mrs. Armando Villalpando (818-246-1623)
Gift Wrap	Mrs. Annie Pontrelli (818-790-6623)
Jog-A-Thon	Mr. & Mrs. Daniel Stimmler (626-796-2804)
Donation Tracking	Mrs. Tammy Miller (818-957-4746)
Bedefest	
Scholastic Book Fair	Mrs. Suko Adler (818-790-9279)
Spring Raffle	Mr. & Mrs. Robert Roginson (626-796-7719)
Christmas See's Candy	Mrs. Susie Develle (626-396-7020)
Easter See's Candy	Grade 7 Parents

St. Bede School Handbook

Mission Statement

To nurture a Catholic learning community committed to faith development and academic excellence which inspires all members to respond generously to the call of the Old Testament to “Act justly, love tenderly and walk humbly with our God” (Micah 6:8).

Philosophy

As a Catholic school, we share a faith which shapes our vision of education in the modern world. This vision is focused first of all on the individuals we teach. Like St. Paul, we speak our vision for them in a prayer for their "hidden selves to grow strong" (Eph. 3:16) so that, as their lives unfold, they may become the persons God has intended them to be. Then with their parents, teachers, and fellow students they will grow as a community united in faith and rooted in the love of Christ.

Because we share this vision of education, we, the faculty of St. Bede School, believe that:

- Each student has the right and responsibility to become a dedicated Christian whose life embodies the ideas and values of Christ.
- Each student should develop a positive self-image so that he/she can see himself/herself as an important person in the family, school, and community.
- Each student has the right and responsibility to become his/her unique self, developing all the talents and capabilities with which he/she is gifted.
- Each student, as an aware and committed Christian, has an obligation to contribute his/her gifts and talents to the improvement of the world.
- Each student should develop his/her powers of decision-making so that he/she can make free and deliberate choices.
- Each student should grow to responsible freedom in all areas of life - spiritual, intellectual, psychological, social, and physical.
- Each student should develop a love of learning which will enable him/her to pursue knowledge independently and thus become a fully developed person.
- Parents should be made aware of their role and responsibility as the primary educators of their children.
- The faculty and staff create a climate of support for a community rooted in God's presence and dedicated to serving the needs of others.

Spiritual Goal

To develop a strong Christian community that is aware of the presence of God in people, things, and events encountered daily and rooted in a faith enlivened by freedom, knowledge and love.

We attempt to actualize this goal by:

- Helping each student appreciate himself/herself as a unique gift of God, with special talents, abilities, and qualities which he/she must affirm and develop.
- Stimulating an awareness of God that is present and working in their lives.
- Helping each student develop a deep respect for human life and an appreciation of humankind's mutual responsibilities for all people.
- Providing each student with the times and opportunities of prayer so that he/she may develop a deep personal relationship with God.
- Providing each student with well-prepared religion classes, student body liturgies and prayer services so that he/she will discover the beauty and meaning of Christ's presence in the liturgy.
- Giving each student a basic understanding of scripture so that he/she may recognize the ways in which God reveals Himself in his/her world today.
- Teaching each student the fundamental doctrines and principals of the Catholic faith so that he/she may grow in love of God through knowledge of Him.

- Giving each student the necessary help and encouragement to develop a value system grounded in the Good News of Christ.
- Helping each student discover himself/herself is a member of a community with a history and tradition growing out of God's presence in its members and teaching each student that knowledge and individual talents are a call to service and responsibility to others.
- Encouraging each student to participate in activities designed to serve other members of the parish community and the world community.
- Providing times and opportunities of prayer for the faculty so that they may grow stronger as a community united in love and faith.
- Providing opportunities for parents to grow in their faith through parent meetings, sacramental preparation classes, and liturgical celebrations.

Intellectual Goal

To help each student develop certain academic and critical thinking skills that will enable him/her to reflect on reality and integrate it into his/her life. We attempt to actualize this goal by:

- Challenging each student to develop his/her intellectual and creative potentials to his/her fullest.
- Providing each student with the tools to communicate verbal and written ideas effectively.
- Introducing each student to the basic verbal and computational skills necessary for a fully developed life.
- Encouraging each student to question concepts, values, ideas, and opinions.
- Teaching each student how to interpret data meaningfully and assess the accuracy of information.
- Stimulating creative and critical thinking through writing, discussions, problem - solving, role-playing, etc.
- Providing time for each student in the library, resource room, and learning center and computer lab.
- Encouraging each student to initiate self-directed activities and projects.
- Allowing for various learning situations within the classrooms.
- Providing opportunities for individualized and self-directed learning.
- Providing educational opportunities for students to become knowledgeable of technical advances, thereby allowing them to meet the challenges of the twenty-first century.

Psychological Goal

To create a climate in which each student can grow to his/her full potential, recognizing his/her weaknesses as well as his/her strengths and be able to appreciate himself/herself as a unique individual.

We attempt to actualize this goal by:

- Helping each student develop a positive and realistic self-image through praise and encouragement.
- Encouraging each student to discover and accept his/her own strengths and weaknesses.
- Discussing with each student acceptable and unacceptable ways to deal with the emotions of anger, fear, frustration, love, jealousy, etc.
- Encouraging each student to admit and accept failure as well as success.
- Providing opportunities for each student to express himself/herself through creative writing, athletics, music, etc.
- Giving each student a sense of acceptance and appreciation by the faculty and his/her fellow students.
- Discussing with each student the basic needs of every human being; spiritual, psychological, social, physical, etc.
- Helping each student develop an appreciation of other views and values through role-playing, application of value clarification strategies, and discussion.
- Giving each student opportunities to make choices.
- Encouraging each student to share his/her ideas, insights, and achievements and to appreciate those shared by others.
- Counseling the students in order to help them understand how their needs influence their behavior and helping them assume responsibility for their actions.

- Helping each student seek solutions to personal, school, and family problems.
- Presenting opportunities for parents and students to express their love and concern for each other.

Social Goal

To give each student the necessary understanding of his/her place, role and responsibilities in the many groups of society to which he/she belongs.

We attempt to actualize this goal by:

- Integrating and applying the teachings of Jesus Christ to contemporary peace and justice issues.
- Encouraging each student to become a living Christian witness who will express and demonstrate in his/her life a well-formed social conscience.
- Making each student aware of the underlying commonalities which unite all human beings.
- Insisting on a uniform code of behavior so that each student will acquire an inner sense of discipline.
- Stressing the values of respect, courtesy, and tolerance in all areas of life
- Stimulating each student to fully develop his/her verbal and written skills in order that he/she may communicate more effectively with others.
- Providing each student with diversified situations in which he/she must relate to and work with others.
- Discussing with each student various aspects of human behavior, their effects on society, and the necessity of developing as responsible citizens.
- Providing each student with opportunities to assume leadership and responsibility.
- Providing opportunities for social and cultural experiences through curricular and extra-curricular activities.
- Helping each student appreciate the nature and role of various social institutions (the family, marriage, etc.) and the students' contributions to these organizations.
- Helping each student appreciate the contribution of the various religions, races, and cultures in American society.

Physical Goal

To help each student develop his/her physical abilities and talents and integrate these into his/her life.

We attempt to actualize this goal by:

- Providing a physical education program to develop the habit of regular exercise and sound attitudes toward physical growth and maturation.
- Helping each student appreciate the values of sportsmanship and teamwork through participation in competitive sports.
- Helping each student master the basic skills, rules, and regulations of various sports.
- Encouraging each student to observe basic safety rules.
- Making each student aware of the importance of nutrition and hygiene in his/her daily life.

Our main goals in implementing our philosophy are:

- To create a climate in which each student can grow to his/her full potential recognizing his/her weaknesses as well as his/her strengths, and able to appreciate himself/herself as a unique individual.
- To help the student develop his/her physical abilities, talents and aptitudes and integrate these into his/her life.
- To give the student the necessary understanding of his/her place role and responsibilities in the many groups to which he/she belongs.
- To help the student develop certain academic and critical thinking skills that will enable him/her to reflect on reality and integrate it into his/her life.
- To develop a strong Christian community that is sensitive to the spiritual, aware of the presence of God in the people, things and events encountered daily and rooted in a faith enlivened by freedom, knowledge and love.

Our prayer at St. Bede is for our "hidden selves to grow strong" (Eph.3:16). We voice this prayer not only for our students, but for each of us involved in the education process. While we call our students to become the persons they are meant to be, we also ask the individuals of our faculty and staff to continue to become the persons they are meant to be. Our challenge is to provide the climate and means through which both students and staff can come closer to God and their fellow men and women.

We envision a school community in which we individually and collectively, respond to the call of the Old Testament, "to act justly, love tenderly, and walk humbly with our God" (Micah 8).

Saint Bede School Wide Learning Expectations

A graduate of Saint Bede School is:

A person of faith who:

- Is developing a Christian moral conscience
- Has basic understanding of the fundamental doctrines and principles of the Roman Catholic faith
- Is a member of a Catholic Community with a history and a tradition
- Worships with the church community through prayer, liturgy, and the sacraments
- Is called to service to others

An Academically prepared person who:

- Has a foundation in the basic skills in the academic discipline
- Has the tools to communicate verbal, written, and oral ideas effectively
- Is developing study skills to promote lifelong learning
- Uses critical thinking skills, problem solving, and scientific concepts in practical life experiences
- Is knowledgeable of technical advances as a tool for learning
- Has been exposed to various forms of expressions in the fine arts

A Responsible Learner who:

- Is self-disciplined
- Is pursuing knowledge independently to become a fully developed person
- Appreciates the values of good sportsmanship and teamwork
- Is developing the importance of good health and fitness in his/her daily life
- Is awakening to the nature and his/her role in various social institutions
- Shares ideas, insights, and achievements and appreciates those shared by others

A person of Global Awareness who:

- Is aware of the underlying commonalities which unite all human beings
- Is aware of the rights and responsibilities of a citizen
- Is aware that our actions impact our local and global environment
- Is developing an appreciation of the views and values of others
- Realizes an obligation to contribute his/her gifts and talents to the improvement of the world
- Acknowledges the values of respect, courtesy, and tolerance in all areas of life

REGISTRATION & TUITION PLAN

Grades 1 - 8 tuition

1 child	-	\$3,950.00
2 children	-	\$7,500.00
3 children	-	\$10,700.00
4 children	-	\$13,700.00
5 children	-	\$16,500.00

Non-Supportive to the Parish

Grades K – 8
\$5,200.00 per child

Kindergarten Tuition

1 child	-	\$3,950.00 (plus Registration and Student Body Fees)
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Student Body Fee (Non Refundable) - \$380.00 **per child** per year (includes testing, insurance, field trips, textbooks, health room supplies, paper, art and computer supplies, Grades 3 – 8 assignment notebooks, and other incidentals).

Registration Fee (Non Refundable) - \$250.00 **per family** per year.

Registration for the coming school year takes place in April. Registration fee (\$250.00) is due at registration.

September tuition is due July 1 and considered late after July 15th.

Student Body Fees are due August 1 and considered late after August 15th.

Tuition may be paid in 10 monthly installments and should be mailed to the school's Post Office Box 244 by the 15th of the month. Statements will be e-mailed monthly.

All tuition is to be paid in full by June 1st. Final report cards may be withheld if all tuition and fees are not paid in full.

There will be a \$20.00 charge on any returned check or tuition received after the 15th of the month.

School Hours

School begins for grades 1 - 8 promptly at 7:50 a.m. and continues until 2:40 p.m. Kindergarten begins at 7:50 a.m. and continues until 11:30 a.m.

As a matter of courtesy, please have your children on time for school. Students should be in their classrooms by 7:55 a.m. Monday morning assembly and weekly announcements begin at 7:55am. Tuesday morning, students should arrive by 7:50 a.m. for our weekly student body Mass.

There is no supervision for your child before 7:45 a.m. or after 3:00 p.m.

Morning Recess

Kindergarten - Grade 4	10:10 a.m. - 10:30 a.m.
Grades 5 - 8	10:30 a.m. - 10:50 a.m.

Lunch Recess

Grades 1 – 4	12:00 p.m. - 12:30 p.m.
Grades 5 – 8	12:15 p.m. - 12:45 p.m.
Grades 1 - 8 (First Fridays)	11:40 a.m. - 12:15 p.m.

Lunch Programs

We offer a combination of three lunch programs at St. Bede. Parents' Lunch is made by teams and offered on Mondays during the school year. Lunches are purchased by semester for \$4.00 per meal and dates and menus are listed on the reservation form and the calendar. The Price is 5.00 per meal at the door. Order forms are sent in the August and January newsletters and are available online.

Special Hot Lunches are provided on special days via a special order form which is sent home with children and/or available online.

Reservations are necessary and taken in advance of lunch day. The order form will indicate if meals are available at the door and the price for lunch on that day. Prices vary and sometimes family members are welcome.

Tuesday through Friday lunches are offered by Ali Catering unless it is a special hot lunch day. Tickets are purchased in advance or for \$5.00 at the door. A strip of 10 tickets is available in the school office for \$40.00. Ali Catering is an independent food service and the lunches are provided as a service to our families. Checks are made payable to Ali Catering.

Absence See also Archdiocese Policies 2.6

Please call the school office between 8:00 and 9:00 a.m. every time your child is absent. This is for your child's protection. When a pupil has been absent, a written excuse signed by the parent or guardian is required for readmission to class. The excuses are kept on file by each teacher for the duration of the semester.

- The practice of taking students out of school for vacations is to be discouraged. It is very difficult, if not impossible, to "make-up" actual classroom teaching that is missed during vacations. Make-up of individual lessons and testing is left to the discretion of the teacher.
- When a student is going to be absent for reasons other than illness, it is mandatory that a note be sent to the office and a note be sent to the student's teacher(s) explaining the reason for such an absence. This note should be sent to the school prior to the absence.
- Students absent due to illness may be required to make-up work, which the teacher judges to be vital. Parents should request work to be sent home for children absent 3 or more days. Please make the request by telephone or note before 10:00 a.m.

Extended Absences

If a pupil is absent for a total of 15 days or more during the quarter, report card grades may not be withheld.

Tardiness

A student is late if they arrive anytime after 8:00 and before 8:30am. A student is also late if they leave anytime after 2:10pm and before 2:40pm. Students arriving after 8:30am but before Noon are considered absent 1/2 day. Likewise, students leaving after Noon and before 2:10 are considered absent 1/2 day. This tardiness is recorded on the student's permanent record. Students who are tardy need to report to the school office with a note from their parent or guardian.

Appointments

All students must be signed out and picked up in the school office. No student will be released from class unless the school has been notified. All appointments should be made outside of school hours or on holidays if at all possible.

Code of Christian Conduct Covering Students and Parents/Guardians See Archdiocese Policies 1.1

Consultative School Boards and Parent Organizations See also Archdiocese Policies 1.7

St. Bede Parent Association

We are blessed with a dedicated and active Parent Association at St. Bede School. The purpose of this group is to promote a Parent/Teacher relationship that enhances the principles of the Catholic education process, to support general school activities, to organize and direct fundraising events for the school's current operational expenses and to act as a liaison between parents and school. Please feel free to contact any chairperson if they can be of help to you in these areas.

School Board meetings are held monthly. Parents wishing to place an item on the agenda and/or attend any of these meetings are asked to notify the School Board President. Minutes are available for perusal through the Board secretary.

Three (3) general parent meetings are held each year. All parents are expected to attend these three meetings. If for some reason neither parent is able to attend, we ask that you notify the Principal in writing in advance of the meeting.

General Parent Meetings will be held at 7:00 p.m. in the parish hall on the following dates:

Tuesday, September 13, 2011

Tuesday, January 31, 2012

Tuesday, May 8, 2012

Curriculum

The following subjects are taught in the schools of the Archdiocese: Religion, English, Math, Reading, Science, Music, Art, Physical Education, Spelling, Social Studies and Penmanship. The curriculum fulfills the requirements for the state of California and the Archdiocese Department of Education.

Because of the wonderful corps of volunteers, St. Bede is able to provide aides for work in the classroom as well as in the Library, Computer Lab and Learning Center. Field trips are provided for each class during the year, and cultural experiences in fine arts are provided at the school. Students are provided opportunities to join various extracurricular programs sponsored by the school, parish and local community. Participation is encouraged in organizations such as St. Bede Choristers, CYO Sports, Boys and Girls Scouting, Student Council, Kiwanis Builders Club, Newspaper, Altar Servers, Hearts and Souls and/or S.T.A.R.

Homework

Suggested time allotment for homework is as follows:

- Grades 1 - 2 not to exceed one-half hour
- Grades 3 - 6 not to exceed one hour
- Grades 7 - 8 not to exceed two hours

Times will vary based on study habits and skills of individual students. If any parent notices excessive or insufficient time spent on homework, he/she should discuss it with the teacher. These time allotments do not necessarily include long-term projects, nightly reading, review of basic math facts or preparation for tests.

Scholastic Honor Roll

The Scholastic Honor Roll will be adopted in Grades 4 - 8. First Honor Roll requires a 3.7 average; Second Honor Roll requires a 3.3 average. The average is computed from seven main subjects (Religion, English, Reading, Spelling, Math, Social Studies, Science) where A = 4, A- = 4, B+ = 3, B = 3, B- = 3, C+ = 2, C = 2, C- = 2, D = 1, F = 0. Students must have at least a "B-" in Religion, work habits, and conduct. A "D" or "F" in any area disqualifies students from membership.

Regarding The Grading Of Students

The Archdiocese of Los Angeles Department of Catholic Schools mandates the following percentages for grading in grades 3 - 8:

A = (97 - 100) A- = (93 - 96) B+ = (90 - 92) B = (87 - 89) B- = (85 - 86) C+ = (80 - 84) C = (75 - 79) C- = (70 - 74) D = (65 - 69) F = (below 65)

A student's grade represents his/her performance and not necessarily his/her capability.

Progress Reports

Progress reports are sent home with each student midway through each quarter. The purpose is to inform parents of the current strengths and weaknesses of their child. Therefore students are discouraged from opening progress reports. All progress reports are to be signed and returned to the classroom teacher.

Probation

Students who receive a grade point average below 2.0 in seven main subjects will be placed on academic probation. Students whose conduct grade falls below "C" will be placed on behavioral probation. Students on probation are disqualified from extracurricular activities.

Testing Program

The ITBS Test for grades 2-8 along with the CogAT Test for grades 3, 5, and 7 have been selected for the Archdiocesan elementary system testing program. These tests will be administered during the fall semester. Also, ACRE (Assessment of Catholic Religious Education) for grades 5 & 8 has been designed as a tool for evaluating our religious education program. Testing is in January.

Parent/Teacher Conferences

Conferences will be held during the month of November. However, parents and teachers should communicate with one another as often as necessary to eliminate difficulties and encourage student growth and improvement. Appointments or telephone calls with teachers can be arranged by sending a note to the teacher. This note should be in a sealed envelope.

Since each teacher has a supervisory role during school hours, teachers are not available for a conference without a prior appointment. Parents should not expect to "just drop in" for a conference.

Tutoring and Counseling See Archdiocese Policies 3.0

In Service Training

To allow for the on-going education of our faculty, opportunities for faculty meetings and curriculum study are provided. Students will be dismissed once a month at 12:00 p.m. for faculty meetings.

Electronic Devices and Messages

Cell phones and other portable communication devices (pagers, iPhones®, iPods®, Blackberries®, walkie talkies, etc.) may be brought to school. However, all portable communication devices **must be turned "OFF"** and stored in a backpack, book bag, locker, or other place where the device is not visible.

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

This prohibition includes, but is not limited to, homeroom, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.

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

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

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

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

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

Students should make phone calls only in an emergency. Forgotten books, lunches, and assignments are not considered emergencies. Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after-school pickup arrangements may not be delivered to class. Students can come to the school office to pick up an item parents have delivered for them.

Remaining After School

All students should be picked up promptly at 2:40 p.m. unless they are involved in after school **supervised activities**. There is no supervision after 3:00 p.m. except for those involved in extracurricular activities. If students cannot be picked up by parents, some other arrangements should be made. **Students may not wait along Foothill Blvd. or Crown Avenue to be picked up.**

No student may leave campus without permission during school hours or while participating in after-school activities.

Visitor Badges

All visitors to St. Bede School campus, including parents, must sign in and receive a badge at the school office. Parents and visitors are not allowed to go directly to the classroom without office approval. Books, lunches, homework etc. should be left in the school office. It is the students responsible to check with the office to claim these items.

Permission Slips and Field Trips

Permission slips are required for field trips. If any student forgets their permission slip on the morning of the field trip, they will have to miss the trip. **Verbal permission via phone will not be accepted.** A fax permission slip with the parent's signature is acceptable. The field trip policies listed below apply to class trips, school group trips (e.g. choir,) and trips for school sport teams.

All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents as applicable. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.
- Transportation may be by personal car, school or chartered bus or van.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.

Parties

Mixed parties involving pupils of the upper grades, even when they are held at home or at school, are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. An exception to this regulation would be a school sponsored graduation party having the approval of the pastor, principal and parents.

School Uniforms

Students are expected to be neatly dressed in school uniforms unless express permission is given for free dress. Uniforms must conform to the color and style of the school uniform company and to rules of neatness. Torn or ripped uniforms are not acceptable at school. Uniforms that need attention should be mended or replaced immediately. Purchases: School Uniformity, 3516 W. Beverly Blvd. Montebello, CA 90640. Telephone 323-726-0882.

Uniform Shorts - Boys and Girls

- Worn only with School logo knit shirt (blue for boys and white for girls).
- Must be worn with a belt and shirt tucked in.
- May be worn on Mass Days.

Boys' Uniform

- Blue pinstripe pullover shirt in pinfeather fabric for grades K - 6
- Blue double knit monogram shirt for grades 7 & 8

- Navy blue twill for all boys (one year transition period from cords to twill)
- White T-shirt only
- Shoes must be neat and clean
- White or blue crew socks
- Navy monogram sweatshirt

Girls' Uniform

- Tartan plaid jumper with white short sleeve blouse for grades K - 4
- Tartan plaid skirt with white short-sleeved blouse for grades 5-8
- Navy blue slacks with belt and white logo knit shirt
- White or blue crew socks. Shoes must be neat and clean.
- Turtlenecks, solid white or navy, may be worn in cold weather under school shirt/blouse and sweater.
- Dangling or looped earrings are not permitted. Only one earring per ear.
- Make-up and colored nail polish are not allowed.
- Blouses, except for over-blouses, must be tucked in so that the waist band of the skirt is visible during school hours.
- Skirt, shorts, and jumper length should be no shorter than 3 inches above the top of the knee.
- No coats or jackets may be worn in the classroom without teacher approval.

Personal Appearance

Appearance, dress and grooming make the school atmosphere more conducive to academics. Observing the ordinary rules of personal neatness and cleanliness is an essential part of dress. Students may not wear make-up. The principal is the final authority in this matter.

Hair

Extreme hairstyles are not acceptable. Hair shall be worn in a manner as to be evenly cut; be out of the eyes; be its natural color; be neatly combed. Boys' hair should not touch the top of the shirt collar in back and extend no longer than the middle of the ear. Earrings are not allowed on boys.

Shoes

Moccasins, open toe or heel shoes, sandals, cowboy boots, work boots or any other shoes, which extend beyond the ankle, are not permitted. Athletic shoes are permitted. All shoes must be clean and without wear damage. Blue or white crew socks are required at all times.

Free Dress

On free dress day, students must come to school appropriately dressed. Clothes must conform to rules of modesty and good taste and be appropriate for school and church events. Socks must be worn. Under shirts, sandals, midriff shirts, tank tops and high-heels are not allowed. Shorts, pants, and skirts must conform to the school's uniform dress code. Jeans and non uniform shorts are not allowed on Mass days.

School Parking

Cars enter only from the Crown Avenue access.

Parking and exiting: Use only the visitor marked spaces in the parking lot.

At arrival and dismissal time: Cars enter the north Crown Avenue access.

- Proceed in single file along one of the drop off or pick-up lanes. **Do not stop and leave your vehicle.**
- After pick up/drop off: Proceed cautiously toward exit on Foothill Boulevard. Speed limit is 5 mph.
- All drivers who drop-off/pick up are expected to follow these rules. There are no exceptions.
- Please do not park in Flintridge Prep's parking lot on the corner of Foothill and Crown Avenue.
- Please do not drop off/pick up students on Foothill Boulevard or Crown Avenue.

E-Mails & Monthly School Newsletter with Calendar Updates

Each week you should receive an e-mail and each month you will receive a school newsletter both with calendar updates and other school related information. If you do not receive the weekly e-mail or the monthly newsletter, please contact the school office. **Newsletters are sent in family envelopes with your youngest child. Please sign and return immediately. Replacement fee for lost envelope or report card is \$5.00.**

Health and Safety Issues See also Archdiocese Policies 6.1 – 6.14

Emergency cards must be kept up-to-date. The cards are kept on file in the health room. It is a serious obligation of parents to keep their children's cards up-to-date. These cards are our only authorization for acting when a child is injured or ill and parents cannot be reached.

If a child becomes ill during school hours the parents will be contacted to come for the child. If the parents are not available, the person suggested on your emergency card will be contacted.

At registration time, parents were asked to fill out a duplicate set of forms for "Authorization for Treatment of a Minor" at Verdugo Hills Hospital. In an emergency, where parents could not be contacted, a seriously injured student with these forms on file would be taken to Verdugo Hills Emergency Room. First aid will be administered for minor injuries.

Medication

The school is not allowed to administer medical services other than first aid. To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours. An "Administration of Medication during School Hours", available on our web site, filled out by the physician, signed and dated; along with the medication in the original labeled bottle form must be delivered to the health room or school office. Students may carry inhalers if a physician / health care provider's release form is on file. It is a state law that all immunization dates must be documented. Please cooperate with us by providing all information requested. **Students must be excluded from school if we do not have all the necessary information.**

Student Accident Insurance See Archdiocese Policies 2.7

A student accident program is provided for all students. This program assists only with medical expenses incurred because of an accidental bodily injury sustained by students while attending school, while traveling to and from school, or while participating in a solely school-sponsored and supervised activity. Accidents occurring on school grounds should be reported to the Principal or school office.

Earthquake/Emergency Procedures

Following an earthquake or other disaster, school will remain open until directed closed by the Superintendent. Students will remain at school under staff supervision until dismissed, or until parents or other responsible adults assume responsibility for their custody. In the event of an earthquake, students should take cover, then proceed directly to school in the morning or go directly home in the afternoon.

In the event of an earthquake, do not telephone school. If lines are available they are needed for emergency and medical support. Listen to the radio - you will need to monitor the emergency broadcast system for information and special instructions regarding schools. If you are able to get to school, report to the pupil sign out desk. Children will be released only to those adults whose names are on the sign out sheet. Remain calm. First-aid kits, bottled water and blankets are available for use in emergencies.

Discipline (General Guidelines) See also Archdiocese Policies 4.0-4.8

St. Bede's believes and hopes that the goals of the parents and the school are identical regarding student discipline. Students are provided with opportunities for self-discipline at St. Bede's. They accept these responsibilities according to their maturity. Students learn to accept responsibility and to face the consequences for their actions. Certain rules and regulations must be followed if the students are to be safe and able to learn. Respect for God and for each member of our school community is stressed. Students who do not show respect for God, their teachers and fellow students will not be kept at St. Bede's. **Conduct grades are a reflection of students' ability to respond to the following:**

- Students are expected to listen attentively and respectfully to their teachers and classmates during class. Rude remarks and lack of courtesy for one another will not be tolerated. If a parent has to be called during the day because his/her child displays inappropriate behavior, we expect the parents to come and take the student home.
- Students are assigned certain areas on the playground. They are expected to remain in those areas during play. Students are expected to keep their lunch and play areas free of litter. Students are to notify yard supervisors immediately of any inappropriate behavior of students observed at recess or lunch.
- Students are not permitted to eat during class. Gum chewing is never allowed on campus.
- Students are never allowed to play between the buildings or to run or play in the halls or on stairways.
- Students are expected to follow the guidelines for class preparation and participation which are set down by each individual teacher.
- Students may not ride bicycles, skateboards, roller skates or roller blades on the school grounds at any time. Violation of this rule will result in overnight confiscation of the above item.

Detention See also Archdiocese Policies 4.3

Detention after school is considered an appropriate means of punishment for breach of school rules or mitigating circumstances exist that does not warrant suspension or expulsion. Detention will lower a student's behavior grade based on the seriousness of the offense as determined by the teacher and/or principal. Games, practices, and after school activities do not excuse students from detention. Written notice of detention will be given to parents ahead of time so that arrangements for transportation can be made.

Regulations Concerning Expulsion and Conditions of Suspension

The following offenses committed by pupils while under the jurisdiction of the school may be reasons for expulsion and follow the guidelines of the Archdiocese of Los Angeles Administrative Handbook: See Archdiocese policies 4.4 & 4.5

Concerns

Should a problem arise that needs clarification, it should be discussed with the classroom teacher first. Only after consultation with the teacher should a parent discuss the problem with the principal, if this is still necessary. Conferences may be arranged with the teachers by calling the secretary or sending a note in a sealed envelope to the teacher. Verbal messages through children and e-mails are not acceptable.

Please do not call teachers at their homes.

Parent/Student Complaint Review Process See Archdiocese Policies 1.6

Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults See Archdiocese Policies 1.1- 1.5

Safeguarding Our Children See Archdiocese Policies 1.3

St. Bede School and Parish are committed to protect children and to prevent child abuse. By law we are mandated reporters and are in compliance with the U.S. Catholic Conference of Bishops “Charter for the Protection of Children and Young People”.

Admission Guidelines See also Archdiocese Policies 2.3

Guidelines for the admission of students to St. Bede School are available in the school office, on the web site, or with an application packet.

Nondiscrimination and Inclusion Policies See Archdiocese Policies 2.1-2.2

St. Bede School adheres to the grievance and arbitration procedures of the Archdiocese of Los Angeles that were developed by the Archdiocesan Board of Education.

The school is not responsible for failing to honor the custody section of a divorce or separation decree. Parents must make such request in writing along with filing a court-certified copy of the decree with the school.

Work Permits See Archdiocese Policies 2.6

Privacy and Access to Pupil Records See Archdiocese Policies 2.3-2.4

Transfer of Records See Archdiocese Policies 2.5

Verbal/Written Confidences

Confidential information may be provided by students or parents/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 must 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.

Student Records Transfers and Graduation

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

Damaged or Loaned Property

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/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

Electronic Communication and Equipment See Archdiocese Policies 5-5.6

By signing the Parent/Student Policy Agreement form families agree to abide to school guidelines as it applies to all electronic communication devices of any kind. We expect parents to be equal stakeholders by monitoring their child's computer and other technology systems outside of school in a manner supportive of school policies. Any use of St. Bede School's name, logo, personnel, families or students without the express written consent of the school administration is prohibited. Inappropriate use in school or outside of school may subject the student to disciplinary action.

Tuition Scholarships

Financial assistance is available to qualified members of the parish. For further information contact the Principal or the Pastor.

Retention or Recommended Transfer

The decision to promote, retain, or transfer a student should be based upon a consideration of the overall welfare of the student. In the event that retention or transfer is under consideration, the following guidelines should be applied:

- The teacher is responsible for consistent evaluation, diagnosis and remediation of learning problems.
- The teacher should advise the parent of his/her concerns so the parent can arrange for outside help.
- With principal approval, the teacher should inform the parents regularly of students' progress or possibility of retention or transfer.
- Although the opinions of the teacher, parent and any other agencies involved are significant factors, the final decision is the responsibility of the principal.

School Supplies

The student supply list is a necessary component of the study skills program. It is essential that students have the necessary supplies with them throughout the year. This list is given to each family before the beginning of the school year and is available on the school website. Failure to have supplies in class may be reflected in the student's grade.

Extended School Day Care Program

- A day care program is provided under the supervision of Child Education Center and is located in the parish annex.
- The school requires an extended school day agreement with participating parents
- Archdiocesan student insurance covers students during the time of the program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- The school requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures

Day care has an 11:30 a.m. to 2:30 p.m. session for kindergartners and a 2:40 p.m. to 6:00 p.m. session for kindergarten through eighth grade. Child care is not offered on campus any days that school is not in session. Registration available on the school's web site (www.stbedeschool.net) and is handled through the school office. St. Bede Day Care can be reached at (818) 949-4378 during their hours of operation.

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.

2.7 Work Permits

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

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

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

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

2.8 Student Accident Insurance

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

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 Tutoring

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

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

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

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

3.2 Counseling Policy

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

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

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

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

4 DISCIPLINE

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

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

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is

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

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

4.3 Detention

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

4.4 Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference

- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

4.5 Expulsion

4.5.a Reasons for Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

4.5.b Procedure for Expulsion

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

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

4.5.c Written Record

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

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