

# FAMILY HANDBOOK

## ST. FRANCES OF ROME SCHOOL

### DAILY SCHEDULE

All students who are on campus before 7:45 a.m. or 15 minutes after dismissal must report to Extended Day Care. There is no other supervision available on campus.

	7:55 a.m.	First Bell
	8:00 a.m.	Tardy Bell
	10:00-10:20 a.m.	Recess Grades 1-4
	10:20-10:35 a.m.	Recess Grades 5-8
	11:25-11:55 a.m.	Lunch Kindergarten
	11:40-12:15 p.m.	Lunch Grades 1-8
Monday through Thursday	3:00 p.m.	Dismissal
Fridays / Early Dismissal Days	12:30 p.m.	Dismissal: <b>NO LUNCH</b>

### DROP-OFF/TARDY/ABSENCE SUMMARY

**If a student will be absent, parents are asked to call the school office at 626-334-2018 between 8 a.m. and 9 a.m.** Students should bring a written excuse when returning to school.

There is no supervision before 7:45 a.m. **Any student on the school/church grounds prior to 7:45 a.m. will be placed in Extended Day Care.** Students will automatically be registered in the program, and parents will be charged the \$25.00 registration fee in addition to the hourly charge for attendance.

First bell is at 7:55 a.m. and all students are expected to be in class at this time. Students are considered tardy if not in class at 8:00 a.m. We encourage all parents to help the school provide a strong academic program by following the prescribed time schedule.

**Please note that the south gates (facing the church) will be locked each morning at approximately 8:00 a.m. and remain locked throughout the school day. DO NOT LEAVE ANY STUDENT UNACCOMPANIED ON PASADENA AVENUE OR IN THE SOUTH GATE AREA.**

### DISMISSAL SUMMARY

Parents are required to follow car pool policy as designated by the school. **Students from kinder through first need to be collected from their classrooms** by parents and guardians designated on the school emergency card. Students in grades 2 - 8 will remain in the classrooms until their designated pick up arrives through car pool. Failure to comply with car pool regulations will cause the child to be picked from the school office.

**Students must be picked up within 20 minutes of dismissal time or be enrolled in Extended Day Care.** Students participating in supervised activities (e.g. sports, tutoring, etc.) must be picked up at the conclusion of the activity or be enrolled in Extended Day Care. Siblings of those participating in any after school activity must report to Extended Day Care immediately if they are not going to be picked up after school. Students may stay after school to watch a game only if they are under direct supervision of a parent. Students remaining on campus 20 minutes after dismissal or after the conclusion of a supervised activity will be checked into Extended Day Care and parents will be charged.

Please refer to the Walk Home Policy in section VI. C. of this Handbook. **For their safety, students must be in 6<sup>th</sup> grade or older to walk home without an adult. Parents must have completed the required authorization form,** available in the office. Students without the appropriate authorization will not be permitted to leave the campus. Verbal authorization will not be accepted in lieu of the written authorization.

The Archdiocesan Office allows early dismissal the days before Thanksgiving, Christmas, and Easter Vacation. Early Dismissal is 12:30 p.m. The usual recess schedule will be followed. **There will be no lunches on Fridays or early dismissal days.**

**ACCEPTANCE OF HANDBOOK**

**St. Frances of Rome School**

**Parent / Student Policies Agreement Form**

*(Please print except where signatures are required)*

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

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

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

Print student names and grades:

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

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

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

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

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

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

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Sections marked with the symbol † are Archdiocesan policies.

## **I. HISTORY OF ST. FRANCES OF ROME SCHOOL**

St. Frances of Rome Parish School was opened in September, 1952. It began with five classrooms, grades 1-5, which were staffed by Benedictine sisters from St. Lucy's Priory in Glendora. In successive years grades 6-8 were added. By 1955, seven sisters and one lay teacher served students in grades 1-8. In 1956, the auditorium was added, and from 1956 to 1963 prefabricated classrooms were added as needed to make a total of fourteen classrooms by 1963. In 1971, following a proposal by the Archdiocese, St. Frances of Rome School began phasing out double grades until there remained single classrooms for grades one through eight.

In 1985, the Kindergarten was added. In 1989, St. Frances of Rome School was selected as one of nine Catholic schools for a Quality Education Program Grant. Also, the school was awarded a Writing-To-Read Grant which began operation in the spring of 1990.

Successful fund-raising efforts by parents enabled the school to add new playground equipment and a wireless computer lab in 2002. The computer lab was fully refurbished with new equipment in 2008.

In the spring of 2004, St. Frances of Rome School was visited by teams representing WASC (Western Association of Schools and Colleges) and WCEA (Western Catholic Education Association). At this time, the school was awarded the maximum accreditation period of six years. In 2010, St. Frances of Rome School once again received a six year clear accreditation.

The present staff is committed to carrying on the tradition of the Benedictine Sisters who pioneered an educational institution of which the parish and the city of Azusa can be justly proud. Evidence of this pride is found in the high percentage of students who are children of graduates and by the number of graduates who have returned as staff members.

The St. Frances of Rome School community continues to provide a Catholic education that focuses upon faith development and academic excellence.

## **II. RIGHT OF AMENDMENT**

The administration of St. Frances of Rome School reserves the right to amend any portion of this handbook at any time. Families will be notified of such amendments via the Family Envelope.

### III. GENERAL INFORMATION

St. Frances of Rome School is a Catholic community of faith which is committed to teaching and living the Gospel values of Jesus Christ. The school acknowledges and supports the parents in their role as the primary educators, and teachers as the facilitators of learning. Teachers and parents work together to develop each child's talents so that the child may grow to reach full potential. We do this through teaching, modeling, and sharing together in a loving atmosphere. With careful planning and instruction, our students receive a holistic education which is designed to address the needs of each individual.

#### A. SCHOOL-WIDE LEARNING EXPECTATIONS

The entire school community strives to provide a nurturing environment in which the dignity of each individual is respected and diversity is celebrated. Students are given the opportunity to develop the skills to become active Christians who are aware of their responsibilities as members of society. In this Catholic environment, we hope to help our students develop life-skills and values which are necessary to be compassionate and contributing global citizens. To remind the school community of the basis for all that we do, the key words in our school-wide learning expectations (SLE's) create the acronym F.A.I.T.H.

#### A graduate of St. Frances of Rome School is:

##### **A Faithful Catholic who:**

- Prays and goes to church
- Treats others with kindness

##### **An Aware citizen who:**

- Is aware of current world events
- Respects all cultures

##### **An Intelligent student who:**

- Reads for learning and enjoyment
- Uses technology to study and do research
- Has an appreciation for the fine arts

##### **A Thinking person who:**

- Knows right from wrong and takes responsibility for his/her actions
- Works well with others and listens to others

##### **A person who Honors life by:**

- Making healthy life choices
- Setting goals and working to achieving them

#### B. 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.

### **C. 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.

### **D. 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 **Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

**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.

### **E. GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS†**

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a

paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

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

#### **F. BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH†**

*Revised August 20, 2007*

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

## **G. 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.

### 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.

### 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.

## IV. ACADEMIC INFORMATION

### A. HOMEWORK

Homework is usually given Mondays through Thursdays, with homework in Mathematics assigned daily. A student who has been absent or has long-range assignments may be expected to do school-work on the weekend.

**Suggested** homework time allotments are as follows:

- Kindergarten: weekly packet
- Grades 1-2: not to exceed one-half hour
- Grades 3-4: one hour
- Grades 5-6: one and one-half hour
- Grades 7-8: two hours

These times represent an average; some nights the assignments may take more time. Some students take longer to do their work. Not all assignments are written. Often reading, study or review assignments are given in preparation for tests.

Homework assignments are given to the student for the following reasons:

1. to teach responsibility,
2. to allow independent work,
3. to reinforce skills learned in school,
4. to gather materials needed for class projects.

Parents can do their part to help with homework by:

1. providing a desk or table for your child in a quiet place without TV, radio, phone calls or other interruptions;
2. helping your child focus and concentrate on homework so that no more than the allotted time for the grade level is needed;
3. scheduling a regular time for study;
4. impressing upon your child the importance of completing home assignments, but avoiding undue pressure;
5. showing interest in your child's work, but not doing it for him or her;
6. reviewing your child's work sent home weekly in blue folder (grades K-5 only).

### B. GRADING SCALE / STANDARD REPORT INTERPRETATION

Kindergarten:

- M = Demonstrates expected development
- X = Demonstrates emerging skill
- T = Needs more time to develop
- No Mark = Not expected at this time

Grades 1 and 2:

- O = Outstanding
- G = Good
- S = Satisfactory
- NI = Needs Improvement

Grades 3 through 8:

Grade	Score	Grade Points
A	93-100	4.0
B+	90-92	3.3
B	87-89	3.0
B-	85-86	2.7

Grade	Score	Grade Points
C+	80-84	2.3
C	75-79	2.0
C-	70-74	1.7
D	65-69	1.0
F	below 65	0.0

Behavior and Work Habits (for all grades):

- O = Outstanding
- G = Good
- S = Satisfactory
- NI = Needs Improvement

Academic Subjects:  
Religion  
Reading/Literature  
Language  
Spelling and Vocabulary  
Mathematics  
Social Studies  
Science

Non-academic Subjects:  
Physical Education  
Art  
Music  
Computer Science

### **C. HONORS / AWARDS**

Each quarter students are acknowledged for their effort and academic achievement.

#### HONORS REQUIREMENTS / ACADEMIC HONORS

Grades K-2:      Citizenship awards; students are required to excel in leadership, behavior and academics.

Grades 3-8:      First Honors (3.5 grade point average and above)  
3.5 grade point average or above in academic subjects  
“B” or above in non-academic subjects  
“G” or above on behavior and work habits

Second Honors (3.0 to 3.49 grade point average)  
3.0 grade point average or above in academic subjects  
“B” or above in non-academic subjects  
“G” or above on behavior and work habits

Please note that an “S” grade in behavior and work and more than three (3) tardies per quarter will prevent a student from being recognized on the honor roll.

#### CITIZENSHIP AWARD

This award is given for outstanding conduct, cooperation, responsibility, and punctuality. Students must have no unfavorable comments or checks relating to conduct, a “G” for overall behavior and work habits, and no more than three tardies. Grades 1 and 2 must have no checks in “areas for improvement”, checks in behavior/social habits, and no more than three tardies.

#### PERFECT ATTENDANCE

At the end of each year students in all grades who have maintained a record of perfect attendance are recognized with a special award. Students who have not been absent or tardy and have not been removed from school before the end of the school day for any reason other than for medical appointments are considered to have perfect attendance for the year. If a student must arrive to school late or leave campus early due to a medical appointment, it is important to acquire a slip from the doctor’s office and submit this slip to the teacher/office in order for the absence to be considered a medical absence. A note from the parents is not sufficient legal evidence for an absence to be marked as medical.

### **D. PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS**

Parent-Teacher Conferences are held for all students after the end of the first quarter. At this time, the student’s scholastic and social development will be discussed. If a parent wants to meet with a teacher at any time other than the scheduled conference dates, the parent should send a note, telephone the office for an appointment, or leave a voicemail message. Teachers have individual voicemail boxes so that you may leave a specific message. **Teachers performing car pool/dismissal duty are not able to hold impromptu conferences.**

#### PROGRESS REPORTS

In grades 1-8, progress reports for students with a “C-” or below in a subject or “NI” in work/study habits and/or behavior will be sent home in the middle of each quarter and as needed throughout the year. If a student is not working up to his or her ability, or if grades begin to drop significantly, parents will be notified. A conference with the teacher is advised at this time. Parents are strongly encouraged to refer to the Gradelink program to be aware of your child’s progress.

## **E. WARNINGS**

A grade point average below 2.0 requires a meeting of the student, teacher and parents. A contract may be drawn up indicating what each will do to help improve grades. The principal will be monitoring the student's progress and will be in touch with both the teacher and parents during the course of the year. If improvement is not shown, a meeting between the teacher, parents and principal will be held to discuss further steps needed and the student will be placed on academic probation.

If a student has below an "S" in behavior and work habits, a parent-teacher-principal conference will be held to discuss a plan of action and possible restrictions.

## **F. PROBATION**

**The principal holds all discretionary powers to make case-by-case decisions, keeping in mind the best interest of the student.**

### NEW STUDENTS

All new students are on academic and behavioral probation during their first year of attendance. Students who fail to maintain grades of "C-" or above in all subjects and/or satisfactory behavior and work habits may be asked to withdraw from the school.

### CONTINUING STUDENTS

**Students who have a grade point average below 2.0, 2 "D" grades, or an "F" in any subject on a report card are placed on academic probation.** Academic probation lasts for one quarter. During the time students are on academic probation, they may not participate in any extracurricular activities such as sports, student council, etc. They may, however, participate in things the whole class is doing – e.g., potlucks, field trips, performances, Christmas Program, other special events. A parent-student-teacher-principal conference will be held to discuss the conditions of the probation as well as to discuss suggestions for student improvement.

**Any student who is on academic and/or behavioral probation for more than two quarters in a school year may be asked to withdraw from St. Frances of Rome School.**

## **G. PROMOTION AND RETENTION**

### PROMOTION

Students who satisfactorily complete the prescribed course for their grade level are promoted to the next highest grade at the end of the school year. Exceptions are made at the discretion of the principal.

### RETENTION

A student who does not maintain a passing grade in an academic subject (Mathematics, Science, Social Studies, Reading/Literature, Spelling and Vocabulary, Language, Religion) during the school year may be retained in the current grade for the following year. As soon as retention is seen as a possibility, the parents and principal are notified and a conference is set. At this conference, suggestions for improvement will be discussed and the student will be placed on academic probation. The teacher, parents and principal will maintain an open and cooperative channel for communication so as to monitor the student's progress or lack thereof.

Although the opinions of the teacher and parents are significant factors and are taken under consideration, the final decision to retain a student is the responsibility of the principal.

## **H. GRADUATION REQUIREMENTS**

Students who have successfully completed the prescribed course of study for their 8th grade year are permitted to graduate. Students who receive a "D" or "F" in any academic subject will be placed on academic probation and a meeting will be held with the parents, teachers and principal. If a second "F" is received in any subject, another meeting will be held to discuss further action. At this time, withdrawal from the school may be discussed so as to increase the student's chance to graduate from another school.

## **I. REPORT CARDS, TESTING AND EVALUATION**

Report cards are issued 4 times a year except in Kindergarten where they are issued twice a year. If a student is absent fifteen or more school days during the report card period, official grades will be withheld until all absent work is made up. If the absent work is not made up within the timeline given by the teacher, the assignment will be treated as a missing assignment and the student will not receive credit.

The Iowa Tests of Basic Skills (ITBS) are given in the fall each year to Grades 2 - 8. These tests are given to assess academic standing, to project needs of the students, and to determine the growth of each individual student. The results of these tests are discussed with the parents at Parent-Teacher Conferences.

Assessment of Catholic Religious Education (ACRE) is given to the fifth and eighth grade students in the spring of each year. The purpose of this test is to evaluate our students' values, attitudes, and knowledge of Catholic doctrine.

Students who seem to be having academic difficulties are sometimes referred to the school psychologist in their public school district for more extensive testing. After the test has been administered, the teacher, principal, parents and student meet with the psychologist for an interpretation on the results and to determine what action should be taken to help the student.

## **J. 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.

## **K. 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.

## **V. RELIGIOUS FORMATION**

Our Religion Coordinator works with the students, parents, teachers, and priests in providing the following:

### **A. LITURGIES**

Since Mass and the sacraments are at the foundation of our faith, the Student Body attends one 8:30 a.m. Mass weekly on Thursdays. Full uniform dress is required when students attend Mass. All parents are invited to participate in these liturgies.

For the instructional and religious experience, individual classes take turns preparing for School Masses and prayer services. Since parents are the primary educators in instilling religious values, they are encouraged to attend Sunday Mass each week with their children.

### **B. SACRAMENT OF RECONCILIATION**

During Advent and Lent, students participate in a penance liturgy and receive the Sacrament of Reconciliation. Students are also encouraged to receive the sacrament outside of school time.

### **C. FIRST RECONCILIATION AND FIRST HOLY COMMUNION**

Each spring, students in the second grade receive these sacraments. Students who enter St. Frances of Rome School after the first grade must be enrolled in a parish Religious Education program in order to receive age appropriate sacramental preparation prior to receiving the sacraments.

### **D. ALTAR SERVERS**

Students may apply for the altar server program when they are in fourth grade. The program is directed through the parish office. Training takes place after school. Participation in the altar server program requires a great deal of parental support for getting servers to their assigned Masses. Students who are on academic warning are not allowed to leave class to serve weekday Masses.

### **E. JUNIOR HIGH SERVICE PROGRAM**

We believe that an essential part of our Catholic faith is Christian service. Therefore, in an effort to build the spirit of Christian service, we require our junior high students to complete a minimum number of hours of service during each quarter. Failure to complete the minimum number of hours will impact the student's Religion grade in that quarter.

The minimum number of service hours for each grade level is as follows:

- 6th grade: 10 hours per quarter
- 7th grade: 12 hours per quarter
- 8th grade: 15 hours per quarter

Service hours must be completed each quarter in each of the following categories (some examples are listed):

- School: tutoring (with teacher and parent permission), choir, children's liturgy, etc.
- Church: helping the food bank, stuffing bulletins, altar serving, assisting in rectory/parish office

**Accepting payment for service done for hours is not permitted, as this is contrary to the nature of performing Christian service.**

## VI. HEALTH AND SAFETY INFORMATION

### A. 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.

**Please keep information on your emergency card current and accurate.**

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.*

### B. ARRIVAL / DISMISSAL

Students are NEVER to be picked up or dropped off on Foothill Blvd., the west side of Pasadena Avenue or any adjacent streets. **DO NOT LEAVE ANY STUDENT UNACCOMPANIED ON PASADENA AVENUE OR IN THE SOUTH GATE AREA. All cars picking up or dropping off students must go through the school carpool line. Please keep your speed below 5 mph** in the school and church parking lot when children are arriving and departing.

Students will only be dismissed to a parent or guardian assigned on the emergency card. It is the parent's responsibility to notify the school office, in writing, if someone other than the assignees is picking up the student. Students who need to leave with their peers for projects or other social activities need to have a parent-signed permission slip in the school office.

Kindergarten students must be walked to and from the classroom. **Please park and accompany Kindergarten students.**

**Families that fail to follow carpool guidelines will lose carpool privileges and will be required to pick up the student from the school office.**

#### MORNING ARRIVAL

Beginning at 7:45 a.m., students in grades 1 through 8 may be dropped off using the carpool line. Enter the church parking lot through the entrance on Pasadena Avenue and follow the directions of the staff members on duty. Please keep the flow of traffic running smoothly and quickly so that there is no traffic back-up onto Pasadena. **Do not leave your vehicle unattended in the carpool lane for any reason.**

First bell is at 7:55 a.m. and **all** students are expected to be in class at this time.

**Please note that the south gates (facing the church) will be locked each morning at approximately 8:00 a.m. and remain locked throughout the school day.**

### AFTERNOON DISMISSAL

**All parents are strongly advised to follow all dismissal policies for the safety of the students and personnel. Parents who fail to follow the procedures will be asked to pick up the student at the school office.**

Students from kinder through first need to be collected from their classrooms by parents and guardians designated on the school emergency card. Older siblings may not pick up students in lieu of parents. Students in grades 2 - 8 will remain in the classrooms until their designated pick up arrives in the carpool line.

Please enter through the east gate on Foothill Blvd. and drive to the gated entrance on the school grounds. The gate to the school will open 5 minutes before dismissal and the traffic lines will be moved up towards the school at this time. Please **do not** attempt to open the gates as they are extremely heavy and may cause injury. Traffic will exit the school grounds via the west Foothill Blvd. driveway.

Please follow the directions of the faculty/staff members who are on duty. **Form a single carpool line. Do not leave your car unattended in the traffic lines**, as this will hold up the traffic unnecessarily. If you have an appointment with a teacher, please park in the church parking lot. No cell phone usage is allowed during carpool for calls or text, speed limit is 5 mph.

Families participating in carpools need to ensure that young children are restrained in vehicles according to the California Vehicle Restraint Laws until 6 years of age or at least 60 pounds. Failure to follow code will result in reporting to Law Enforcement Agency.

Carpool order and rules may change at the principal's discretion. A notice of any changes made to the existing traffic pattern will be sent home in bulletins or the Family Envelope.

**Students will be dismissed only to persons listed on the emergency cards.** Parents are responsible for making sure that relatives and friends who pick up and drop off students are aware of our procedures and policies. Students not picked up 20 minutes after dismissal will be sent to Extended Day Care.

### **C. WALK-HOME POLICY**

For the purpose of our students' safety, **students in 5<sup>th</sup> grade or younger will not be permitted to walk home without being accompanied by an adult listed on the emergency card.** Siblings may NOT have permission to escort younger siblings in grades K-5. To permit 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade students to walk home, parents must complete the required authorization form in the office. Students without the appropriate authorization will not be permitted to leave the campus. Verbal authorization will not be accepted in lieu of the written authorization. This policy is to protect the children of the school; parents are strongly encouraged to follow the requirements.

### **D. SAFETY**

#### BICYCLES, SKATEBOARDS AND ROLLER SKATES

Bicycles may be ridden to school provided they are safe to operate and can be locked. No bicycle riding is allowed on the school grounds. Skateboards, roller-skates and roller shoes may not be used on the school grounds at any time.

#### SMOG ALERTS

Students are not to play vigorously during smog alerts. On extremely hot days students are not required to play at recess, and less vigorous P.E. activities are planned.

#### SUPERVISION

There is NO supervision on the playground before 7:45 a.m. Students should not be on the school/church grounds before this time. Students who arrive between 6:00 a.m. and 7:45 a.m. must report to Extended Day Care and parents will be expected to pay. Students wait by their classrooms from 7:45 a.m. to 7:55 a.m. Teaching personnel and parents supervise the playground during recess, lunch periods, and after school for 15 minutes. After-school child care is provided on campus by Extended Day Care. Students who are participating in sports or other activities after school must be with an adult. Younger brothers and sisters are not allowed to wait for those participating in sports, etc.: if they cannot be picked up at dismissal time, they must be enrolled in Extended Day Care.

Once a student is on the school grounds, the student may not leave the campus before dismissal without being signed out in the office by a parent, guardian or other authorized person. The principal may deny permission to leave the campus if circumstances warrant that action.

## DISASTER PREPAREDNESS

### **Basic Policies**

1. Students will not be released in an earthquake or other emergency unless a parent, guardian or **authorized person** (according to the emergency card on file) comes to the school to sign them out.
2. Teachers and administrators must remain at school for as long as necessary to supervise and provide for the welfare of students.
3. On the occasion of a school lockdown ordered by the police department, it will be necessary to keep all entrances secured. Please call the office if you have any questions and be patient if you are unable to enter the campus due to a lockdown situation. This is to keep our students and staff safe.

### **School Closure**

1. SchoolReach, a telephone broadcast system that enables school personnel to notify all households by phone, may be used to notify of a closure, emergency or unplanned event.
2. To determine the status of the school after a local or regional emergency, listen to the radio for a list of school closures.
3. Remember that any announcement to close all schools in the L.A. Archdiocese applies to us. Although there may be no problem in Azusa, staff members may not be able to get to school. Please also be advised that local emergencies relating to the City of Azusa may also affect our ability to keep the school open. In case of questions, please call the school office or the parish office.

## **E. MEDICATION AND MEDICAL APPOINTMENTS**

### 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. †

If an appointment **MUST** be scheduled during school hours, we ask that you adhere to the following procedure. One day prior to, or the morning of, the appointment, please send a note to the teacher notifying him/her of the absence/medical tardy or need for early dismissal. Students must be released from the school office. **Parents/guardians arriving to pick up a student for an appointment must check in at the office and sign the student out. Parents should park on Pasadena Avenue and enter the school through the walk-in gate.**

### MEDICATIONS

Medical treatment is the responsibility of the parent(s)/guardian and family physician. Medications, both prescription and over the counter, are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. **The parent/guardian is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside of school hours, whenever possible.**

In the event that it is necessary to administer medication during school hours, school personnel will assist in carrying out the physician's recommendations. Each medication requires written authorization stating the nature of the medication, signed and dated by the doctor and also signed by the parent. Authorization is valid for not more than the duration of one academic year. Whenever there is a change in medication, dose, or time, the physician must complete a new form. An appropriate measuring device must accompany all liquid medication.

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

The following apply at all times: †

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

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

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

## **F. HEALTH RELATED POLICIES AND INFORMATION†**

### 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.

### 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.

### 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.

### 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.

### 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.

## 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.

## 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.

## **G. SAFETY RELATED POLICIES AND INFORMATION†**

### 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.

### 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.

## 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.

## 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.

### **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.

### **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.

### **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.

### **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.

## VII. CITIZENSHIP INFORMATION

### A. 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.

#### 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.

#### 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.

### B. EXPECTATIONS

We, as educators, and you, as parents or guardians, must be examples which children will want to follow. Our spirit of courtesy, consideration and cooperation will, hopefully, inspire them to develop similar traits.

Since children are in a process of development, we must give them definite guidelines and define our expectations to help them grow in self-discipline so that they may independently make the correct choices in given situations. Consequences for inappropriate behavior must also be enforced consistently. We must take time to guide our children so that their choices are based on worthwhile motives. To do “the right thing for the right reason” is true moral development and a means for developing personal responsibility and respect toward self and others.

Discipline is handled in each class by the classroom teacher. The teacher may contact the parent when a problem occurs. This may be done via telephone or a teacher’s report of unsatisfactory conduct. **When a notice is sent home, parents are expected to discuss the reason for the notice with the student, sign it and return it to the teacher the next day.** If there is a question, parents should contact the teacher directly to resolve the problem. If, after this communication, the situation does not improve, then a principal-parent-teacher conference can be scheduled. Students in grades 3-8 may serve WEEKLY disciplinary detention.

We expect students to treat adults and one another with respect, to follow regulations which are made for safety and order, and to cooperate with others in the learning process.

#### **STUDENTS SHOULD:**

1. Show respect and concern for one another and for adults by:
  - (a) listening to the speaker
  - (b) using polite language such as “please”, “thank you”, “pardon me”, etc.
  - (c) avoiding personal, verbal or written abuse of students or school personnel
  - (d) cooperating with teachers and all adults in a supervisory position.
2. Complete required assignments and participate actively in class work.
3. Maintain appropriate classroom behavior by:
  - (a) not disturbing other students

- (b) maintaining silence during instruction times
  - (c) participating in projects and discussions when assigned
  - (d) having the necessary school supplies.
4. Play in designated areas on the playground.
  5. Use containers for trash to keep the school yard and classrooms free from litter.
  6. Refrain from damaging books, materials and other school facilities. Each student is responsible for the set of textbooks assigned to him/her. If a student defaces school property in any way, he/she will be expected to pay for the repairs.
  7. Maintain covers neatly on books at all times.
  8. Be well groomed and wear the school uniform each day in a clean and neat manner.
  9. Be on time for school each day and not leave school without permission.
  10. Follow school rules before and after school and at the recess period.
  11. Play in a way that is fair and kind during recess and lunch.
  12. Settle problems in a positive way and ask adults for help in doing this. **Intimidation or harassment of any kind is not acceptable.**
  13. Refrain from gum chewing on school or church grounds or during school activities.
  14. Refrain from riding bikes, skateboards, or roller-skates in the school yard.
  15. Refrain from bringing toys, cameras, electronic equipment and music devices, pagers, radios, C.D. or MP3 players, video games or cartridges to school. Students who bring these items to school risk having them confiscated. **The school cannot accept responsibility for recovering lost personal items.**
  16. Refrain from bringing weapons of any kind, including toy replicas, onto campus.
  17. Refrain from bringing alcohol, white-out, fireworks, cigarette lighters, matches, tobacco products or drugs of any kind onto the campus. (All medication must be accompanied by the proper authorization and be administered in the school office.)
  18. Abide by school cell phone policy.
  19. Refrain from signing parent/guardian name on school documents.

### **C. BEHAVIOR AND WORK HABITS GRADING SYSTEM**

Behavior and work habits grades are based on the observance of class and school rules inside and outside the classroom. All students are responsible for the academic atmosphere of the classroom and contribute to the development of a classroom environment conducive to learning. Any behavior which detracts from the teacher's ability to teach, the student's ability to learn, or other students' ability to learn is unacceptable. Since this is part of scholarship and academic responsibility, a student who receives below a "G" in behavior and work habits is not eligible for academic honors.

### **D. DISCIPLINARY ACTION**

Disregard for school regulations and other misbehavior may result in detention, disciplinary probation, suspension, or expulsion. The pastor and principal are the final recourse in all disciplinary matters.

#### DETENTION

Students may be detained before or after school for disobedience or failure to complete required assignments. Detentions will be served weekly. Parents will receive at least one day's notice prior to the serving of detention and should notify the office if the child has a doctor's appointment and cannot serve detention. In this case, the detention will be rescheduled. Students who have detention **MAY NOT** participate in sports or any other after school activity on **THAT DAY**. Morning Detention will be held from 7:00am until the start of school. The Principal and teachers have the discretionary power when assigning detention.

The Archdiocesan policy on detention requires that: †

- 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.

## DISCIPLINARY PROBATION

A student may be put on probation for a clearly specified period for a relatively serious violation of school rules or continued misconduct. Parents and student are made fully aware of the seriousness of the action and the reason for probation. A conference is held with parents, student, teacher, and principal, and a written form of disciplinary probation is signed by the parents and principal. Through probation, students are given a specified period of time to show improvement in their desire to observe the classroom and school rules.

A student may be placed on probation for one quarter for the following reasons or any other actions considered serious by the principal.

- (a) Receiving an “NI” in behavior and work habits for the preceding quarter.
- (b) Rudeness to a teacher or school personnel.
- (c) Possession of any substance harmful to persons or property.
- (d) Consistent behavior which disrupts the learning process, or
- (e) Any other violation of school rules

**Conduct Referral Notices** are sent home to the parents to be signed and returned to the teacher the following day. A duplicate is also sent to the principal, who will meet with the student.

A student who is on disciplinary probation for two consecutive quarters may be asked to withdraw from St. Frances of Rome School.

## SUSPENSION

Suspension may assume various forms, including, but not limited to:

- (a) The student may attend class but lose the right to participate in any school activity on or off school grounds.
- (b) The student may be suspended from a particular class and be required to report to a specific place on the school grounds during that time.
- (c) In some cases, a student may be sent home for the entire period of suspension and assigned academic work to make up the loss of class time. The student may not return to class without the completed assigned academic work.

The Archdiocesan policy on suspension requires that: †

- 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.

## 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

### **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.

### **Written Record**

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

### **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.

### **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.

### **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.

### **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.

### **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.

## E. 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.

## F. 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.

## **G. 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.

## VIII. DRESS CODE

### A. UNIFORM

The school uniform is to be worn by all students, and uniform clothing may be purchased through Red Dot Uniforms:

RED DOT Uniforms  
10932 Valley Mall  
El Monte, CA 91731  
(626) 401-2923

#### FULL-DRESS UNIFORM AND OPTION DETAILS

The full-dress uniform is required on Mass days and other special occasions. This uniform is different for boys and girls, and changes for girls according to grade level (see below). **Students attend Mass on Thursdays**, and may attend on other days at certain times of the year.

#### GIRLS

**Full-dress uniform** for girls in grades **K-5**:

Lloyd plaid jumper, long enough to touch the top of the knee  
Plain white cotton, short sleeved, pointed-collar blouse;  
OR white, red or light blue polo shirt with SFR logo

**Full-dress uniform** for girls in grades **6-8**:

Lloyd plaid skirt or Lloyd plaid skort, long enough to touch the top of the knee  
Plain white cotton, short sleeved, pointed-collar blouse;  
OR white, red or light blue polo shirt with SFR logo

Uniform **options**, which may be worn when full-dress uniform is not required:

Navy blue walking shorts  
Navy blue long pants

#### BOYS

**Full-dress uniform** for boys in grades **K-8**:

Navy blue pants (twill or cords) with blue or black belt at all times  
White, red or light blue polo shirt with SFR logo

Uniform **option**, which may be worn when full-dress uniform is not required:

Navy blue walking shorts

#### P.E. UNIFORM FOR ALL STUDENTS

**The P.E. uniform** is required on P.E. days and for some special activities that may be announced. This uniform is the same for boys and girls at all grade levels (see below). **Junior high students have P.E. on Tuesdays and the rest of the school on Wednesdays, or otherwise as notified ahead of time.**

The P.E. uniform for all students consists of red shorts with the Lancers school logo, a gray tee-shirt with the Lancers school logo, and shoes appropriate to P.E. activities. Optional gray sweatshirts and sweatpants with the Lancers school logo may be worn. Sweatshirts and sweatpants should be clearly marked with the student's name using permanent ink.

#### SHOES AND SOCKS FOR ALL STUDENTS

Dress uniform shoes must be solid black. P.E. shoes may be either white or black and must be appropriate to P.E. activities. Shoes may not have visible name brands or fashion colors on the shoe or laces. High-tops may not be worn without a medical excuse. Socks must be white or black. Low cut sports socks, socks with logos, words or designs and socks of other colors are not permitted.

### OUTER-WEAR (JACKETS, SWEATSHIRTS AND SWEATERS)

Students have three choices for outer-wear to accompany the dress uniform, all sold by Red Dot: red nylon jacket with either flannel or pile lining, with the SFR embroidered logo; red cardigan sweater; or navy blue sweatshirt with SFR logo. Students in the 8<sup>th</sup> grade may purchase class sweatshirts later in the year, which may be worn with the dress uniform. Jackets, sweaters and sweatshirts should be clearly marked with the student's name using permanent ink. On very cold or rainy days, girls may wear white tights under the uniform. Vests, colored jackets, ski jackets, sweat jackets, turtleneck sweaters, leg warmers, and non-uniform sweaters are not acceptable.

### NOTES

1. Make-up, nail polish, eye shadow, lip gloss, perfume products and artificial nails are not allowed.
2. One light weight chain with one simple religious charm may be worn. No "cords", ropes or other neck wear may be worn.
3. All watch bands must be blue or black.
4. Students may not wear rings.
5. Students may not wear bracelets or hair bands on wrists.
6. Girls may wear ONE pair of stud earrings (not hoops or dangling earrings). Boys may not wear earrings.
7. Tattoos and other piercings are prohibited.

**All students are expected to be neatly groomed during the school day.** Hair should be its natural color; it should not be streaked with color. Tails, excessively short, mohawks, faux hawks or other extreme fad-type or "gang-style" haircuts (or dress) are not permitted. This includes, but is not limited to, shaved or "stepped" cuts. Hair should be neatly styled, not falling below the eyebrow. Boy's hair should not fall below the collar in back and be no longer than the top of the ear on sides. Use of gels, mousse or any other hair care products in moderation is permitted. Hair may not be excessively spiked using such products.

**Students who are consistently out of uniform may face disciplinary action as this is seen as a lack of respect for authority and/or continued willful disobedience.**

### **B. NON-UNIFORM DRESS**

Non-uniform dress is allowed on days specified by the principal. Appropriate dress is expected. We reserve the right to send students home who come to school inappropriately dressed.

Tank/sleeveless tops, halter tops and bare midriffs are never permitted. Backless shoes may not be worn at any time. Shirts with **inappropriate words, advertisements or violent scenes may not be worn. Students are prohibited from wearing baggy pants or any other type of clothing which may be considered gang attire.** Hats (except for special, designated events) are never acceptable for school wear – inside or outside the classroom. Students may not wear shorts, unless assigned, on free dress days.

**Students who violate the dress code for non-uniform days may lose the privilege of participating in these events.**

## **IX. ADMISSION AND ATTENDANCE INFORMATION**

### **A. 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.

### **B. 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.

### **C. GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS†**

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

### **D. WORK PERMITS†**

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

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

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

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

## **E. 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.

### 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.

### 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.

### 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 (See Appendix B)* giving permission for such publication.

### 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.

## F. ABSENCE

If a student is going to be absent or late to school, parents should call the school office between 8:00 a.m. and 9:00 a.m. A message can be left if it is necessary to call before 8:00 a.m.

**When a student is absent, a note must be sent to the teacher the day the student returns to school, even if a call was made notifying us of the absence.** This should explain the reason for the absence, be dated, and be signed by a parent or guardian. After an extended illness or one involving a contagious disease, the student should have a doctor's written permission before returning to school. **Please report cases of Strep Throat and pink-eye to the school office, as these are highly contagious.**

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. †

### 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. †

**Students must be free from fever for at least 24 hours before returning to school. Please, no exceptions!** Take into consideration that we are a school and do not have the facilities and personnel needed to attend to ill children. If your child does not feel well, the best place for him or her to be is at home in bed. For the sake of the students and staff members of St. Frances of Rome School, please do not send sick children to school.

### 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. †

Trips should be planned for times when school is not in session. It must be understood that no amount of assigned work will make up for the loss of classroom instruction by the teacher. **If a student misses school because of a vacation/trip, it is the parent's responsibility to assist the student to catch up on missed assignments and instruction upon return.**

### 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.

## G. TARDINESS

In fairness to teachers and other students, a student must arrive on time. Not only does the student who is late miss class work, but the teacher and the other students lose valuable instructional time because of the disruption.

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. †

After 9 tardies in a quarter, a meeting with the principal and parents to discuss the reasons for the student's tardiness will be held. Excessive tardies will be reported to the respective authorities.

## H. 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.

## **I. TRANSFERS AND WITHDRAWALS**

When a student is going to withdraw from the school, the office should be notified in writing at least 30 days in advance of the expected transfer. **Tuition will be charged for the entire month regardless of the number of days attended.**

### TRANSFER OF RECORDS†

#### **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.

#### **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.

#### **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.

## **X. FINANCIAL AND SCHOOL SERVICE INFORMATION**

### **A. TUITION**

Tuition rates are published each year. The tuition rate is calculated in two categories, supportive and non-supportive. To qualify for the **supportive rate**, all of the following criteria must be met:

1. At least one of the parents is a practicing Catholic.
2. The family attends Sunday Mass regularly.
3. Parents are registered and active members in St. Frances of Rome parish life.
4. An identifiable regular offering (check or envelope) is made to St. Frances of Rome Church.

**If a tuition account is more than 60 days delinquent and parent/guardian has not made special arrangements with the principal, the student will not be allowed to return to school until all accounts are settled.**

Accounts are evaluated several times per year. A five month history of identifiable parish donations is required to qualify as supportive. Tuition amounts are subject to change if parish envelopes or identifiable checks are not used regularly.

Tuition is paid in one of the following ways:

1. One payment in full by June 1st. **QUALIFIES FOR A DISCOUNT OF 3% ON TUITION.**
2. Two payments of equal installments. The first installment is due by June 1st and the second installment is due by December 1st. A late fee will apply if December payment is not made on time.

Payment options #1 and #2 are made in the school office.

3. Monthly payments made through FACTS beginning in July and ending with May. The school uses a service called FACTS to collect tuition payments which are made monthly. FACTS deducts monthly payments from either a checking or savings account. A total of 11 payments are withdrawn beginning in July and ending in May. FACTS will charge a \$25.00 penalty fee each time an automatic withdrawal is unsuccessful.

If it is necessary to stop an upcoming automatic withdrawal, FACTS requires a minimum of 7 business days notice. Parents are required to come to the office and complete a form requesting a stop on their FACTS withdrawal. This will also require a \$ 10 fee for processing by the school. **No phone calls will be entertained in lieu of the written form.**

The school will assess the tuition account of any family who initiates a “stop payment” or “unauthorized withdrawal” of their FACTS payment with the intent of reversing payments already withdrawn for deposit in the school account. The amount of this assessment will be \$25.00 for each withdrawal affected by this action.

**If there is an outstanding balance for tuition/fees as of June 15, students may not be invited to return the following year.**

### **B. FEES**

#### REGISTRATION

The Registration Fee is determined and announced annually and is due for the first child in the family by March 30<sup>th</sup>. After March 30<sup>th</sup>, there is a \$50 late fee. Registration fees for all other children are due before June 30<sup>th</sup>. After that time, there is a \$50 late fee. **Registration fees are not refundable.**

#### FIRST COMMUNION

The First Communion Fee is \$50 per student (to cover flowers and print expenses).

## GRADUATION

The Graduation Fee is \$100.00 per student (to cover graduation costs not supported by fundraising). All 8<sup>th</sup> grade tuition, fees and fundraising accounts must be cleared prior to May 15<sup>th</sup> in order for students to participate in graduation activities. **There will be no exceptions.**

## SPORTS

There is a Sports Fee of \$50.00 per sport.

## RETURNED CHECK

The Returned Check Fee is \$25.00 per occurrence. Once a check is returned for insufficient funds, all subsequent payments to the school need to be made by money order or cash - this includes PTO activities.

**Outstanding dues for tuition or fundraisers will result in the student not receiving the report card for the quarter.**

## **C. PARENT SERVICE PROGRAM**

Each family is expected to participate in school activities and to support St. Frances of Rome School with service.

## SAFEGUARD THE CHILDREN REQUIREMENTS

All volunteers are required to obtain VIRTUS certification prior to volunteering at the school. "Volunteering" includes but is not limited to providing classroom assistance, chaperoning for field trips, supervision, and all activities that include children. **No exceptions will be made in this regard.**

All volunteers need to report to the school office and have prior authorization from the principal for performing their voluntary service. Only those who are 18 years or older and VIRTUS certified may work for service hours.

## FIESTA SERVICE HOURS

Each school family is expected to be actively involved in and supportive of our yearly Fiesta. **All families must complete a minimum of 15 hours of service dedicated to the operation of the Fiesta.** Any Fiesta service hours not completed and submitted to the office will result in a penalty fee of \$25.00 per hour.

## SCHOOL SERVICE HOURS

Parents are expected to complete a total of 25 hours of service to the school each year. These hours can be fulfilled in many ways. Examples of service include, but are not limited to: helping at PTO/school fund-raisers (Christmas Wrap, etc.), noon supervision, serving as a chaperone on field trips, and through various classroom activities. All volunteers working with students will need to be fingerprinted by the Archdiocese.

Parents may record Service Hours on vouchers provided in the office. Each voucher is in triplicate: Copy 1 & 2 (office); Copy 3 (parent). The voucher system is intended to encourage parents to record and submit service hour coupons as they are completed rather than wait for the end-of-the-year deadline. The family code, which appears on the family envelope, must be included on the service voucher to receive credit.

Families will be notified at the end of the semester regarding the service hours account to date. There will be a fee of \$10.00 assessed at the end of the school year for every hour not completed by May 28<sup>th</sup>. All 8<sup>th</sup> grade hours must be complete by May 15<sup>th</sup>.

The following examples are offered to help you determine the types of services and hours which are acceptable. The newsletter regularly contains requests for assistance on various school activities. Opportunities to complete service hours include, but are not limited to:

Yard Supervision  
Driving for Field Trips  
or to/from Games

Office Help  
Room Mothers  
Hot Lunch Program  
Maintenance Day

Fund Raisers  
Repair Work  
Donation List  
Library Workers

Service hours may be given for other donations as the situation arises. **Donated items must be authorized before delivery** and must be of use to the school.

## D. FUND-RAISING

Tuition and fees do not cover the total cost of educating a student at St. Frances of Rome School. The remainder is made up by net proceeds from the school Fiesta and other fund-raising activities. **Families are expected to be supportive of all school fund-raisers.**

During this school year, mandatory fund-raising is planned as follows:

Football Mania Tickets: Each family will sell 20 tickets at \$20.00 each to raise \$400.00

Other Mandatory Fundraisers to be determined: Each family will participate to raise \$300.00

FUNDRAISING OPTIONS ARE SUBJECT TO CHANGE BASED ON THE REQUIREMENT OF THE SCHOOL. THE AMOUNT REQUIRED TO BE RAISED WILL NOT BE CHANGED DURING THE YEAR.

Optional fund-raisers may also be held throughout the year.

## E. BUY-OUT PLANS

Families may “buy out” of fund-raisers and service hours as follows:

### OPTION A – FULL BUY-OUT PLAN – \$850.00 – NON-REFUNDABLE

This buy-out plan removes the obligation to participate in fund-raisers and school service hours for the school year. **MANDATORY** working of 15 Fiesta Hours **IS STILL REQUIRED**. These hours may be completed by working at the Fiesta or through working on committees beforehand.

25 Service Hours at \$6 per hour	=	\$150.00
Fund-raisers as listed in section D.		
Football Mania Tickets	=	\$400.00
Other Mandatory Fundraisers	=	<u>\$300.00</u>
<b>TOTAL</b>	=	<b>\$850.00</b>

In order to take advantage of this plan, full payment of \$850.00 is due no later than the date specified by the school office.

### OPTION B – PARTIAL BUY-OUT PLAN – \$600.00 – NON-REFUNDABLE

This buy-out plan removes the obligation to participate in fund-raisers for the school year.

**ALL SERVICE HOURS**, including those for the Fiesta, **ARE STILL REQUIRED** and must be completed by May 31 (May 15 for families with 8<sup>th</sup> grade students).

In order to take advantage of this plan, full payment of \$600.00 is due no later than the date specified by the school office.

### OPTION C – FULL PARTICIPATION PLAN

Families who do not buy out using Option A or B will work all service hours and participate in all fund-raisers as described in sections C. and D. Fiesta service hours not completed and submitted will result in a penalty fee of \$25.00 per hour. Other service hours not completed by May 31 will result in a fee of \$10.00 per hour. (Parents of 8th grade students must complete service hours by May 15.)

## F. 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.

### PARENT OR PARENT-TEACHER ORGANIZATIONS

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

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

**At St. Frances of Rome School, officers who serve on the PTO board for the year fulfill their requirement for 25 School Service Hours. PTO Board Members do need to work at least 15 Fiesta Service Hours.**

### 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.

## **XI. SPECIAL SERVICES**

### **A. EXTENDED DAY CARE**

Extended Day Care offers service before and after school hours to students enrolled at St. Frances of Rome School. The program is open each day that school is in session and includes a set schedule for supervised play, homework/study time and art/games. All payments for the program are made directly through the Extended Day Care Director. **Parents will be billed the regular fee for all children who attend day care. The registration fee will be assessed the first day of attendance in the program: \$25.00 for the first child in a family and \$10 for each additional child. There will be no exceptions.** To reach the Extended Day Care center, please call the school office and select daycare from the menu from 6:00 a.m. to 7:45 a.m. and from dismissal to 6:00 p.m.

**Please see Section XV for complete Extended Day Care information.**

### **B. FOOD SERVICE / HOT LUNCH PROGRAM**

Students may bring lunch from home or participate in the hot lunch program.

#### ORDERING HOT LUNCH

Hot lunch is available most days at a regular price of \$2.00 per day. Each month a menu is sent home to help you order for the month. You may order monthly or weekly. Payment is due in advance. All **orders** for the following week **must be made no later than Wednesday BEFORE 10:00 a.m.** THERE IS NO PROVISION FOR A STUDENT TO ORDER AND PAY FOR LUNCH ON THE SAME DAY. Applications for free or reduced lunch costs will be distributed during the first week of school.

#### LUNCHES

We ask that you not include glass bottled drinks in your child's lunch. **Please do not bring hot lunch except in the case of emergencies. "Happy Meals," pizza, and similar fast foods often create difficulty at the lunch tables. This is compounded when the meals include toys. Your cooperation with this request is appreciated.**

Parents are asked to bring all forgotten lunches to the office with the student's name and grade clearly indicated. These will be delivered to the classroom before lunch by student monitors. **Please do not take forgotten lunches directly to the classroom.**

#### LUNCH VISITS

If you are on campus to bring your child lunch or visit through the lunch period, we ask that you abide with the safety measures that we have in place by **first signing-in at the office.**

### **C. BIRTHDAY CELEBRATIONS**

We must ask that **all** families abide by the following regulations regarding birthdays so there is no disruption to classroom instruction:

1. Students should not exchange gifts for individuals at school. This gesture can create hurt feelings.
2. Limit celebrations to **HEALTHY SNACKS** for the class **only**.
3. On-campus parties are not permitted **FOR ALL GRADES K-8.**
4. Invitations for parties should be sent via the U.S. mail unless an invitation is being given to every student in the class.
5. Please do not have balloons or flowers for your child delivered to the school. Any such delivery will be promptly returned to the sender.
6. Any treats should be brought in to the school office and delivered at recess or lunch only. Teachers are not responsible for distributing birthday treats to the students. **PLEASE DO NOT BRING TREATS WITH PEANUT PRODUCTS AS THEY MAY CAUSE SEVERE ALLERGIC REACTIONS.**

### **D. FIELD TRIPS**

Field trips are planned periodically throughout the school year as an extension of the curriculum. **No student will be allowed to participate in a field trip without an official field trip permission slip signed by the parent.** Handwritten notes or telephone calls will not suffice.

### FIELD TRIP POLICIES†

The field trip policies listed below apply to class trips, school group trips (*e.g.* choir, academic decathlon) and trips for school sport teams. The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips.

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

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. Copies of the forms are attached as *Appendix B and C*.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

### TRANSPORTATION POLICIES†

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

### **E. LOST AND FOUND**

All students' sweaters, jackets and lunch boxes should have the student's name on them. Lost items which are found on the property are put into the lost and found box. All unclaimed articles will be sold at PTO meetings.

## **XII. EXTRA-CURRICULAR ACTIVITIES**

### **A. STUDENT COUNCIL**

This active organization is the student government of St. Frances of Rome School. Its purpose is to develop leadership, responsibility and school spirit, as well as to give the members an active part in decision making. The Student Council consists of elected officers. These students meet weekly to plan school assemblies, activities, fund-raising days, spirit events, and service projects. Student Council is an important organization within the school and develops Christian leaders.

**Student officers must maintain a grade of “B-” or higher in all subjects and a behavior and work habits grade of “G” or better.** Failure to do so may result in a temporary withdrawal from this activity or a full release from responsibility. These actions will be at the discretion of the principal and moderator.

### **B. SPORTS**

Students of Grades 4, 5, 6, 7, and 8 may be involved in our after-school sports program. These activities include football, volleyball, and basketball. This activity is important and needs the encouragement of all parents. Parents are asked to assist by their interest and cooperation, especially in transportation.

Student participation depends upon maintaining a satisfactory citizenship and academic record. **Student athletes must maintain a 2.0 average or better in all academic subjects and an “S” in behavior and work habits.** Students who receive an “F” or 2 “D” grades may not participate. Students who receive inadequate quarter grades will be removed from the team for the entire quarter. This decision will be made at the discretion of the principal with input from the team coach.

Parents must pick up students promptly at the end of practice/games. Students who are not picked up on time will be sent to Extended Day Care. **Coaches are not expected to remain indefinitely with students waiting for rides and are NOT permitted to drive students home.**

### **C. CHOIR**

The school choir is open to all students who maintain satisfactory grades in academic subjects as well as behavior and work habits.

### **D. CHILDREN’S LITURGY**

The Children’s Liturgy celebrates the liturgy once a month for the parish community. Students from K-8 are invited to participate in the liturgy. All students are required to have the appropriate permission slip to attend practices. Students need to follow the expectations contract to participate in the Children’ Liturgy.

### **XIII. PARENTAL RESPONSIBILITIES**

#### **A. INVOLVEMENT**

Parental involvement is crucial to the success of the educational program here at St. Frances of Rome School. You, as parents, are primarily responsible for your children's education; the faculty is committed to working with you in the development and formation of your child. Your attitudes are reflected in your children's attitudes and behavior.

In addition to sustaining our school and the quality of its program, each family must recognize a responsibility for the material welfare of our school. Opportunities for contributing your services and financial support are readily available. Your involvement in various activities will continue the family atmosphere which is St. Frances of Rome School. It also permits you to meet the parents of other children and to get to know the classmates and friends of your child.

#### **B. PARENT CONDUCT**

You are requested to do all in your power to verify facts through the correct channels of communication and avoid spreading misinformation. Please refrain from gossiping or speaking about school personnel, students or other parents in a demeaning manner or with intent to do harm to another's reputation. Respect for all school personnel is required for open communication to take place. We are all called upon to model appropriate Christian behavior for the children God has entrusted to our care.

#### **C. COMMUNICATION**

Communication between home and school is essential to ensure your child's success in school. Parents are urged to confer with their child's teacher regularly and especially if there has been some notification sent home regarding studies or conduct. Frequent communication is very important to assure the best results in the education of your child.

Classroom-related concerns should be brought directly to the teacher.

Unresolved classroom concerns or matters relating to the school in general should be brought directly to the attention of the principal.

**Parents are asked not to confer with their child's teacher between 8:00 a.m. and 3:20 p.m.** as his or her class or group requires full attention. Since Friday is our regular faculty meeting day, teachers are not available for conferences after school on Fridays. Parents should not go to the classroom to drop off lunches, forgotten books, assignments, notes or uniforms during the school day. These should be brought to the office and will be delivered by the mail monitors.

Regular means of communication are:

1. Orientation Meeting – A general Parent Meeting and/or Back-to-School Night is held at the beginning of the school year in order to acquaint the parents with teachers, school policy, and classroom procedures.
2. Family Envelopes are sent home every other Wednesday with the oldest child. This envelope contains calendars, letters, notices, etc. Please remove the papers, read them, sign the envelope and return it to school the next day. A \$5.00 fee will be charged to replace lost or unusable envelopes.
3. Folders – In grades K-5, a folder will be sent home which contains important papers your child has completed. Please go over these papers with your child and praise or encourage as the need arises. Sign the folder to indicate that you have discussed the papers with your child. This folder is a way for you to know exactly how your child is progressing. A fee of \$2.00 will be charged to replace folders.
4. SchoolReach – A telephone broadcast system enables school personnel to notify all households by phone within minutes of an emergency or unplanned event. SchoolReach is designed to enhance communication and may also be used from time-to-time to communicate general announcements or reminders.

5. Progress Reports for all students receiving “C-” or below are sent home mid-quarter, and more frequently if necessary. Parents should sign the report and return it to the child’s teacher. If further communication is desired, the classroom teacher should be notified in writing.
6. Parent-Teacher Conferences are held for all grades in November. At this time the student’s scholastic and social development are discussed. Results of the ITBS Tests will be given to parents in grades 2-8. Parents may contact the teacher to arrange for other conferences as necessary.
7. Gradelink – An on-line grading system is used by the teachers and is accessible to parents to remain informed and aware of their students’ progress.
8. This Family Handbook, outlining in detail the school’s policies and procedures, is available to all families at the beginning of the school year.

IT IS THE RESPONSIBILITY OF THE PARENTS TO KEEP UPDATED WITH THEIR CHILD’S PROGRESS. Students in Junior High are expected to keep their parents/guardians informed of their expectations and progress. Teachers are the support for parents who are considered primary educators.

#### **D. VERBAL ABUSE OR HARASSMENT**

Verbal abuse or harassment of school personnel by parents and/or relatives will not be tolerated. Archdiocesan and California Education Code regulations will be enforced. This can mean that a student is asked to withdraw from school if the parents’ behavior toward school personnel is inappropriate and disrespectful. This includes both unacceptable words and gestures, as well as written communication.

#### **E. NON-TRADITIONAL FAMILY / CUSTODY POLICY**

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

## **XIV. TECHNOLOGY**

### **A. USE OF ELECTRONIC DEVICES†**

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

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

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

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

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

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

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

### **B. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”] †**

All students and staff are required to sign a computer use agreement. No student will be allowed to use school computers without this signed consent form.

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.

## 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.

## 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.

## 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.

## 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.

#### PROHIBITED PRACTICES

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

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

other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.

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

#### 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.

## **XV. EXTENDED DAY CARE HANDBOOK**

### **EXTENDED DAY CARE PHONE - 334-2018, EX 337**

As a service to working parents, the child care option of Extended Day Care is offered in Catholic elementary schools throughout the five Pastoral Regions of the Archdiocese of Los Angeles. The purpose of Extended Day Care is to provide a high quality, affordable program in a safe, wholesome and caring child-centered environment. The program is offered for school children before and/or after school hours. In this convenient and familiar setting, Christian values and the social and personal needs of the children of working parents are nurtured. Since this program is an extension of the school day, its design is supportive of the policies and procedures of St. Frances of Rome School. Activities are planned with an emphasis on student safety and are under the direction of adult supervision.

### EXTENDED DAY CARE HOURS

Extended Day Care hours are from 6:00 a.m. to 7:45 a.m. before school and from dismissal time to 6:00 p.m., Monday through Friday, when school is in session.

### ADMISSION POLICY

Only students currently enrolled in Kindergarten through 8<sup>th</sup> grade in St. Frances of Rome School are eligible to attend the school's Extended Day Care.

### REGISTRATION POLICY

Students may be pre-enrolled in the program or enrolled during the year. The first time any student attends/signs in at the program room, he/she is automatically enrolled in the program and the parents are charged the \$25.00 registration fee, in addition to the hourly charge for that day. The charge for enrolling each additional sibling is \$10.00.

### ADULT / CHILD RATIO

The recommended student-to-adult ratio for Archdiocesan Extended Day Cares is 14:1, and 2 or more staff persons must be present at all times. Provisions are made for adequate adult supervision, and no student is left unsupervised at any time.

### PROGRAM COMPONENTS

St. Frances of Rome Extended Day Care includes organized, age-appropriate activities that are socially, mentally and emotionally nurturing. Opportunities for homework/quiet time, snacks, interaction with peers, indoor/outdoor games, projects and arts-and-crafts activities are reflected in the program's design.

### INSURANCE

Archdiocesan Elementary School accident insurance covers students during the times of Extended Day Care.

### SIGN IN / SIGN OUT PROCEDURES

All students must be signed in (for morning care) and signed out by a parent/guardian or other authorized adult (18 years or older), as indicated on the child's Extended Day Care Release Authorization. A full signature and last name, as well as time of arrival/release are required. **Children may only be signed out by an authorized adult. No exceptions.** Phone calls or messages to release children to others not listed as authorized will not be accepted. Therefore, please be sure to list all possible transportation alternatives. Students will not be released to persons not holding valid identification.

**Children enrolled in morning care must be walked to Extended Day Care room and signed in by a parent or other authorized adult. If students walk to school and attend Extended Day Care, they must have a permission slip on file with Extended Day Care room to sign in without a parent present.**

Students sign themselves in to Extended Day Care when they arrive from their classrooms for after-school care.

### OPEN DOOR POLICY

Extended Day Care has an open door policy. Any parent or guardian who would like to drop in and observe our program is welcome.

### FINANCES / PAYMENT

Extended Day Care fees are based on an hourly rate. Students who attend day care for 40 hours or more per month are charged a flat fee. For this school year, the rates are as follows:

	<u>1 child</u>	<u>2 children</u>	<u>3+ children</u>
Hourly	\$7.00	\$9.00	\$11.00
40 hours or more	\$225.00	\$275.00	\$325.00

A fee of \$25.00 per occurrence is charged for all checks that are returned for Non-Sufficient Funds (NSF). **Once a check is returned, that payment and all other payments for the school year must be made by cash or money order.**

### OVERTIME CHARGES

Extended Day Care closes promptly at 6:00 p.m. **Any student picked up after 6:00 p.m. is subject to a mandatory late pick up fee of \$1.00 per minute PAYABLE AT THE TIME THE CHILD IS PICKED UP.** For this reason, and for your child's safety, it is important to list as many authorized persons on your day care release form as possible so that you are able to contact them if you are unable to pick up your child.

**Habitually late pick-ups may result in dismissal from the day care program.**

### INVOICES AND PAYMENTS

Extended Day Care invoices are sent home on the first (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) day of the month. Payment is to be made no later than the tenth (10<sup>th</sup>) and twenty-fifth (25<sup>th</sup>) of each month. **If a payment is not received on time, it is considered late and a late fee of \$10.00 will be charged for each month the payment is not received. If you fail to pay for two billing cycles, then your child cannot continue to attend Extended Day Care until your account is paid in full.**

### EMERGENCY PROCEDURES

Please do not send sick children to day care. Each parent/guardian is required to fill out an emergency information card each year. It is imperative that a form with emergency information that is complete and current be kept on file for every student enrolled in Extended Day Care. We ask that you list no fewer than **two** persons as emergency contacts on this form, excluding parents/guardians. Staff must have accurate phone numbers and those listed as emergency contacts should be notified that their name has been given as such.

### MEDICATION

If your child requires an inhaler, please be sure that the Extended Day Care Director is aware of this. Inhalers that are in the office for the school day may not be available after school hours. Therefore, please be sure that the student retrieves the inhaler from the school office prior to checking in at day care. Other than inhalers, the Extended Day Care staff is not responsible for administering medication, unless parents have made prior arrangements with the day care director. **Absolutely no medication will be administered without the proper paperwork from a doctor.**

### EXPECTATIONS

Since Extended Day Care is an extension of the school day, the same expectations for cooperation by students and parents are assumed. Families who consistently violate the policies and procedures of the program will be dismissed from the program by the principal. Students are expected to conduct themselves by the same rules that govern the school day. **Students who violate school rules while in day care will be subject to the same disciplinary procedures used by the school.** This includes, but is not limited to: detention, suspension and expulsion from either the program or the school, depending on the severity of the infraction.

**Parent responsibilities include:**

- Completing all day care forms: Student Release Authorization, Medical Release, Registration, etc.;
- Supporting and adhering to program policies and procedures;
- Complying with the program's sign in/sign out procedures;
- Collaborating with the principal, the Extended Day Care Director and Extended Day Care personnel
- Meeting all financial obligations in a timely manner.

**Student responsibilities include:**

- Respecting all staff, students and property;
- Using appropriate language and voice level;
- Participating in all Extended Day Care activities;
- Showing consideration for others – sharing, taking turns, etc.;
- Asking permission from staff for restroom use – students may never go to the restroom alone; a partner must be assigned and students must use the sign-out/sign-in sheet;
- Remaining inside day care areas and staying with the group.

**Staff responsibilities include:**

- Coordinating the sign in/sign out procedure;
- Monitoring student attendance;
- Supervising students during all Extended Day Care activities;
- Assisting students as needed;
- Maintaining order and discipline;
- Preparing and maintaining the day care facility;
- Leading program activities;
- Administering First Aid;
- Preparing and providing snacks.

**MEALS / SNACKS**

All snacks provided by Extended Day Care are included in the fees unless otherwise stated. A light breakfast is offered daily from 6:45 a.m. to 7:15 a.m. If you wish for your child to have breakfast at Extended Day Care, he/she must arrive no later than 7:00 a.m. Afternoon snacks are offered at 3:30 p.m.

**LOST AND FOUND**

In the event that your child misplaces or loses something, Extended Day Care has a lost and found box where you can check for missing items. It is required that you label your child's clothing and other items with his/her name so that they may be returned promptly. Extended Day Care and St. Frances of Rome School are not responsible for items that are left in the day care room or on the school property.

## APPENDIX A – CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS†

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

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

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

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

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

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

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

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

## APPENDIX B – PARENTAL RELEASE FOR CHILD†

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

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### PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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


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

**Please initial the applicable boxes**

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

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

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 Print Release Child Noncomm en | Updated 10/21/09  
Copyright © 2009 Roman Catholic Archdiocese of Los Angeles, a corporate sole. All rights reserved.

Fillable .pdf available at

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

## APPENDIX C – STUDENT AND YOUTH ACTIVITY PERMISSION FORM†

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**STUDENT AND YOUTH ACTIVITY PERMISSION FORM**

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

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

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

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

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

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

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

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

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

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

Fillable .pdf available at

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

## APPENDIX D – MEDICATION AUTHORIZATION AND PERMISSION FORM†

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

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

A. \_\_\_\_\_  
Last Name of Student                      First Name                      Sex                      Birth Date

\_\_\_\_\_                      \_\_\_\_\_  
Purpose of Medication or Diagnosis                      Name of Medication

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

\_\_\_\_\_                      \_\_\_\_\_  
Date of Prescription                      Length of Time this Medication will be Necessary

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

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

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

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

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

Document available at

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