



ST. ANTHONY'S SCHOOL

FAMILY HANDBOOK 2021-2022

Parish Administrator: Rev. Joshua Diener
Principal: Deacon Henry Barajas

School Telephone: 805.487.5317

Parish Telephone: 805.486.7301

Student's School Philosophy

At St. Anthony we will try to live as Jesus lived and learn our lessons as best we can.



Dear Parents, Guardians, and Friends,

Welcome to St. Anthony School and the new school year! St. Anthony School is a Catholic community of students, parents and support staff working collaboratively to create a safe, caring, supportive, innovative, and academically challenging environment for your child. This community fosters individual spiritual growth and self-esteem while promoting respect, understanding and appreciation across cultures. We also like to have fun!

One of the goals of our program is to prepare students for a successful and rewarding future by developing their Catholic faith, and academic and nonacademic skills. Therefore, we provide instruction in religion, language arts, mathematics, science, social studies, and physical education. In addition, there are visitors (parents and other community members), assemblies, field trips and other enrichment activities that enhance and enrich our classroom instruction.

Respect for diversity and the ability to function effectively in different cultures are fundamental to our program. Students also participate in multicultural activities that are integrated into the classroom curriculum.

The staff, parents, and students of St. Anthony School believe that our school allows the ability, flexibility, and latitude to provide innovative curriculum development and an outstanding instructional program. The exciting educational experience here at St. Anthony School reflects the wonderful relationship, according to our Catholic faith between the students, parents, and school staff, as well as the surrounding community. We are all partners for your child's success! Thank you for reading this handbook carefully and following the agreement in the Policies Agreement Form. We are going to have a wonderful year together!

In Christ,

Deacon Henry Barajas
Principal

Administration, Faculty, and Staff

Parish Administrator	Rev. Joshua Diener
Principal	Deacon Henry Barajas
Preschool Director	Miss Laura Garcia
Preschool Lead Teacher	Miss Amber Escamilla
Preschool Aide	Miss Elizabeth Francisco
Transitional Kindergarten	Mrs. Victoria Miranda
Kindergarten	Mrs. Sharon Gillespie
Kindergarten Aide	Mrs. Patricia Pennington
First Grade	Mrs. Angelica Casimiro
First Grade Aide	Mrs. Elizabeth Zavala
Second Grade	Mrs. Leslie Cerna
Third Grade	Mrs. Elizabeth Jackson
Fourth Grade	Mrs. Morgan Liffers
Fifth Grade	Ms. Patricia Keating
Sixth Grade	Mr. Dominique Yoro
Seventh Grade	Mrs. Nicole Mullich
Eighth Grade	Mrs. Nicole Auth
Librarian/Resource Specialist	Mrs. Shawna De Arana
Physical Education/Athletic Director	Mr. David Ramirez
Tiger Time Supervisor	Miss Elizabeth Francisco
Secretaries	Mrs. Shawn Cottam & Mrs. Leticia Duran
Custodians	Mr. Rosendo Ramos & Mr. Luis Ramos
School Address:	St. Anthony School 2421 South "C" Street Oxnard, California 93033 Phone: 805.487.5317 Fax: 805.486.1537 Website: www.sasoxnard.org
School Office Hours	Monday-Friday 7:30 a.m. – 4:00 p.m. Closed on all school holidays

A. General Information **MISSION STATEMENT**

The mission of St. Anthony School is to use the talents that God has blessed us with to lay a foundation of a firm and relevant faith, to provide emphasis on academics, and to love and serve others.

As educators and learners in a Catholic community centered in Jesus Christ, we work in partnership with parents to prepare our students to become full and active members of the Catholic Church, to serve others, and to make a difference in the world.

Our commitment to the total development of the child provides students with a level of literacy and fluency that enables them to be morally responsible citizens of the world: competent, productive contributors to the work force and critical thinking, fulfilled individuals living in a diverse society.

Guided by Gospel principles, we strive to integrate faith and life. We seek to complement and expand the positive values and teachings initiated in the home with emphasis on respect and responsibility using the principles of spiritual, psychological, academic, physical, and social values.

PHILOSOPHY OF EDUCATION

SPIRITUAL

- a. To share knowledge and understanding of Christ's message through the teaching of basic doctrine of the Catholic Church.
- b. To nurture development of faith as living experience through participation in liturgical celebration.
- c. To develop Christian community through service projects and positive interaction at school, local, and global levels.

PSYCHOLOGICAL

- a. To foster a positive self-image through the teaching of moral values and the encouragement of self-discipline.
- b. To prepare the student to participate in society as a thinking, responsible Christian through the decision-making process and the fostering of interpersonal skills.

ACADEMIC

- a. To educate the student to the fullest potential in an integrated curriculum.
- b. To foster continuous learning through the development and use of study skills.
- c. To motivate and stimulate the student in an atmosphere conducive to learning through the application of sound teaching principles.
- d. To develop an awareness of and the appreciation for the fine arts.
- e. To increase knowledge of other cultures and heighten respect for cultural diversity.

PHYSICAL

- a. To encourage good health habits through the knowledge of physical development, body awareness and personal hygiene.
- b. To develop the physical and sensory-motor skills through physical education programs, extracurricular sports and motor movement activities.

SOCIAL

- a. To develop respect for God, self, others, and property through the Christian concept that individuals are responsible for their actions and the consequences of their choices.
- b. To encourage a response to the world and our increasingly diverse community through Christian love and service.

St. Anthony School 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, national origin, 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, medical condition, 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.

This Catholic Elementary School publishes the above policy in the staff and parent/student handbooks, public relations/recruitment brochures and in other publications such as the parish bulletin and school newspaper. The school also publishes applicable grievance procedures in the staff and parent/student handbooks.

SCHOOL WIDE LEARNING EXPECTATIONS

St. Anthony School students will be:

True believers of our Catholic Faith

- Use Christ as their model to live their faith
- Continue to grow in and learn their faith
- Participate actively in liturgical and prayer experiences, traditions, and celebrations of the Church
- Participate in service projects and activities

Individuals who integrate technology

- Utilize available technology as a learning tool
- Integrate and use technology across the curricula
- Use technology in an ethical, responsible, positive manner

Globally aware citizens

- Show respect for God, self, others, property and the environment, accept responsibility for their actions and the consequences of their choices
- Develop community through cooperation and positive interaction
- Function in society as trustworthy, thinking Christians who follow the principles of political and social equality for all
- Grow as globally aware individuals with knowledge of other cultures and respect for cultural diversity in our world

Effective communicators

- Have knowledge of how to respond appropriately to real life and digital situations
- Articulate learned concepts clearly, concisely, and logically
- Express clearly and confidently their feelings, opinions, and ideas in both oral and written language

Rational thinkers

- Scrutinize sources and content of information
- Formulate and articulate ideas and opinions based on acquired information
- Evaluate various perspectives on issues respectfully
- Foster positive self-image and self-discipline through actions and interpersonal skills

Students striving for excellence!

- Grow in knowledge through the use of critical thinking, study habits and organizational skills
- Comprehend, retain, analyze, and express information appropriately
- Meet or exceed grade level expectations while becoming life-long learners
- Appreciate the arts as enrichment to the learning process

St. Anthony School Policy and Procedures

Schedules

Daily Schedule

First bell rings at 7:50am

Class begins 7:55 a.m.

Recess 9:30 to 10:00am Block 1 10:10-10:40am Block 2

Lunch 11:30 to 12:10pm Block 1 12:20-1:00pm Block 2

Dismissal 2:45 p.m.

Minimum Day/ Vacation Schedule

First bell rings at 7:50am

Class begins 7:55 a.m.

Recess 9:30 to 10:00am Block 1 10:10-10:40am Block 2

Dismissal 12:00 p.m.

- Students not in the classrooms and prepared for class at 7:55 a.m. must be accompanied by a parent to receive a tardy slip in the school office.
- A healthy snack should be eaten during recess.
- Rainy day recess: Students stay in the classroom and play quiet games, read or watch a movie.
- Classroom doors will remain open. Appointed student rainy day supervisors/monitors may help supervise lower grade students under a supervisor's or teacher's guidance.

Arrival and Dismissal Procedures

Arrival

Our morning drop-off procedures and traffic routes have changed. Parents will no longer exit their cars. When arriving at school in the correct car line, parents will pull up to one of the faculty members who will do a temperature check with a no-touch thermometer. The student's temperature must be below 99.5° F to enter school.

Our afternoon pick-up procedures and traffic routes will be similar in manner to morning drop-off. Parents will no longer exit their cars.

PLEASE BE ON TIME!

Rainy Day Dismissal

Students will remain in their classroom until called to the car line for pick-up

TRAFFIC PATTERN: Before and After School Drop-Off and Pick-Up

- We will have 2 separate locations/car lines for drop-off. The two car lines will be referred to as the “Alley Side” and the “Church Side”.
- Families will be divided into two groups depending on their last name: Families A-L & Families M-Z. For example, a family with the last name of “Barajas” will be in the “Families A-L” group, whereas a family with the last name “Ramirez” will be in the “Families M-Z” group.
- The “Families A-L” group will always use the “Alley Side” car line location for both drop-off and pick-up. The “Families M-Z” group will always use the “Church Side” car line location for both drop-off and pick-up.
- If you have students in more than one grade, you may pick one of their time slots to drop off all your students at once.

Extended School Day Program (Tiger Time) the school provides an After School Day Care Program. After school day care hours begin at 3:00 p.m. and end at 5:30 p.m. The service is provided on a monthly basis or a daily drop-in service. Forms and fees are available in the school office. Care begins at noon for holidays and minimum days.

- School supervision is provided from 7:50 a.m. to 2:45 p.m.
- **Parents are cautioned not to leave their children unattended before that time for insurance reasons and the safety of the children.** St. Anthony School will accept no liability for students on the school or parish grounds before 7:20 a.m. and after 3:00 p.m. This is to ensure the safety of all students. **“Waiting for an older brother or sister” participating in a school activity is not a valid reason for leaving the children unattended.**

Faculty Meeting In-Service Professional In-Service Days are scheduled by the Archdiocese of Los Angeles Department of Catholic Schools. Refer to school calendar for these dates.

Note: Early dismissal times are in effect for Faculty Meeting days as listed on the calendar. Your child must be picked up no later than 12:15 p.m. on these days.

Federal Programs The school participates in programs funded by the Federal Government for private schools. Curriculum support and services are managed by the Oxnard Unified School District and are only for students who qualify. To qualify, students must score below the 35th percentile on the standardized test, meet the economic criteria, live in the target area designated by the Federal Government, and have parental permission. Through these programs, the school receives supplemental curriculum materials.

Animals at School! Family, student or teacher wishing to have an animal at school for demonstration must first obtain the consent of the principal. Please do not bring pets when dropping off or picking up your child. No animals are to be on the school grounds or classrooms without the consent of the principal. No family-owned pet shall be brought to the school under any circumstances without the express permission of the principal. If permission is given, all animals must have current vaccinations and be caged.

Birthdays: Contact your child’s teacher to plan an appropriate birthday treat for your child’s entire class to be distributed at the end of the school day. There is no refrigeration available to store treats. The school day has mandated instructional time and does not allow for individual birthday parties.

- **Commercial deliveries:** No commercial deliveries may be made to students during the school day. This includes flowers, balloons, singing telegrams, and food deliveries.
- **Invitations:** If your child plans to bring invitations to school for a party, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations to all boys or all girls. Hurt feelings among classmates will be avoided.

Classroom Party Guidelines – PK-8

Classroom holiday parties are scheduled by the teacher. They should be an enjoyable experience for the students, parents, and teachers. To facilitate this, the following guidelines have been discussed and agreed upon by the faculty and administration:

- 1) Healthy choice lunch at the discretion of the teacher:
- 2) Honor child's birthday by sending non-food treats such as stickers or pencils.
- 3) Ensure all food sent to school for birthday celebrations promotes healthy food choices.

Remember, be creative and have fun, but always discuss your plans with the teacher first. By having all the grades following these guidelines, we can provide a safe, consistent atmosphere that will allow everyone to enjoy the classroom party.

Classroom Visits/Parties We welcome any communication concerning the status or progress of your child. Please call the school to make an appointment with the teacher. When you schedule an appointment, please share the information you are seeking with the teacher. Calling ahead will help the teacher set up a time that is relevant. Before or after the visit, the teacher may want to schedule a conference with you to share your thoughts and experiences and to ask any clarifying questions. Unannounced visits tend to be disruptive. Always go to the office first to sign in and pick up a Visitor's Pass. The SAS staff appreciates your interest in school activities and is willing to share information in a variety of ways. Watch for the teacher's emails, text messages, or other social media, as well as Tiger Tidings.

Bicycle, Skateboards, Roller Blades, Scooters: The school does not assume responsibility for bicycles, roller blades, skates, scooters, or skateboards on school property.

Lunch

Students should bring a lunch to **school in a seagull proof bag or lunch box marked with their name and grade**. Parents who are bringing their child's lunch (with child's name & grade clearly labeled) to school may leave it in the office before 8:30 am. **Parents do not deliver lunches directly to the classroom.** Going home or out for lunch with a parent requires a parent note and signing out in the school office.

- **Forgotten lunches** are to be taken to the school office by 8:30 am with the student's name and grade clearly marked on the containers. Students will come to the office to get their lunch when they are dismissed for lunch.
- **Commercial deliveries** may not be made to students during the school day. This includes food deliveries such as pizza, sandwiches, cakes, etc.
- **Healthy Food** is encouraged here at SAS. Fast food is **highly** discouraged. Teaching our students to fuel their bodies properly is part of the parents' responsibility and a goal of our school. A homemade lunch following appropriate nutritional and caloric guidelines serves the best interest of your child's health and provides maximum energy for good learning.
Please NO SODA!
- **Snacks** may not be eaten during instructional time. Students are allowed time for nutritious snacks during the morning recess period.
- **No one may chew gum while on the SAS campus.**

Student Supplies

- A list of required supplies is given to each student.
- Provide only the requested supplies since storage space is limited.
- Check regularly to ensure that necessary supplies are maintained.

Telephone School telephones are for school business and emergency use only. Students may use the telephone in an emergency with the permission of the teacher. Forgotten materials, and assignments are not considered emergencies. Students and teachers will not be called to the telephone during school hours. In the event of an emergency, please notify the school office at (805)487-5317. During school hours, 7:50 a.m. – 2:45 p.m., all cell phones and phone watches are to be turned off and turned into the teacher. (see cell phone policy).

Textbooks and Library Books Each student is responsible for textbooks issued to him/her. You are monetarily responsible for any lost or damaged textbooks or library book. Textbooks are to be covered at all times.

Parent Classroom Volunteers Parents may assist with designated classroom celebrations and special projects at the direction of the classroom teacher. The lead Room Parent coordinates with the teacher to plan, arrange for room parent assistance and ensure that all guidelines are followed. Volunteers and chaperones must sign in and out at the school office.

Students are expected to treat all volunteers, chaperones, and visitors with respect. All volunteers and chaperones must agree to the *Volunteer Code of Conduct*, have fingerprints on file and attend the “Protecting God’s Children for Adults” class through the VIRTUS Program offered by the Archdiocese of Los Angeles. Visit the VIRTUS Program website at: <https://www.virtusonline.org/virtus> Fingerprint and VIRTUS training schedules are regularly put in the weekly newsletter.

Attendance Parents have the duty to see that their child attends school **regularly and on time**. School **begins at 7:55 a.m.** Please be sure your child is at school with enough time to be ready to begin at 7:55 a.m. Once students are brought to, or arrive at school, they are not permitted to leave the school grounds until 2:45 p.m., unless there is a reason for an earlier dismissal.

Success in school is related to punctuality. Habitual tardiness is impolite and sends a negative message to our children. Please be considerate by being punctual.

Tardiness A first bell for school (7:50 a.m.) signals preparing to start the school day. A student is tardy when not in line with his/her class at the 7:55 a.m. bell. SAS and parent/guardians are committed to the total development of the child that forms productive contributors to the work force in a diverse society. Frequent tardiness is not acceptable at SAS. Frequent tardiness affects the effort grade for the Honor Roll Award. If a student is tardy 3 times, a warning notice will be sent and a \$1.00 fee will be assessed for each subsequent tardy. If a student is tardy 10 times, the parents must have a conference with the principal, the fee is increased to \$10.00, and the student is placed on probation.

Excessive tardiness and absenteeism will result in a parent-student conference with the principal. Excessive tardiness/absenteeism is governed by the California Education Code, Child Welfare Authority section, and Child Protective Services. Agencies will be notified of excessive tardiness and absenteeism. Parents may receive a visit from the Ventura County Truant Officer this may result in financial penalty assessments (fines). If a child comes to school after morning recess, he or she will be marked half-day absent.

Early Release Students are dismissed only through the school office for illness or medical appointments. A written request is necessary for medical appointments during the school day. Procedure for leaving school:

- Parent or guardian must go to the school office and sign the “Early Release” sign-out sheet.
- The secretary will send for your child.
- Parents **do not** go directly to the classroom.

Release of Students Students are only released to parents or guardians. This is done through the school office rather than from a classroom. In the event a parent cannot be reached, students are released to adults listed by the parent on the Emergency Card/Disaster Release Form. Parents may authorize the release of their child to another adult or an older sibling by contacting the school.

Absence (Truancy) When a student has been absent from school, the State of California **requires a written excuse signed by the parent or legal guardian upon their return to school**. Please include the dates and the reason of the absence. A note from a doctor is necessary in cases of communicable diseases. A note from a dentist or doctor following a morning/afternoon appointment is acceptable. If your child is going to be absent, please call or email the school office (805)487-5317 before 8:30 a.m. each day of the absence or leave a message on the answering machine. Students who are absent from school **are not to participate or attend any school sponsored activities that day**.

Making up work when absent All schoolwork and homework is due within one day for each day absent, i.e., two days absent = two days to make up the assignments. It is the responsibility of each student to be prepared to make up any tests given in school as soon as possible upon return. Students should be prepared to remain after school to make up tests. If you would like to pick up schoolwork at the end of the day or have it sent home with another student, please notify the teacher or school office by email.

Long-Term Absences For a planned absence, please send a note to the child's teacher as soon as you know your student will miss school. Also indicate if you intend to pick up the child's homework prior to the date of the absence.

Medical/Dental Appointments

When possible, doctor and dental appointments should be made outside of school hours. If it is necessary for a child to be excused during school time, please send a note or email to the teacher informing him/her at what time you will pick up your child. Present yourself at the school office where your child will meet you. At this time, you must follow the sign in/out procedure.

When returning from a medical appointment, the child should present a note from the doctor/dentist to the teacher. A parent/guardian or designated adult must sign the student out and into school for all appointments. Medical appointments are not counted as absences if the student brings a statement from the doctor noting the time and length of the appointment.

Confidentiality

All adults in the school building or those working with school related programs should exercise professional levels of confidentiality. In the event that an adult is unprofessional in their communications, the principal will discuss the matter with them. If the problem becomes a detriment to the mission and policy of St. Anthony School, the principal has the authority to ask for the adult's resignation from school related activities. Should the adult behavior continue, the result of permanent removal of the individual from St. Anthony School will be a joint decision made by the principal and the pastor.

Communication between School and Home

It is essential to the success of our school program that the parents and school staff work closely together for the benefit of the child. We ask that you share with us information that will help us in our instructional and formation efforts on behalf of your child. This includes health history, emotional upsets, etc. All school staff is willing to meet with parents/guardians to promote the success and growth of the students. We only ask that this be done through requesting an appointment so that we can be available. Open communication is the lifeline of healthy relationships. It is vital that school and home establish and maintain an open line of communication.

Protocol for Concerns:

Our school strives to cooperate closely with parents in the education of their children. Occasionally, parents may feel the need to express a concern, difficulty, or problem. To address these in the most efficient manner, families are expected to adhere to the following procedures:

Parent-----Teacher-----Principal

- The parent/guardian should contact the teacher first.
- Allow time for the teacher to address the concern.
- If a concern has not been resolved in a reasonable amount of time, the principal may then be contacted.

Please contact the teacher promptly when there is a concern. Any issue can best be resolved by contacting the teacher immediately. It is possible the staff may not know there is an issue until it is brought to their attention. Contact may be made either in email, writing, by phone, or by scheduling a conference. Staff members have assigned supervisory duties before and after school, so unscheduled visits should be very brief. For a longer discussion, an appointment is suggested. If needed, the principal may meet with the parents and staff member to mediate a resolution.

Forms of Communication

- A. A Weekly Email, text message or social media posting** containing a newsletter and weekly announcements is sent to each family each Tuesday.
- B. Progress Reports** are sent home to the parents/guardians of students in grades TK through 8. These progress reports inform parents/guardians of student performance in academics; conduct, attitude and effort (see Grading Scale Guide). An “INCOMPLETE” on the Progress Report indicates that the required work has not been completed. Signed Progress Reports are to be returned to the teacher within one week.
- C. Report Cards** are sent home each trimester (every 13 weeks). Teachers provide a grade for each subject to mark the students’ academic achievements (See Grading Scale Guide). Absences of 15 or more days during a trimester may result in withholding of official grades until the work is satisfactorily completed. Parents must sign and return the report card envelope to the teacher within one week. A charge of \$1.00 will be made for a lost report card envelope.
- D. Parent-Teacher Conferences** are scheduled for all students during the 1st trimester. All parents are expected to attend these conferences.
- E. Appointments** with a teacher can be arranged by sending a note or email to the teacher requesting an appointment. The teacher will then set aside a specific time for a meeting. Supervision duties and other school tasks make it necessary to pre-arrange all conferences or meetings.
- F. Publication of Parent Information** The addresses and telephone numbers of parents/guardians shall be strictly confidential and used only for official school business. If the school publishes a school directory, permission to list addresses and telephone numbers will be obtained in writing from the parent/guardian prior to publication.

Security and Safety Procedures

School Safety Rules

At SAS, teachers and students will determine classroom rules that will promote a positive learning environment. In addition, there are school rules that provide each child a safe environment outside the classroom. Teachers will handle rule infractions and communicate with parents whenever it is deemed necessary. The principal will be kept informed on all serious discipline matters. In cases of chronic infractions of the rules, the teachers, parents, and principal will work with the student in an effort to eliminate the unacceptable behavior. Chronic infractions may warrant the use of behavior contracts and/or probation, suspension, or expulsion. Certain rule infractions or unacceptable behaviors may result in suspension or expulsion according to the guidelines published by the Archdiocesan Department of Catholic Schools.

Classroom Rules

1. Students will be on time and have all needed supplies.
2. Students will demonstrate respect for others and self in words and actions.
3. Students will show respect for property, cover textbooks, and keep desk and working areas clean.
4. Students will show respect for safety by keeping hands, feet and objects to self, avoiding boisterous activity, walking in the building, and only being in the building or instructional areas with adult supervision.

Students may not have the following items at St. Anthony School:

- Gum or chewing gum
- Radios, ipods, personal iPad
- Water guns or similar toys and equipment
- Cameras (Teacher approval)
- Electronic games
- Hair spray – perfume – make-up

Playground Rules

1. Students will demonstrate respect for all others in words and actions.
2. Students will follow directions and procedures in all areas of the school.
3. Students will show respect for their own safety and the safety of everyone.
4. Students will show respect for property, play equipment, and the environment.

Routine behavior problems on the playground: Students who violate regulations will be eliminated from play, benched, and the teacher will be notified regarding the infraction. The teacher will handle this in the same manner as classroom behavior problems are handled.

Remember the following playground rules:

1. Be in your assigned area.
2. Follow the game rules and be fair.
3. Show respect to everyone.
4. Do not use inappropriate language or gestures.
5. No bullying
6. No yelling, screaming, or disruptive behavior.
7. No chasing which interrupts other games.
8. No tackling. Keep your hands to yourself.
9. No fighting or pretend fighting.

St. Anthony Fighting Policy

Fighting at school is *not acceptable* and is the grounds for expulsion.

1. St. Anthony School students who fight will be sent home the same day. Parents will be called at home or at work.
2. It takes two to fight. Frequent discussions at school regarding this problem coupled with consistent follow-through on the consequences of their actions, both at home and school, should prove preventive.
3. The third time a parent is called because of fighting the student will be requested to leave the school.

Emergency Card Emergency cards kept on file with the school **must** be accurate and up to date. **Contact the school office immediately when changes occur.** Be sure that all persons listed can be contacted and are willing to assist when needed. Each family must have on file in the school office a completed emergency card that includes:

- The names of two (2) persons who may be contacted in the event neither parent can be reached.
- If there are changes in address, employment or phone numbers promptly notify the school office in writing .
- Emergency card must be up to date for your child's protection.

In the event of a regional emergency, students will be kept in the safest place on the school grounds until a parent or authorized representative **as specified on your emergency card** signs them out. No student can be released to any adult not listed on the emergency card without the signed consent of the parent or guardian.

Fire and Earthquake Drills are conducted regularly at school to prepare students to respond confidently and calmly in the event of an emergency.

Note: All students will be held in supervised areas until they are signed out by a parent or other authorized adult listed on emergency card. Teachers and staff will remain with the students until all students have been released.

Child Protection Policy

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

Custody Issues: Parents who are divorced or never married must file court papers with the office or there is an assumption of shared custody. The school will NOT be held responsible for failing to honor agreements that have not been made known in writing. Parents or legal guardians must furnish the school with copies of court documents that verify the legal custody directives. These documents are confidential. Without such documentation, the school is unable to honor alternative requests made by parents or legal guardians and will honor the rights of both parents in an equitable manner. The school cannot and will not be placed in the middle of custody cases or issues.

Parent/Guardian Right of Visitation at School

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, unless the school has received a legal order prohibiting such a visit.

Prior to taking any action, the principal must:

- a) Identify the parent, and
- b) Determine whether or not he/she has visitation rights.

The parent/guardian who has custody should be given the opportunity to present legal evidence regarding the extent of the other parent's visitation rights.

Visitation rights are usually limited to specified days of the week and to specified hours. The principal must be aware of these restrictions. If a parent without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Child in Foster Care

When a parent whose child is in a foster home makes a request to visit with the child at school, the school shall inform the agency which was responsible for placing the child in the foster home.

In all of the above cases, it is preferable that the principal and the parent(s) work out a mutually agreeable alternative to interrupting the student's schedule at school.

Parent or Guardian Rights of Visitation

- Visitors must sign in upon arrival, obtain a Visitor's Pass, and sign out when leaving campus.
- Students may not bring visitors, friends or siblings on campus without prior permission from the administration.
- Parent/guardians and others with legitimate business must report to the school office during regular school hours.
- All visitors must make arrangements with the principal in order to observe classes.
- All visitors, including parents/guardians, entering the school grounds must check in at the office. Identification and credentials may be requested.
- Student visitors, including 8th grade graduates, **will not** be permitted on campus without a parent's/guardian's written request that is signed by the classroom teacher and approved by the administration.

Sign in/out procedure: Every adult entering SAS must sign in at the school office upon arrival, get a visitor pass and sign out upon departure. This is critical for the safety and security of everyone at St. Anthony School.

Academic & Co-Curricular Activities

Curriculum Offerings

The pastor and principal at the parish elementary school are responsible for providing the curriculum adopted by the Department of Catholic Schools. This basic curriculum prescribed for all elementary schools, begin in transitional kindergarten and continue through eighth grade, includes the following areas: Religion, Reading, Language Arts, Social Studies, Science, Art, Technology, and Physical Education.

Religion Program and Expectations

Participation in the Catholic Faith

Faith development is a prime consideration at St. Anthony School. Families should realize their obligation to practice their faith and support our parish community in its activities. Families not registered in a Catholic parish, are welcome to register here at St. Anthony Parish.

Daily religion classes will be offered to all grades. Attendance at Mass may periodically replace religion class. Christian principles will be the guiding influence in all academic subjects and in all matters of conduct and discipline.

All children attending St. Anthony School participate in the daily religious instruction, say prayers, and attend various religious functions. Through the daily religion lessons and liturgical functions, we provide your children with opportunities for deepening their religious experience.

All students, Catholics, and Non-Catholics will attend religion classes, Mass, and devotions. All students are required to always participate in a respectful manner.

Sacramental Policy

Students attending St. Anthony School will be prepared for sacraments as part of their daily religion instruction.

New families registering with the parish school must provide a copy of their child's baptismal certificate to the school office upon enrollment. If the child is older than second grade and has not received the sacraments of baptism, reconciliation and/or first communion, the Religion Coordinator will create a plan for sacramental preparation in conjunction with the teacher and parents if desired.

Sacramental Preparation

Catholic students are prepared for their first reception of the sacraments of reconciliation and eucharist in the second grade. Because the basic philosophy underlying the existence of Catholic schools includes the recognition of the parents as the primary religious educators of their children, parents are required to attend special meetings to help prepare their children for the sacraments. Information regarding these meetings is given in the weekly newsletter.

Liturgy

Student body liturgy and para liturgy are celebrated monthly. Classroom teachers take turns preparing the liturgy. Students from kindergarten through eighth grade are involved as servers, lectors, gift bearers, and ministers of music where appropriate. Classes attend Mass weekly.

Reconciliation

Students have the opportunity to receive the sacrament of reconciliation during the beginning of the school year, Advent and Lent as part of the school day. Families are encouraged to receive the sacrament of reconciliation often. Times for Reconciliation are published in the Sunday bulletin.

Devotions

Students have the opportunity to participate in devotions including praying the rosary, stations of the cross, Friday adoration, and May crowning and as altar servers. In addition, special prayer services are scheduled throughout the school year.

Christian Service

Students have opportunities to participate in service projects such as food and clothing drives and parish outreach to the poor. We look forward to more Christian service opportunities at SAS.

Grading

Grading Scale and Reporting of Student Progress

Report Cards and Progress Reports

1. Students in grades TK-8 receive a Pupil Development Report (report card) following the close of each Trimester (13-week period).
2. Mid-Term Academic Progress Reports are sent to parents of students in grades TK-8. These progress reports inform parents of student performance in academics, conduct, attitude and effort. It is important to note that effort is the key to a student's academic success. An "INCOMPLETE" on the progress report indicates that the required work has not been completed. It is the responsibility of the student who was absent or missed class, to obtain and complete any assignments within the time designated by the teacher.
3. Disciplinary Reminders and Tiger Forms are issued to students in grades K-8 as needed.

The following percentages and letter grades have been set by the Archdiocese to be used for grading:

A	=	(93 – 100%)	Superior
B+	=	(90 – 92%)	
B	=	(87 – 89%)	Above average
B-	=	(85 – 86%)	
C+	=	(80 – 84%)	
C	=	(75 – 79%)	Average
C-	=	(70 – 74%)	
D	=	(65 – 69%)	Below average
F	=	(Below 65%)	Failing

O = Outstanding G= Good S= Satisfactory N=Needs Improvement

Standard Based Grading TK-3rd Grade

- 4 = Exceeds standard
- 3 = Meets standard
- 2 = Approaching standard
- 1 = Performing below standard

Academic grades are based on achievement including homework, neatness, following directions, class participation, evaluation of progress, and the ability to use knowledge effectively. Remember: the grade DOES NOT indicate the capability of the student, rather the PERFORMANCE of that individual during a given time.

PE Grade:

P. E. Participation and Conduct Grade	
O	Is respectful, cooperates in class, has a positive attitude, willing to accept leadership role, accepts responsibility for own actions, is self-reliant and fully involved in the class activity. In full PE uniform.
G	Is respectful, cooperates with peers and is involved in the class activity.
S	Usually cooperates, is respectful, and is usually involved in the class activity.
NI	Does not cooperate willingly, and often demonstrates disruptive and disrespectful behavior.
	Unable to control actions or language, lacks respect, and requires a conference with parents/guardians.

Physical Education is an integral part of the instructional program. All children will be required to participate unless a signed doctor's statement is presented. If on a particular day your child cannot participate, please send a signed parent note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

Required PE uniform: red PE shirt and grey Dennis walking shorts or pants

St Anthony School Honor Roll

The SAS honor roll recognizes students in grades 4-8. The grade point average (GPA) used to determine eligibility is calculated based upon seven major academic subjects: Religion, Math, Science, Reading, English, Spelling and Social Studies. Excessive tardiness/absenteeism will affect the Honor Roll eligibility. Behavior notices will directly affect the overall conduct and effort grades, and may result in affecting eligibility for Honor Roll.

Grade point average (GPA) is computed using: A = four points B = three points C = two points

Highest Honors:

- GPA of 3.5-4.0 .

Honors:

- GPA of 3.0-3.499 .

Academic Probation

St. Anthony School believes in the principle of academic excellence, and as such is committed to the concept that this is best achieved through collaboration among the student, the school, and the home. In an effort to meet the academic needs of our diverse student population and maximize each student's potential for success, any student who receives the following grades (or their equivalent) on any report card, will be placed on academic probation for the following trimester.

- 1 F (Math, English, Reading, Social Studies, Science, Religion)
- 2 D's (Math, English, Reading, Social Studies, Science, Religion)

The following protocol will be implemented by St. Anthony's School, if a student is placed on Academic Probation during the school year:

1st Academic Probation:

The homeroom teacher will lead the creation of an individualized action plan generated by the student's parents and teachers. This plan is designed to list recommendations for improvement in the affected area while providing assistance in helping to maintain all subject areas.

2nd Academic Probation:

A parent-teacher Conference, in conjunction with the principal, will review the student's progress in implementing the recommendations outlined in the action plan. Revisions may be made to the original action plan. Additional requirements may be added. At this point, the student will remain at St. Anthony's School on a conditional basis, pending improvement during following trimester.

3rd Academic Probation:

A parent-teacher Conference, in conjunction with the principal, will be held following 3rd trimester progress reports, in order to again review the student's progress and determine if the student has made sufficient progress to meet the standards for their current grade level.

Academic probation may cause the student's status at St. Anthony School to be placed in jeopardy, unless progress as well as collaboration between home and school is clearly evident.

St. Anthony's School may not issue a diploma to any student who fails to meet these academic requirements. That student may therefore need to fulfill summer school requirements.

A student in grades TK-7 who meets the criteria for academic probation at the end of the third trimester may need to fulfill specific requirements during the summer as outlined by the school, in order to be promoted to the next grade level at St. Anthony's School and may be promoted "conditionally". The process above may be implemented/modified at the discretion of the principal.

Promotion

The decision to promote or place a pupil to the next grade is based upon a consideration of the overall welfare of the pupil, i.e., by carefully weighing academic, emotional and social factors. Pupils who satisfactorily complete the prescribed course are promoted to the next grade at the end of the school year. Exceptions are made at the discretion of the principal. (Administrative Handbook, Archdiocese of Los Angeles, Policy 5300.2).

Retention

The decision to retain a student in the present grade should be based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional, and social factors. In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or a summer session.
2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher should inform the parents regularly during the second and third trimester of the pupil's progress or possibility of retention.
3. The final decision to retain a pupil is the responsibility of the principal.
4. In the case of a pupil with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that therefore, a recommended transfer might be necessary. (Archdiocesan Policy, 5300.4).

Graduation Requirements

A diploma will be issued to those students who have satisfactorily completed the course of studies for students attending St. Anthony School as prescribed by the Archdiocese of Los Angeles. A graduation information and time-line packet is given to each 8th grader at the beginning of the second Trimester. All hours, fundraising, and fees must be paid in full by May 15th. All tuition, including June tuition must be paid in full by May 15th of the current year.

Homework and Study Habits

Homework is assigned to reinforce material taught and to instill habits of independent study. Class work not completed during the instructional day may be sent home as homework.

Homework does not necessarily have to be written work. Students have word lists, notes from class, and math facts to study as well as reading, memorization, and reviewing for tests. Many assignments are begun in class. Supplementary reading and study is encouraged for all grades.

Written homework will not ordinarily be assigned on weekends or other holidays unless make-up work or long-range assignments are required and/or remedial work and extra study is needed.

Homework time allotments are as follows:	
Grade TK-K	Not to exceed 30 minutes
Grades 1-2	Not to exceed one-half hour on task
Grades 3-4-5	Not to exceed one hour on task
Grades 6-8	Not to exceed two hours on task

Testing and Assessment

In addition to teacher-made and textbook-provided tests, which are part of the regular school program, the STAR Test, is administered to all students in grades TK-8 three times each school year. Please do not schedule medical appointments or vacations during testing times.

At the direction of the Archdiocese of Los Angeles Department of Catholic Schools, The Assessment of Catholic Religious Education (ACRE) is administered to all students in Grade 5 (Level 1) and Grade 8 (Level 2). These assessments assist our school, diocese, and nation to better understand where students are in terms of the knowledge, perceptions, attitudes and practices of our Catholic faith.

Cell Phones, Electronics, Valuables, and Toys

St. Anthony School is not responsible for personal property that is lost or stolen. Any of these items found on campus will be confiscated and a parent/guardian will have to retrieve them. Students, parent volunteers and yard duty personnel must have phones turned in the OFF position during class and school activities.

- All cell phones are to be kept in the OFF position during school hours 7:50 a.m. – 2:45 p.m. Student's cell phones must be kept in the OFF position and turned into teachers in the morning. If the student uses their cell phone during school hours, a teacher will give it to an administrator who will keep it until the end of the school day. Parents will be asked to personally come to the office to pick up the cell phone.
- No cell phones may be used for picture taking.
- If the rules regarding cell phones are not followed the student may forfeit their privileges of bringing them to school.

Parents'/Guardians' Permission for the Publication of Student Work and/or Pictures Form

You will be asked to understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs, and other work posted on the Internet will include only the student's first name and the first letter of the last name.

Athletics

Seasonal sports will be offered throughout the year if there is enough student interest and parent volunteer coaches are available.

- Boys and girls in grades 1-8 may try out for after-school sports.
- Boys and girls in grades K-8 may try out for cheerleading when offered.

Athletics is an integral part of St. Anthony's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the Archdiocesan Department of Education guidelines and St. Anthony School's stated goals and objectives established for the intellectual, physical, social, and moral development of its students. It is within this context that the following is presented.

Athlete's Code of Ethics

As an athlete, you must understand that it is your responsibility to:

1. Place academic achievement as the highest priority. Maintaining a minimum grade of a "C" in overall academics.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic
10. Win with character-lose with dignity.

Discipline Policy

Discipline 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.

Rules and Regulations

Our discipline program is based on the following:

1. Every teacher has the right to teach.
2. Everyone has the right to have their rights and feelings respected.
3. Everyone has the right to expect a behavior plan of action that reinforces acceptable behavior and provides a consistent system of consequences for inappropriate actions or behavior.

Students are expected to understand the rules at their level, to apply them and to problem solve with staff and/or one another as appropriate. They are expected to get help when needed from an adult and not to "tell on" one another for revenge. They are expected to be responsible for their actions and to seek assistance from adults when necessary.

Detention If a student habitually violates the expectations of good conduct, a teacher can recommend that a student serve detention before or after school. California State Law permits the school to detain a student for up to one hour after the close of the day. Detention will affect Honor Roll eligibility.

Causes for detention include, but are not limited to:

- Serious misbehavior or disrespect
- Fighting or threat of force or violence
- Cheating, forgery or lying
- Stealing or willful/careless damage to school or another student's property (parents are liable for cost)
- Misbehavior during fire drill, earthquake drill, lock down drill or assembly
- Inappropriate language directed toward member of faculty, staff, yard duty personnel or another student
- Uniform abuse

Students are expected to attend detention as they would any other class. Detention may also be assigned by the administration. Detention is held from 7:20 a.m. to 7:40 a.m. or 3:00 p.m. to 3:20 p.m. Parents are asked to meet the student in the assigned detention classroom for pick up after school.

Gradual Disciplinary Steps

1. Student is informed of inappropriate behavior and receives verbal warning to cease that behavior.
2. Student receives an in-class consequence such as time out, personal conference with the teacher, phone call home, Behavior Notice, etc. The consequence is related to the offense, age and ability of the child. Detention may be assigned.
3. The teacher communicates with the parent regarding such offenses when they are serious or part of a pattern of behavior.
4. After repeated detentions, parental contact is made requesting a conference.
5. Exclusion, suspension or expulsion cases of fighting, theft, alcohol/drug use, vandalism, repeated verbal, racial or sexual harassment, possession of weapons, specific death threats or repeated negative behavior which seriously compromises our student's right to safety may result in your child's suspension (1-10 days) or expulsion from school.

FIELD TRIPS

During the course of the year, classes will have the opportunity to take field trips to enrich their learning experience. All field trips will be announced in advance. The following are the guidelines to be followed for every field trip:

All students must have a signed and dated permission slip/release form (issued by St. Anthony School) for each trip.

One copy of the permission slips/release forms will be in the possession of the supervising adult during the trip. A second copy will be kept in the school office.

Field trips require adult supervision, as prescribed by Archdiocesan policy (at least one adult to every ten pupils for grades 3-8, at least one for every seven pupils for grades TK-2).

Adults who accompany classes on field trips are to assist with supervision of students. Adults are not to bring siblings of any age due to their supervisory duties and liabilities. Refrain from cell phone use in the presence of students.

Adults who drive must be at least 25 years old with proof of a valid license and current insurance with proper liability.

Seat belts are to be provided for and used by every student passenger (depending on the age and weight of the students), if private vehicles are used. Children under the age of 8 must be secured in a car seat or booster seat in the back seat.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavior requirements.

Parents who do not comply with these guidelines will not be allowed to participate in future field trips.

Children over the age of 8 who are 4'9" or taller may be secured by a safety belt in the back seat.

Dress/Uniform Code

St. Anthony students reflect pride in themselves and their membership in St. Anthony School by wearing the school uniform properly. It is the parent's responsibility to see that the student is neatly dressed and in complete school uniform during the school day. Students are expected to wear clean and correct uniforms.

The school reserves the right to send anyone home who comes to school inappropriately dressed. **Gang apparel or clothing resembling such will not be tolerated.** If students come to school with inappropriate clothing, parents will be called to bring a change of clothing or to take the child home.

Students at St. Anthony School wear uniforms available from:

- **Dennis Uniform Mfg. Company**

20920 Victory Boulevard Woodland Hills, California 91367

Phone: (818) 887-5376 Fax: (818) 887-2391 Check the website for store hours.

<https://www.dennisuniform.com/onlstore/d-store-home.asp?sc=SH00AB>

Buy Dennis Uniform gift Certificates (Scrip) first and earn fundraising credit.

SAS Uniform Guide

Parent Responsibility for Student Dress: Emphasis is placed on good taste, neatness, cleanliness, and modesty. Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Parents are asked to consider the age appropriateness of hairstyles, haircuts, clothing, or style trends that should be reserved for high school age appropriate wear. Safety issues relating to dress or appearance of a student, not specifically mentioned in the Parent/Student Handbook, or are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the administration.

Non-uniform dress is a privilege granted to students at different times during the year. Non-uniform clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student; this includes non-uniform and free dress days.

Girls: Clean jeans, no holes and no baggy clothing. Yoga pants, leggings, workout pants, dance pants, tights, jeggings and any clothing made from similar stretchy materials are not allowed. Tights or leggings may be worn under a dress, long shirt or skirt, but the bottom of this top layer must be no more than

3 inches above the knee. Dresses, skirts, walking shorts (knee to 3" rule) and dress pants are okay. No casual, strapless footwear, flip flops, or slippers allowed. Socks or tights, must be worn with shoes. All students must always wear closed toe shoes with straps, ties, or Velcro to prevent shoes from slipping or coming off of a child's foot during play. Students may not wear cut-offs, "spaghetti" strap tops, tank tops, halter-tops, short-cropped waist tops, or T-shirts with unacceptable images or writing. Dresses, blouses, and shirts should have sleeves. Girls may wear a dress, blouse, or shirt with a cap sleeve.

Boys: Clean jeans with no holes or tears. No baggy clothing. Students may not wear short-cropped waist tops, tank tops, muscle tees or T-shirts with unacceptable images or writing.

School Uniform Required at all Liturgical Celebrations	
Girl's – PK-8 Skirt: McDonald Plaid knee length no shorter than 3" above the knee (length of a credit card) (Dennis Uniform)	Boy's PK-8 Pants: Grey twill pants (Dennis Uniform) worn at the waist above the hips with a black, plain-buckled belt. Belts must fit around the waist and excess is to fit in belt loops.
<p>• Shirts: Uniform white or red with SAS logo knit short-sleeved polo or long sleeve polo with pointed collar, no pockets, worn tucked in (purchase from Dennis Uniform). All shirts must be tucked inside pants, skirts, or shorts at all times.</p> <p>• Socks: Solid black, white, red or gray, no low cut ankle socks. Socks must be visible 2 inches above the ankle and above the tongue of the shoe. White or black cable-knit knee socks are acceptable. Uniform ankle socks with McDonald plaid trim are acceptable. White, red, gray, or black tights (no leggings) need to cover the entire foot and must be worn around the natural waist. Students coming to school with inappropriate socks will be sent to call home to have parents bring an appropriate pair.</p> <p>• Shoes: Solid or combination of white, black, red and gray, no other colors. a) Standard oxford or saddle style shoes – Velcro and tie shoe laces b) Athletic shoes: additional trim limited to white, black, red or gray. (Non-marking soles) c) Other shoes may be worn for orthopedic reasons with note from doctor. d) Shoes requiring laces must be tied at all times (No sandals, slip-on, flashers, heeies, open toe, open heel (backless), or novelty shoes). • Belts: 1" black belt must be worn with shorts and pants. If the garment has loops, it needs a belt. • All undershirts/t-shirts, worn under the school uniform shirt, must be plain, solid white, short sleeved with no logos.</p>	
Optional Items	
<p>• Jackets: Black SAS jacket (Dennis Uniform) or red sweater vest must fit appropriately. No big or baggie look. • Shorts: Grey twill walking short (Dennis Uniform brand only) worn at the waist above the hips with, black plain-buckled belt. Not to be worn to liturgical celebration held in church. Oversized shorts, athletic/basketball shorts, bike shorts, or aerobic wear are not permitted at any time. • Pants: Grey twill pants (Dennis Uniform brand only) worn at the waist above the hips with black plain-buckled belt. No Dickies, No Dockers, or Cargo pants are permitted.</p>	
UNIFORM GUIDELINES – ALL STUDENTS	
<p>• Uniforms must be well maintained and of appropriate fit. • Full dress uniform is to be worn at all liturgical celebrations. • Walking shorts may not be cut off, rolled up or worn to liturgical celebrations • Only SAS jackets, black spirit wear sweatshirt, school sweaters may be worn and are limited to outdoor use. • All undershirts/t-shirts, worn under the school uniform shirt, must be plain, solid white, short sleeved with no logos. Notices regarding uniform dress will affect the conduct, effort and Honor Roll Eligibility.</p>	
Students may wear:	
Jewelry	Girls: One pair of stud earrings at the earlobe is acceptable, no hoops or dangles Rings: Limited to one Necklace: One cross or religious medal may be worn. Bracelets: One (no dangles)
Hair	Clean, neat, natural hair color. No exaggerated or extreme haircuts or bangs extending beyond the eyebrows. Boys' hair length may be to the top of the shirt collar with appropriate side burns not extending beyond the earlobe. No extreme hair styles (mohawks, no spikes longer than 1 inch in length). Boys' in Junior High should be clean shaved with no facial hair. If hair does not meet the requirements, the students will be given 3 days to conform.
Make-up	Clear nail polish on natural nails. No face make-up.
IMPORTANT CLARIFICATIONS	
<ul style="list-style-type: none"> • Oversized styles may <u>not</u> be worn. • Uniform items faded beyond original color may <u>not</u> be worn. • Socks must be visible, cover two inches above the ankles and be above the tongue of the shoe. • Girls' skirts and shorts length must not be higher than three inches above the top of the knee. • Boys' shorts length may <u>not</u> reach below the bottom of the knee. • All pants, shorts, and skirts <u>must</u> be worn at the natural waist and not at the hips. • Boys may not wear earrings. 	
Students are to avoid wearing:	
<ul style="list-style-type: none"> • Excessive jewelry - multiple earrings, bracelets and rings • Make-up or acrylic or false nails • Hair: No color-altered, spiked or exaggerated hairstyles. No extreme layers, designs, long or loose hair strands of hair. Bangs should not extend beyond eyebrows. Sideburns should not extend beyond the earlobe. No shaved heads. We ask parents to consider age appropriateness of style, color, or cut. Many styles should be reserved for high school age appropriate wear. • Novelty items, fads, or fluorescent items on backpacks, shoes, socks, or hair accessories. 	

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.

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

Revised February 2015

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

1.4 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised October 17, 2011

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*.

1.5 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.

1.5.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.

1.5.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.

1.6 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.

1.6.a Parent or Parent-Teacher Organizations

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

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

1.6.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 Transitional Kindergarten students is four (4) years of age on or before September 1. Kindergarten students is five(5) on or before September 1.
- The recommended age for first grade students is six (6) years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school 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
- d. 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.
- e. 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.
- f. Engage in improper fraternizing or socializing between adults and minors.
- g. 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.
- h. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- i. 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.
- j. 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.
- k. 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*.

- l. 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.
- m. 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).
- n. 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.
- o. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- p. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- q. 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.
- r. 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.
- s. 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
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may be arranged with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

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



**St. Anthony School
Parent/Student Policies Agreement Form**

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

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

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

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