

# **St. Mary of the Assumption School**

## **Parent-Student Handbook**



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## A. General Information

### A1. Statement of Philosophy, Mission and Vision

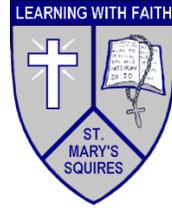
**Philosophy:** St. Mary of the Assumption School, in partnership with parents, provides a traditional Catholic environment to educate the whole child: spiritually, academically, physically, and socially to each individual's unique potential. Making no distinction regarding gender, race, religion or social position, St. Mary's begins in preschool to nurture and develop the children entrusted to our care to become faithful Catholics, persons of integrity, productive citizens and life-long learners.

**Mission Statement:** In the culturally and economically diverse community of the Santa Maria Valley, St. Mary of the Assumption School strives to provide a quality preschool through 8<sup>th</sup> grade education in a Catholic environment where teachers facilitate opportunities for students to develop spiritually, academically, physically and socially to each individual's unique potential.

**Vision:** St. Mary of the Assumption School will be the Santa Maria Valley's premier preschool through 8<sup>th</sup> grade school recognized for providing innovative education with a curriculum grounded in Catholic beliefs to an academically, racially and socio-economically diverse and excited to learn student body led by the best teachers and most involved parents.



## A2. Schoolwide Learning Expectations (SLE's) St. Mary's Squires are:



### **Faithful Catholics**

- Dedicate service to God, the Church, family and community
- Practice and apply Church teachings
- Have strong morals and ethics
- Pray using memorized and spontaneous prayer
- Demonstrate basic knowledge of the foundations of their faith and Church teachings
- Use and understand Scripture
- Enthusiastically respond at Mass and communal prayer
- Are forgiving
- Care for the environment

### **Persons of integrity**

- Are courteous and demonstrate self-control
- Take responsibility for their actions
- Respect themselves, authority, and all of God's diverse creation
- Respond to all situations in a Christian manner
- Make moral choices according to the teachings of the Catholic Church
- Are aware of local and global issues
- Are able to appreciate and understand our multicultural society
- Assess own strengths & areas for improvement
- Practice personal hygiene, proper nutrition, physical fitness, and safety guidelines

### **Productive citizens**

- Work independently and cooperatively with others
- Analyze, evaluate and initiate positive change
- Communicate effectively, listen compassionately and critically
- Observe, experiment, discover, and reach solutions
- Formulate, ask and answer questions
- Display the elements of good sportsmanship
- Set goals, problem-solve, manage time, and accept responsibility for their choices
- Develop healthy relationships

### **Life-Long learners**

- Are prepared academically for success in high school
- Use technology properly to communicate, acquire information and solve problems
- Think critically and creatively
- Read, write and speak effectively
- Have an understanding and appreciation for the fine arts
- Seek clarification and further education
- Gather, organize, and apply information

### A3. School Organization, Staff Roles and Responsibilities

**Pastor and Principal:** St. Mary of the Assumption School is governed by the pastor, and the principal runs the day-to-day operations of the school.

**Staff:** The school staff consists of office staff as well as teachers and instructional aides. The office staff is responsible for maintaining a professional environment in the school office and providing the community with current information. The teachers are responsible for the education and well-being of the students during the school day. Teachers will maintain a professional relationship with all families.

### A4. List of School Personnel

Pastor	Fr. Thomas Cook
Principal	Mrs. Erica Stevens <a href="mailto:Principal@stmarysschoolsm.com">Principal@stmarysschoolsm.com</a>
Office Manager	Mrs. Richelle Dollete <a href="mailto:School@stmarysschoolsm.com">School@stmarysschoolsm.com</a>
Transitional Kindergarten Teacher	Mrs. Samantha Espinoza <a href="mailto:TK@stmarysschoolsm.com">TK@stmarysschoolsm.com</a>
Kindergarten Instructional Aide	Mrs. Linda Larr <a href="mailto:LLarr@stmarysschoolsm.com">LLarr@stmarysschoolsm.com</a>
Kindergarten Teacher	Ms. Itzely Arzate <a href="mailto:kindergarten@stmarysschoolsm.com">kindergarten@stmarysschoolsm.com</a>
First Grade Instructional Aide	Mrs. Celene Chavez <a href="mailto:CChavez@stmarysschoolsm.com">CChavez@stmarysschoolsm.com</a>
First Grade Teacher	Ms. Erica Miller <a href="mailto:grade1@stmarysschoolsm.com">grade1@stmarysschoolsm.com</a>
Second Grade Teacher	Ms. Elena Quintanilla <a href="mailto:grade2@stmarysschoolsm.com">grade2@stmarysschoolsm.com</a>
Third Grade Teacher	Mrs. Mary Beth Wilburn <a href="mailto:grade3@stmarysschoolsm.com">grade3@stmarysschoolsm.com</a>
Fourth Grade Teacher	Ms. Dalia Montiel <a href="mailto:grade4@stmarysschoolsm.com">grade4@stmarysschoolsm.com</a>
Fifth Grade Teacher	Ms. Sydney Alvarez <a href="mailto:grade5@stmarysschoolsm.com">grade5@stmarysschoolsm.com</a>
Sixth Grade Teacher	Mr. Nick Perez <a href="mailto:grade6@stmarysschoolsm.com">grade6@stmarysschoolsm.com</a>
Seventh Grade Teacher	Mr. Justin Wilburn <a href="mailto:grade7@stmarysschoolsm.com">grade7@stmarysschoolsm.com</a>
Eighth Grade Teacher	Mrs. Christina Miller <a href="mailto:grade8@stmarysschoolsm.com">grade8@stmarysschoolsm.com</a>
Math 6 Teacher	Ms. Areli Garcia <a href="mailto:AGarcia@stmarysschoolsm.com">AGarcia@stmarysschoolsm.com</a>

PE Teacher	Ms. Anita Tubbs <a href="mailto:ATubbs@stmarysschoolsm.com">ATubbs@stmarysschoolsm.com</a>
After-Care	Mrs. Kathy Blessing <a href="mailto:aftercare@stmarysschoolsm.com">aftercare@stmarysschoolsm.com</a>
Custodial	Mrs. Maria Campos
Support Staff	Ms. Julissa Diaz <a href="mailto:JDiaz@stmarysschoolsm.com">JDiaz@stmarysschoolsm.com</a>
Pre-School Staff	
Director	Mrs. Patricia Figueroa <a href="mailto:preschool@stmarysschoolsm.com">preschool@stmarysschoolsm.com</a>
Teacher	
Instructional Assistant	Ms. Shannon Byrne

## **A5. Consultative School Board and Parent-Teacher Organization**

If the school has a parent, parent-teacher organization and/or a consultative school board, 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 boards 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-Teacher Organization**

The main functions of a parent-teacher organization is to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between the 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.



### **Consultative School Board**

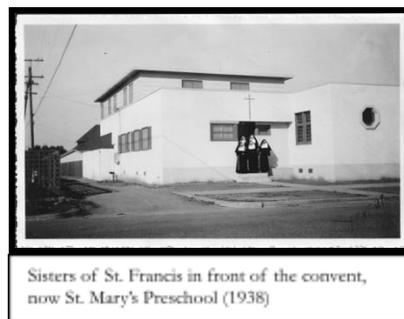
The general responsibilities of the consultative school board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of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

The membership of the consultative school board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, 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).

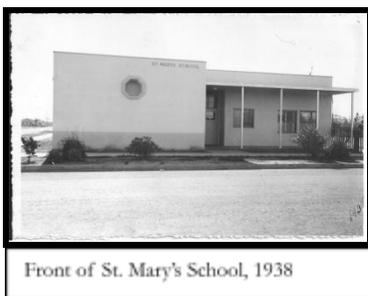
The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council. St. Mary's School is part of the Santa Barbara region, and Mr. Michael Ronan is the regional supervisor.

## A6. History of St. Mary of the Assumption School

In 1938, at the request of Archbishop Joseph Cantwell of Los Angeles, the Sisters of St. Francis accepted the responsibility of staffing the new parish school being built in Santa Maria, a small agricultural town with a population of approximately 8,000. When the four teaching sisters arrived with one housekeeper, the pastor, Reverend Thomas Murphy, graciously welcomed them. The sisters were introduced to their temporary home, the rectory. Because the convent was not quite ready for occupancy, Father Murphy and his assistant, Father Vandenberg, moved to the Santa Maria Inn.



On September 14, 1938, after Mass in honor of the Holy Spirit, St. Mary's School was officially opened with an enrollment of 59 students in four classrooms, two grades in each room. On Sunday, October 2, 1938, Archbishop Cantwell, in the presence of a large number of adults and the school children in their new uniforms, blessed the school building, the crucifixes for the classrooms and the United States flag, which was then raised and saluted with proper ceremonies. Although their classes were small, the sisters were very busy indeed, initiating the children into the traditions of Catholic school life. They celebrated all feasts, religious and secular, with great enthusiasm. They formed a children's choir, taught music lessons, practiced procession for Forty Hours, May Crowning, and Corpus Christi. They prepared the children for their First Confession, First Holy Communion, and for Confirmation. Besides teaching Catechism to the children of the parish who were not attending St. Mary's School, they went on Saturdays and Sundays to the parish churches in Guadalupe and Los Alamos to teach the children there. The first school year closed on the Feast of the Sacred Heart, June 16, 1939, with solemn graduation exercises for three boys and three girls in the parish church.

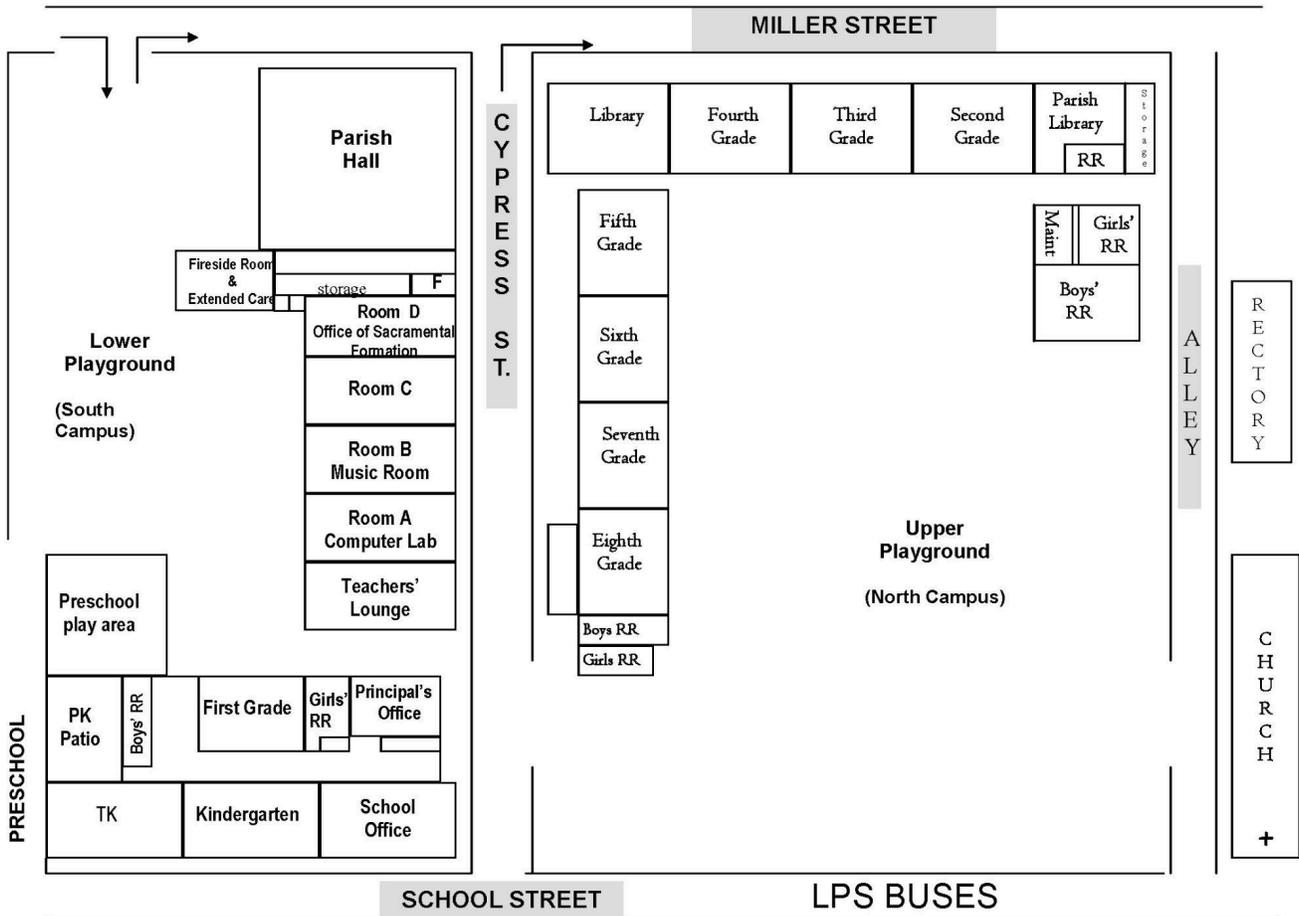


In September 1939, 104 children were enrolled. So gradually did the school population increase that all children were accommodated in four classrooms until 1948 when four new classrooms were added. That year brought several improvements: the field across from Cypress Street was fenced in and became the main playground; the new public address system proved a special blessing for as yet there was no hall in which to hold school assemblies.

As Santa Maria grew, so did St. Mary's parish and school. In 1958, the new church was built. During the years 1963-1964, eight additional classrooms were built and in 1965 the Parish Hall was added on the site of the previous church building. School population continued to grow until 1971, when for many reasons, among them the erection of another parish and school in the city, the number of children decreased and one of the first grade classes was eliminated. In each succeeding year, a class was dropped until eight classes remained, 1st-8th grade. 1985 saw the addition of a kindergarten class.

St. Mary's celebrated its 50th year of service in the field of education in 1988. The year was filled with various activities, among which was the donation of the mosaic of St. Mary of the Assumption by the alumni and loyal friends. It adorns the front of the school building. The last of the Franciscan sisters moved away in June of 1998 after serving the school faithfully for 60 years. The first lay principal was then appointed. On November 1, 1999, the Feast of All Soul's Day, a preschool opened in the vacated convent.

## A7. School Map



**St. Mary of the Assumption School Map**

Rev. 1/2024

## A8. School Schedule and Calendar

### Schedule

- 7:50 Students enter to prepare for class
- 8:00 Morning assembly and prayer at the flagpole, then classes begin
- 9:40 Recess for grades TK-8
- 10:00 Classes resume
- 11:25 Recess for grades TK-5 / Lunch for grades 6-8 (11:00 on Mass days)
- 11:43 Lunch for grades TK-5 / Recess for grades 6-8 (11:20 on Mass days)
- 12:10 Classes resume
- 3:00 Dismissal (12:30 on Fridays)
- 3:15 Extended care begins (12:45 on Fridays)

**Calendar:** A monthly calendar is sent home in the weekly newsletter and available on the school website. The yearlong calendar is provided at the beginning of the school year and is also available in the digital newsletter. This calendar will be updated as needed throughout the school year.

### **Early Dismissal**

The Archdiocese allows early dismissal for the WCEA school evaluation process, faculty in-services, faculty meetings, and the day before a major holiday begins. Students attend class from 8:00-12:30. Recess is as usual, but the lunch period is omitted. Parents must pick their children up by 12:45. Students remaining on campus after 12:45 are placed in the extended care program (fees apply).

### **Faculty Meetings**

St. Mary of the Assumption School holds staff meetings every Monday. Faculty meetings will be held for the following purposes:

1. Further implementation of WASC evaluation recommendations.
2. Planning sessions for general school activities.
3. Interdepartmental communication meetings.
4. Faculty in-service.

### **Weekly Newsletter/Monthly Calendar**

Every Wednesday the blue school folder will be sent home with each student. The Wednesday Weekly will be emailed and posted online; a condensed version is printed and sent home in the W.W. folder. The youngest child in each family will take home any important papers and forms. Various other information will be sent with all students. Please read the information carefully and return the envelope the next day. Lost or destroyed envelopes must be replaced at the school office for a nominal fee.

## **A9. School Rules**

### **Grades K through 2**

1. Respect God, others, and yourself.
2. Use nice words and indoor voices.
3. Take care of yourself and your things.
4. Keep hands and feet where they belong.
5. Wear your complete uniform every day.
6. Obey your teacher.

### **Grades 3 through 8**

1. Respect God, others, self, and property.
2. Follow directions and the school policies found in the student and/or parent handbook.
3. Be responsible and prepared with work and materials.
4. Keep hands, feet, and objects where they belong.
5. Be in complete uniform for class (and for middle school P.E.).
6. Use appropriate language, voice control, and behavior.

- Students are to be respectful at all times to every person they encounter at school.
- All books are to be covered with a paper or plastic cover.
- Gum chewing on the school or church grounds is NEVER permitted.

## HOW TO SUCCEED AS A ST. MARY'S SQUIRE

SQUIRES ARE:	RESPECTFUL	RESPONSIBLE	APPROPRIATE
Everywhere	<ul style="list-style-type: none"> <li>• Greet one another by name. (Address adults by their title and last name and address one another by Christian names.)</li> <li>• Make eye contact when talking with one another.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer to help those in need.</li> <li>• Keep our campus clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Wear the assigned uniform of the day.</li> </ul>
In Our Classrooms	<ul style="list-style-type: none"> <li>• Follow directions from adults.</li> <li>• Be in charge of your own belongings and space, not the behavior of others.</li> <li>• Speak kind, supportive words to one another.</li> </ul>	<ul style="list-style-type: none"> <li>• Homework is complete and turned in on time.</li> <li>• Be prepared with the materials required for class.</li> </ul>	<ul style="list-style-type: none"> <li>• Speak in a voice volume for the learning situation.</li> </ul>
In Our Church	<ul style="list-style-type: none"> <li>• Participate in Mass by singing, responding, and praying.</li> <li>• Help yourself and others focus by not leaving the pew or turning to look at others.</li> <li>• Show reverence in God's house.</li> </ul>	<ul style="list-style-type: none"> <li>• Be quiet in your movements.</li> <li>• Use hands for kneelers.</li> <li>• Return books to the holders after Mass.</li> </ul>	<ul style="list-style-type: none"> <li>• Speak in a whisper voice if speaking is necessary.</li> <li>• Use a speaking voice when participating in the Mass and singing.</li> </ul>
In Eating Areas and Outdoors	<ul style="list-style-type: none"> <li>• Put trash and recycling where they belong.</li> <li>• Don't destroy property/equipment</li> <li>• Leave the plants alone to grow.</li> </ul>	<ul style="list-style-type: none"> <li>• Bring your lunch to school every day.</li> <li>• Clean up if you spill or drop food.</li> <li>• Use one pump of sanitizer to clean your hands.</li> <li>• Return any equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Show table manners.</li> <li>• Eat with your mouth closed.</li> <li>• Don't talk with your mouth full.</li> <li>• Use utensils.</li> <li>• Stay seated while eating until you are dismissed by an adult.</li> </ul>
In Our Bathrooms	<ul style="list-style-type: none"> <li>• Put trash and recycling in designated cans.</li> <li>• Conserve water by only running it to wash hands and flush toilets.</li> <li>• Use one paper towel to dry</li> </ul>	<ul style="list-style-type: none"> <li>• Do not play in the restrooms.</li> <li>• Give people privacy.</li> <li>• Wash your hands when you are done.</li> </ul>	<ul style="list-style-type: none"> <li>• Speak in whisper voices only.</li> <li>• Stay only as long as necessary.</li> <li>• Feet remain on the ground.</li> </ul>

	<ul style="list-style-type: none"> <li>hands and place it in a trash can to keep the room clean.</li> </ul>		<ul style="list-style-type: none"> <li>Use the restroom during designated breaks in the day.</li> </ul>
Off campus	<ul style="list-style-type: none"> <li>Listen to the presenter.</li> <li>Stay on the sidewalks/paths.</li> <li>Make room on sidewalks for others to pass.</li> <li>Keep trash and items with you; clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Represent the school in a positive way.</li> <li>Stay with your designated adult (teacher, parent).</li> </ul>	<ul style="list-style-type: none"> <li>Speak using an Indoor voice, including while walking.</li> <li>Do not talk while a presenter is speaking.</li> </ul>
Homework Club	<ul style="list-style-type: none"> <li>Raise your hand for help from a teacher.</li> <li>Respect the computers and supplies.</li> </ul>	<ul style="list-style-type: none"> <li>Come prepared with your own supplies.</li> <li>Take a book with you to read if you finish early.</li> <li>Return any borrowed items and put away supplies.</li> </ul>	<ul style="list-style-type: none"> <li>Attend homework club at the recommendation of your teacher only.</li> <li>Work silently and individually.</li> </ul>
Centers and Small Group Work	<ul style="list-style-type: none"> <li>Ask 3 people for help before the teacher.</li> <li>Follow the directions for the activity.</li> </ul>	<ul style="list-style-type: none"> <li>Focus on the task.</li> <li>Do your best work.</li> <li>Complete the task.</li> <li>Put away supplies so your station is ready for another group.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the directions for your center or group work.</li> </ul>

### **RECESS AND LUNCH PROCEDURES**

Good health requires fresh air, exercise, and healthy eating. Our recess and lunch procedures make these times enjoyable for everyone. **Prepare for lunch before exiting your classroom; you will not be permitted back into the classroom once break has begun. Follow the directions of the playground supervisors.**

#### **Be a Healthy, Active Child!**



- Sit at your designated tables while eating.
- Bring a healthy lunch to school.
- Do not waste food. We are grateful for what we have.
- Clean your area before leaving the table. No trash or food should be left.
- Recycle as much as possible; place all other waste in the trash can.
- Wait for the playground supervisor to dismiss you to play or line up for class.

#### **Be a Team Player!**

- Play in your designated area.
- For safety, play is limited to students one grade higher or lower than you.
- Make all children feel welcome and included by inviting them to join you.
- Share the equipment and take turns.

- Do not leave your assigned playground without permission from a supervisor.

## **A10. Dress/Uniform Code**

### **Responsibility for Student Dress**

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision.

Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are consistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been disciplined in this regard, the cooperation of parents shall be sought to correct the problem.

Lack of improvement in personal appearance is grounds for the suspension of a student during that school day. The school may also reserve the right to require that parents bring an appropriate change of clothes to school, if a student is inappropriately dressed. The principal will make the final decision.

### **Buying Uniforms**

All uniforms are purchased from Skobel's Uniform, through the school's uniform exchange program, or spirit dress items available in the school office.



### **UNIFORM POLICY**

The Catholic school uniform symbolizes the idea of basic equality in the eyes of God and of pride in belonging to a community dedicated to learning and faith. An atmosphere of general order and attention allows students to focus on their learning. When a student's appearance causes distraction, learning cannot take place. Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Issues relating to dress or the appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the administration.

Each parent is responsible to ensure that his/her child(ren) is following the St. Mary's dress code. After 2 uniform violations, loss of Spirit Dress privileges will be enforced for the duration of the trimester. All staff members will be working together to ensure that this dress code is enforced for all grades so we may focus on our learning and faith.

**All uniform items are to be purchased from Skobel's Uniform or our exchange.**

## **Appearance and Fit**

- All clothing items must fit appropriately in the correct size without being snug. Form-fitting jeans, pants, and shorts, for example, are not appropriate for school wear.
- Uniforms must be clean, neat, and tidy. Holes or tears are not allowed.

## **Shirts: Girls**

- Approved polo shirts (no colors other than white, gray, or navy and no extra frills) w/ school logo
- Approved plain white blouses with regular sleeves, cap sleeves over the shoulder and covering the upper arm or long sleeves
  - tucked into skirts or skorts
  - may be worn with a girl's plaid tie on formal dress days
- In cold weather, a white, gray, or navy blue turtleneck may be worn underneath.

## **Jumpers/Skirts/Pants/Shorts: Girls**

- Approved plaid uniform jumpers (K-5); approved plaid or navy skirts or skorts (6-8)
- All shorts, skirts, skorts, and jumpers should be no higher than 2" above the middle of the knee.
- Approved uniform navy shorts or pants – no logos, tags, or cargo pockets are allowed except Dennis
- No Capri length pants
- Pants, shorts, skirts, and skorts must be worn at the waist and may not ride on the hips.

## **Shirts: Boys**

- Approved polo shirts (no colors other than white, gray, or navy and no extra frills) w/ school logo
- Approved plain white dress shirts with short or long sleeves
  - tucked into pants or shorts
  - worn with a navy tie on formal dress days
- In cold weather, a white, gray, or navy blue turtleneck may be worn underneath.

## **Pants/Shorts: Boys**

- Approved uniform navy shorts or pants – no logos, tags, or cargo pockets are allowed except Dennis
- All shorts should be no higher than 2" above the middle of the knee.
- Pants and shorts must be worn at the waist and may not ride on the hips.

## **Sweaters/Blazers: Boys and Girls**

- Approved navy blue sweaters, sweater vests, cardigans, and blazers from Dennis Uniform
- Only white, gray, and navy colors
- Students in grades 6-8 may wear red sweaters. (blue blazers only)
- On formal days, only sweaters and blazers may be worn – no sweatshirts

## **Socks/Tights/Bicycle Shorts:**

- Socks should be solid white, navy blue, gray, or black without logos.
- Girls may wear white, navy blue, or gray tights.
- Navy blue bicycle shorts are allowed under jumpers and skirts. Leggings must be full length in the same colors as tights.

## **Shoes:**

- Tennis shoes or dress shoes must be black or white or any combination of the two.
- No designs or patterns, and no other colors, can be on the shoes.
- Shoes must have backs and shoelaces so they remain secure on the feet. (no slip on shoes)

## **Outerwear:**

- St. Mary's School sweatshirts are the only approved sweatshirts to be worn at school. Several styles are available and



are sold in the school office and through Dennis.

- Jackets are designed to add extra warmth and protection while outside. They are not worn in the classroom.
- Dennis Uniform has a variety of approved sweaters, vests, and outdoor jackets.

### **P.E. Uniforms: Boys and Girls in grades 6-8 only**

- Plain white, gray, or navy shirt or St. Mary's spirit shirt
- Dennis Uniform gray or navy sweatpants, sweatshirts, or shorts
- The P.E. uniform is to be worn all day on the scheduled P.E. day.

### **Formal Dress Days (all Mass days and designated special occasions)**

When attending Mass and special functions, students are expected to dress with respect for the occasion. Boys will wear uniform pants and a white dress shirt with a navy blue tie. Girls will wear a white blouse (girl's tie optional) with the jumper or skirt. Sweatshirts will not be allowed on formal dress days; blazers and sweaters are optional on formal dress days.

### **Spirit Uniform (optional):**

Spirit Uniform Day is celebrated on the first and third Wednesdays each month, with some special days throughout the year. Spirit shirts, sweatshirts, and hats are available in the school office. Regular uniforms are always appropriate on spirit days.

- St. Mary's t-shirt (may be worn with St. Mary's sweatshirt)
- Blue or black jeans – Jeans must fit properly, not form-fitting or oversized. No holes or tears.
- See uniform rules above for shoes, socks, and accessories

**Non-uniform days:** Students may never wear flip-flops, sandals, tank tops, sleeveless dresses or blouses, shorts other than uniform shorts or any clothing with writing on it. All dresses and blouses must have sleeves and may not be see-through material. Dresses and skirts may be no shorter than one inch above the knee with NO slits. No midriffs are to be visible, and tops must have modest necklines.



### **APPROPRIATE GROOMING FOR SCHOOL**

#### **Hair:**

- Only traditional or standard styles/cuts are allowed.
- No spikes or shaved patterns; no bleached or colored hair (natural hair color only)
- BOYS - hair is to be no longer than the bottom of the ears, eyebrows, or top of the collar  
- face must be clean shaven with sideburns no lower than the middle of the ear
- GIRLS – Hair must be kept off the face. Use only small hair accessories in uniform colors.

#### **Accessories:**

- A wristwatch (no alarms), a pair of stud earrings in the lobes (one per ear), and a religious medallion necklace are the only acceptable jewelry for school. Earrings may be of uniform colors, silver, or gold only. Boys are not allowed to wear earrings.
- Make-up is not permitted. Only clear nail polish will be allowed.
- No tattoos, temporary or permanent! This includes drawing on yourself or others.

*The school reserves the right to act upon any fad, trend,  
or behavior that may distract other students.*

*The school reserves the right to cancel Spirit Dress for any and all students.*

## **B. Safeguarding the Children**

### **B1. 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.

### **B2. Safe Environment Training for Children and Youth**

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

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

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

**VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

### **B3. 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. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer. Clergy/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 clergy/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.
- Clergy/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.
- Clergy/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 clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail 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.
- Clergy/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 clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or 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 clergy/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.
- Clergy/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.

- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/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/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor/minors 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 those requirements.

#### **B4. Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**

*Revised August 20, 2007*

*See the complete guidelines in Appendix A*

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.

## C. Communication

### C1. 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.

### C2. Communication Procedures

If you have a message for your child, please call the school office so the message can be relayed to the child and/or the teacher. Only in case of an emergency will students be called out of a classroom. Please make necessary arrangements with your child before he/she leaves in the morning.

### **C3. Online Communication**

We make every effort to have current information available online for the convenience of our families. Please help the office keep our lines of communication open by providing and updating your email address for our records.

- Gradelink– allows school-wide announcements for all grades. Parents and students have online access to student records. Attendance and academics are viewable. Parents can track progress, see upcoming tests and projects, and monitor missing work. Parents can also see information about fees, charges, and make payments under Gradelink Billing.

### **C4. Lines of Communication/Conflict Resolution**

- Parents should discuss problems with your child’s teacher. If the problem cannot be settled at this level, consultation proceeds through the principal, pastor and Archdiocesan Supervisor.”
- Charity alone dictates that teachers should be alerted to matters under their control before being discussed with parents, neighbors, the secretary or the administrator.
- Non-resolved classroom concerns or matters relating to the school in general should be brought directly to the attention of the principal. You are requested to do all in your power to verify facts, through the correct channels of communication, to avoid passing on misinformation.
- Problems should be first brought to the teacher for discussion and resolution. A parent teacher conference should always be the first level of action. If an agreeable solution cannot be reached at this level, a parents-teacher-principal conference may be arranged. These procedures will be kept informal and confidential as may be appropriate in order to facilitate reconciliation, communication, and the strengthening of the school community. If the problem still remains unresolved, the principal and/or pastor may make a resolution they deem appropriate.
- The classroom teacher primarily handles discipline. The teacher will communicate with parents, by note or phone call, when discipline problems arise. If parents have concerns or questions, the teacher should be the first to know. If the situation is not resolved a Principal/Parent/Teacher conference may be arranged. When serious breaches of discipline occur, teachers will involve the principal immediately.

## **C5. 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.

## **C6. Parent or Guardian Right of Visitation**

Parents should always obtain a visitor's pass from the office before going on campus during school hours. Parents having an after-school conference with a teacher are required to check in at the office. Lunches, forgotten books, or other articles should be left at the office for delivery to the students at recess.

### **Custody Disputes**

Divorced or separated parents, as well as parents who have never married, must file a court-certified copy of the custody section of their divorce or separation decree with the principal's office. The school will NOT be held responsible for failing to honor agreements that have not been made known in writing. **The school will NOT get involved in custody disputes.**

**Non-Custodial Parent Visits**

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to the school's parental visitation policy, unless the school has received a legal order prohibiting such a visit. Prior to taking any action, the principal must 1.) identify the parent, and 2.) determine whether or not he/she has visitation rights. The parent/guardian who has custody should be given the opportunity to present legal evidence regarding the extent of the other parent's visitation rights. Visitation rights are usually limited to specified days of the week and to specified hours. The principal must be made aware of these restrictions. If a parent without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

**Children in Foster Care**

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

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

## **D. Admissions**

### **D1. School Student Non-Discrimination Policy**

St. Mary's 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.

### **D2. 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.

### **D3. 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.

#### **D4. 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* giving permission for such publication.

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

## **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.

## **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

## E. Attendance



The school day at St. Mary's extends from 8:00 a.m. until 3:00 p.m. daily except for Fridays, when students are dismissed at 12:30 p.m. Students arriving after 8:00 a.m. are tardy for the day. Anyone arriving after 8:30 a.m. will be marked ½ day absent (for the morning), and those leaving before 2:30 p.m. will be marked ½ day absent (for the afternoon). Early dismissal days end at 12:30 a.m.

Arrive early to give yourself time for unpacking, organizing your supplies, and preparing for the day. **Students should be ready to start with prayer promptly at 8:00.**

- 7:30 campus open for drop off
- 7:50 rooms open for student arrival
- 8:00 prayer and classes begin

### Attendance Policy

Students arriving after 8:00 a.m. must report to the office for a late pass. Anyone arriving after 8:30 a.m. will be marked ½ day absent (for the morning), and those leaving 30 minutes or more before dismissal will be marked ½ day absent (for the afternoon).

DAYS ABSENT	RESULTING ACTIONS
5 consecutive days absent	meeting with teacher
10 or more days absent per trimester	meeting with principal and teacher
15 or more days absent per trimester	possible retention
45 days or more absent per year	retention

### E1. Tardiness

**Inconsistent attendance may result in the loss of school privileges.** When students miss class because they are late or absent, they miss important instruction and learning opportunities. Late arrivals or early dismissals are also disruptive to the entire class. **If a student has more than 5 tardies or absences in a trimester, the parents and student will meet with the principal to create an attendance plan for improvement.**

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. Students arriving after 8:00 a.m. must report to the office for a late pass. 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.

### E2. Absences

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.

### **Note to Return to Class**

**When a student has been absent, he/she must bring a written note, signed by a parent or doctor, explaining the absence.** A medical absence requires a written note from the doctor's office explaining the reasons for a child's absence from school. An acceptable reason for absence includes illness, medical or dental appointments, funeral services, or special circumstances as determined by the school. Excessive unexcused absences may result in a loss of academic credit. If your child is going to be absent from school, please call or email the school by 8:30 am to let the staff know of your child's absence.

### **Requesting Homework**

Homework and assignments will be prepared for the child upon his/her return to school, unless extenuating circumstances arise. Communication with the child's teacher directly via email is the best way to ask questions about make-up work.

### **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. It is not the responsibility of the classroom teacher to prepare class/homework in advance for a child who is going to miss school due to a vacation.

### **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.

### **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.

### **Absent Work**

You have twice the number of days absent to make up the work when you return from an excused absence. Anything incomplete will become a zero unless prior arrangements were made with the teacher(s). Long-term projects must be turned in on the due date, even if you are absent. Excessive unexcused absences may result in a loss of academic credit.

### **E3. Arrival/Dismissal Procedures**

*\* See the school map in section A8 for drop off and pick up directions.*

IMPORTANT: For the **safety** of all our children, please follow these directions.

*These directions are based on recommendations from the Santa Maria Police Department.*

- All children must be picked up in their classrooms by an authorized adult.
- You may enter the parking lots no more than 15 minutes before dismissal. Follow the arrows and do not block the flow of traffic.
- Drive into the alley from School Street for entrance into the yard next to the church.
- Please turn right onto Cypress Street when exiting the main parking lot.
- All cars must exit right and then north onto Miller Street.
- **Watch for pedestrians & follow staff directions.**

### **Morning Rules**

On campus supervision is provided for students every morning at 7:30 a.m. Classroom doors open at 7:50 a.m.

### **After School**

Students are dismissed at 3:00 p.m. daily (12:30 on Fridays). Teachers provide supervision until 15 minutes after dismissal, at which time all remaining children will be checked into St. Mary's Extended Care program.

### **Bicycle and Pedestrian Safety**

Students who travel by bike must ride with the traffic, close to the curbing, and in single file. Bikes should be walked across street intersections. Bikes must be walked on and off school grounds. Bicycles should be licensed and equipped with locks. The school is not responsible for stolen bikes. Students, according to California State law, must wear helmets while riding bikes. Students who ride their bicycles in an unsafe manner will lose the privilege.

### **E4. 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>

## F. Academics

### F1. Curriculum Offerings

#### Technology Program

Computer technology is used as a teaching strategy in all of the grades. iPads are an integral part of the school curriculum. Grades K through 8 integrate technology into their curriculum through the use of computer software programs in the areas of math, language arts, science, and social studies.

#### Religion Program

- **Liturgies:** Grades K-8 attend the 12:00 p.m. Mass every Friday and on Holy Days of Obligation. Student-led prayer services are also scheduled during the year. Penance services, including opportunities for individual reception of the Sacrament of Reconciliation, are provided. Classes attend the Stations of the Cross in church each week during Lent.
- **First Communion:** Second graders receive First Reconciliation and First Holy Communion. Parents are encouraged to exercise responsibility in the preparation of their children for these sacraments. Their efforts will be supplemented and guided by the priests and teachers through meetings held during the year.
- **Altar Servers:** Training is begun in the fourth grade under the direction of a deacon or parish priest. Every Catholic student should regard it a privilege to serve at the altar. Students must be serving at weekend Masses in their home parish to also serve at weekday Masses.
- **Service:** Each class participates in a community outreach project for the year, involving monthly activities. The entire school also works together to support a number of causes throughout the year.

#### Math Program

Students are placed in the math class which best meets their academic needs, based on assessments and teacher recommendation. Math classes are offered from 10:00 – 11:20 a.m. daily. Primary classes may extend that time to accommodate their morning math meetings. St. Mary's students have the opportunity to accelerate through high school algebra and geometry.

#### Language Arts/Reading Program

St. Mary's School primarily uses the Superkids Reading Program and Read Side by Side. These programs provide comprehensive reading and writing instruction, in addition to other resources that teachers use to meet the ELA standards.

Reading is the key to success in all subjects. Each class includes required reading time as part of their homework. The staff encourages parents to read with their children at all ages to share the reading experience and encourage this skill at home.

#### Library Program

The library is stocked with many literary volumes and reference materials for student use. At a specific weekly time, classes have the opportunity to use the library for reference work, quiet

reading, story time (primary grades), and checking out materials. Students are responsible for returning the materials on time; a late fee or replacement cost will be assessed for materials not returned in a timely manner.

## **F2. Homework**

The purpose of homework is to reinforce learning by encouraging further research, by organizing and applying knowledge, and by practicing necessary basic skills. Parents are encouraged to provide their children with an environment free from distraction and conducive to good study habits. Teachers must be contacted, through a written note, when a problem with completing homework arises.

Tardiness, absences, incomplete homework, and other academic situations which require make-up work must be completed per teacher instructions. Students who repeatedly do not complete homework assignments may receive an “incomplete grade.” Summer school may be required to receive a complete grade in subject areas. Teachers will notify parents regarding missed assignments. Students do have the option of turning in a missed assignment the following day for a lower grade. After that, a zero remains. If incidents continue to occur, the parents will be called in for a conference and a consequence for the individual will be established. A sick child is allowed to make up work for full credit. The child has twice the number of days absent to complete the missing work.

Archdiocesan homework regulations are as follows:

1. Grades 1-2 not to exceed one half hour.
2. Grades 3-5 not to exceed one hour.
3. Grades 6-8 not to exceed two hours.

## **F3. Grading and Progress Reporting**

### **Kindergarten Grading Scale:**

Kindergarten students will be assessed based on the standards of the Archdiocese of Los Angeles. For each standard, the student will be assessed using the following scale:

M	Mastery
E	Emerging skills
T	Needs more time
NI	No instruction (future curriculum topic)

### **Primary Grading Scale/Performing Arts Grading Scale:**

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement

### Intermediate and Middle School Grading Scale:

A	93 – 100%
B+	90 – 92%
B	87 – 89%
B-	85 – 86%
C+	80 – 84%

C	75 – 79%
C-	70 – 74%
D	65 – 69%
F	Below 65%

**Remember:** Grades do not indicate the *ability* of the individual, but an average of actual *performance* and *effort* of an individual.

1. A student will receive an “A” for doing superior work, which means the synthesis of ideas and original ideas about the topic.
2. A student will receive a “C” for doing average work, which is reproducing exactly what is taught in class.

### Report Cards

Report cards are issued three times per year, on a trimester basis, and must be signed by parents and returned promptly to the teacher. If a student is absent 15 or more school days during the report card period, his/her card may be withheld unless the work is made up. Progress reports may be sent home mid-trimester to alert parents of an academic problem. These also must be signed by the parents and returned to the teacher.

### Testing and Assessment

Student progress is monitored at least 3 times every year using the STAR Math and Reading online assessments. Scores are analyzed and reviewed by all teachers and the principal to effect instruction. Students in grades 5 and 8 take the Assessment of Catholic Religious Education (ACRE) standardized test in January. Students are also assessed both formally and informally on a daily basis to ensure the progress of all students. It is extremely important that students are not absent during the standardized testing times.

## F4. Academic Expectations

### Honors/Awards

- Student of the Month – Each month, one or more students from each class are honored for being positive role models and fine examples of our SLEs.
- Honor Roll Award – recognizes students in grades 3-8 who maintain a “B” average or higher (and an “O” or “G”) in all subject areas. Honor Roll is awarded each trimester based on report card grades.
- Principal’s List Award – recognizes students in grades 3-8 who maintain an “A” or “O” average in all subject areas. The Principal’s List is awarded each trimester based on report card grades.

### Academic Probation/Retention/Transfer

The decision to promote a student to the next grade or to retain him or her in the present grade shall be based upon a consideration of the overall welfare of the student, made by carefully

weighing academic, emotional, and social factors. The principal, in consultation with the parents and faculty, shall make the final decision regarding retention.

### **Graduation Requirements**

A diploma will be issued to eighth grade students who have satisfactorily completed the course of studies for students attending St. Mary of the Assumption School, as prescribed by the Archdiocese of Los Angeles and St. Mary's School. A student must receive a "D" average or higher in all academic subjects to receive a diploma. The principal reserves the right to refuse the awarding of a diploma for reasons involving poor academic achievement or conduct.

### **Learning Difficulties**

In the case of a student with significant learning difficulties, it may be necessary to recognize that the school is not equipped to meet the needs of every student and, therefore, a recommended transfer may be necessary.

## **F5. Field Trips and Excursion Policy**

*The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sports teams.*

Schools may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether a day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Preparation, follow-up, and specific educational goals for students.
- 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.
- All participants should have appropriate identification and travel documents.
- All archdiocesan policies on a 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 costs, 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.

### **Student and Youth Permission Form**

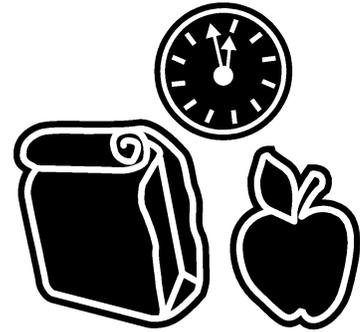
Forms will be sent home prior to each activity. Please see the complete form in Appendix C.

St. Mary's School utilizes a walking field trip permission form for activities close to school. Parents will be notified in advance of any walking field trips.

## G. Co-Curricular Programs

### G1. Snacks and Lunch

Please, do not send snack/lunch items containing heavy sugar, caffeine, or carbonated beverages (sodas). Nutritious food benefits your child's ability to learn and grow. Students MAY NOT leave the grounds during school hours without a parent/grandparent and must be signed out and in at the office as well. No child will be allowed to leave the school grounds alone for lunch, even with a note. Also, if you bring a lunch to the school for your child, deliver it to the school office with the child's name on the lunch. St. Mary's is a closed campus, and all visitors must check in at the school office. Students may not go into the street or alley to pick up their lunch from your car. This is unsafe.



You may send a snack and/or lunch each day with your child. Snack is at 9:40 a.m., and lunch is at 11:25 a.m. daily (11:00 on Mass days). You are most welcome to join your child at school for lunch after signing in at the office first.

**Hot Lunch:** St. Mary's offers some hot lunches. For PTO sponsored lunches, order forms will be sent home in the Wednesday folder, and lunches must be ordered and paid for in advance. The PTO uses these lunches to raise funds for projects around the school.

### G2. Extracurricular Activities

St. Mary's School offers a variety of extracurricular activities. Teacher and parent volunteers make these activities possible, and each advisor is responsible for setting meeting dates and times as well as possible fees. While activities may be added based on volunteer availability, the following are standard offerings: Student Council, Rosary Club, STEM Club, and Youth Group. Some fees may apply.

### **G3. Athletics/Sports Program**

#### **Requirements for Participation**

The following requirements must be met in order to participate in the sports program:

1. Academic: Students must maintain at least a “C-” average in each core subject area.
2. Social: Behavior must meet St. Mary’s School standards. A conduct referral results in a week of suspension from the current sport.

Progress reports will be sent home midway into the quarter. If a student is earning below a “C-” average in a core subject, he or she will enter a probationary period for two weeks. If there is sufficient evidence (e.g. tutoring extra credit, improved grades) that the student is trying to improve grades, he or she will be allowed to remain on the team. If a student does not show evidence of trying to improve grades, the faculty and principal will inform the student and parents of his or her removal from the team.

Teachers will continually monitor academic and social behavior to be certain the students maintain the above requirements.

#### **Practices and Supervision**

Practices are held after school for the teams. Game and practice schedules are sent home each season. Team players must be picked up immediately after the end of each practice or game. It is unfair for parents to expect coaches to be responsible for watching students until parents arrive.

Teams are under the direct supervision of the coaches. Boys and girls from other grades or siblings are not allowed at practices or games unless accompanied by an adult because of the need for supervision. The school or coaches cannot be liable for students that are not in the sports program.

School insurance covers participation in school sponsored athletic events and practices. Parent permission forms and payment must be on file in the office before any student can participate in the sports program.

#### **Sports Games and Tournaments**

All parents and athletes are expected to model a respectful and supportive attitude toward coaches and referees. Any demeaning comments made to a coach or referee will result in a parent or athlete being dismissed from the game.

Students attending games must have a parent present and responsible for them. Siblings are never to be at practices or games unattended.

#### **G4. Extended Care Program**

For the convenience of our parents and the safety of our children, St. Mary's School offers an extended care program. This program is available for all students, grades kindergarten through 8th grade, to provide childcare on the school grounds until 6:00 p.m. All families (drop in or daily) using the Extended Care Program must register each school year.

##### **After School Care**

- Care is available from 3:15 p.m. until 6:00 p.m. On half days, after school care begins at 12:45 p.m.
- Fees range based on program and number of children per family.

#### **G5. Summer School**

The principal is responsible for the overall administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

#### **G6. 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.

#### **G7. 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.

## H. Tuition and Fees

### H1. Tuition

FAMILY	MONTHLY (11 months)	TOTAL
1 child	\$496.36	\$5460.00
2 children	\$811.36	\$8925.00
3 or more children	\$1088.18	\$11,970.00
Actual Cost to Educate a St. Mary's Student		more than \$6700 per child

#### Payment Options

- Monthly Payments from August through June
- Two payments per year
- One payment

### H2. Registration Fees

#### Registration (non-refundable)

\$300 for the first child

\$125 for each additional sibling

Refunds will be given to families of kindergarten students who are determined not ready for kindergarten as indicated by the screening process. Registration fees pay for: registration materials, clerical time, testing materials, student insurance.

### H3. Tuition Assistance

Tuition assistance is offered for students in grades TK-8 and are based on need and information disclosed on a financial statement. Families receiving assistance must continue to demonstrate a generous volunteer attitude and to make monthly tuition payments.

### H4. Tuition Collection and Non-Payment

#### Late Tuition

Any family which is two tuition payments behind will be given thirty days notice to pay the tuition which is due or to find an alternative placement for their child or children. Arrangements can be made with the principal and/or pastor if a hardship exists.

## **Procedures for Non-Payment of Tuition**

Parents who are unable to pay full tuition and fees will be asked to make partial payment and give some form of additional service to the school. Students will not be dismissed from school because of parents' inability to pay the published tuition unless the parent(s) do not follow the terms of the agreement they sign with the pastor and principal.

Steps to be followed for parents who are unable to pay the published tuition:

1. Parent(s) make an appointment with the pastor to negotiate the amount that will be paid to the school each month. (The pastor may delegate the process of negotiation to the principal).
2. The pastor and principal will write an agreement for the parents which clearly indicates the amount of tuition that will be paid on a specific day each month and the additional service that will be rendered.
3. When the agreement is written, the pastor, principal, and parent(s) will meet to review the terms of the agreement. At the conclusion of this meeting, all present will sign and date the agreement. Each signee will receive a copy.
4. The agreement will be reviewed at the end of each quarter. If the amount of the tuition indicated on the agreement has not been received by the school according to the terms of the agreement, the parent(s) will be asked to withdraw their child from the school permanently at this time.

Terms of the agreement terminate at the end of a school year. The parent(s) must follow the same procedure at the time of registration for an additional school year.

## **H5. Parent Stewardship Requirements** **Fundraising**

Each family is asked to fundraise the following amounts per year:

- \$500 per family (1 child)
- Additional \$100 per child
- Families who opt out will be billed accordingly

### **Service Hours**

#### **● Service Hours**

Each family is required to contribute a minimum of twenty-five (25) hours per school year in an approved service to the school. It is the responsibility of each family member to sign in at the school office or submit a report from the coordinator of an activity to receive credit.

#### **● Incomplete Hours**

Any family not fulfilling their service obligation must, prior to re-enrollment or participation in graduation activities, either complete the hours or pay the non-participation fee of \$25.00 per each hour not served. The fee will be added to the family account for collection.

#### **● Non-participation fee of \$500 per family**

Please see our brochure for the many opportunities to get involved at St. Mary's!

# I. 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.

## II. St. Mary's School Discipline Policy

The basic rules for discipline are: (1) *The Ten Commandments*, (2) *The Two Great Commandments*, and (3) *The Beatitudes*. Parents will be called at home or at work whenever the Principal deems this appropriate or necessary. Among the offenses which warrant an immediate phone call are the following:



- Serious disruption of order in class or on the playground.
- Continued use of improper language.
- Repeated failure to return progress notes, report slips, notices from the office, etc.
- Continued violation of the uniform code.

**Final decisions will be made at the discretion of the principal, pastor, and/or vice-principal. If in the judgment of the principal or leadership team a severe or seemingly deliberate offence has occurred, warning and detention may not apply and the student faces immediate suspension or expulsion.**

### 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

**Report Slips:** A sample of the Report Slip may be obtained from the office. Report slips are used as:

- good slips to congratulate students when they go above and beyond in demonstrating Christian behavior;
- notices of uniform violations;
- notes to parents about academic or behavior issues; and
- notification of detention.

An explanation of our discipline code is in the front of the student planner given to each child during the first week of school.

## Consequences

The following chart explains possible consequences when students do not meet school expectations. Final decisions will be made at the discretion of the principal and/or vice-principal. If in the judgment of the principal or vice-principal a severe or seemingly deliberate offence has occurred, warning and detention may not apply and the student faces immediate suspension or expulsion.

INFRACTION	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Repeated misconduct:</b> examples: failure to follow verbal directions, posted rules, or those found in the student/parent handbooks	<ul style="list-style-type: none"> <li>✓ Report slip</li> <li>✓ benching</li> <li>✓ service</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact parents</li> <li>✓ Report slip</li> <li>✓ benching or detention</li> <li>✓ service</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact parents</li> <li>✓ Loss of privileges such as field trips or use of school technology</li> <li>✓ Suspension</li> </ul>
<b>Serious misconduct:</b> To include rough play, profanity, inappropriate bathroom activity, wasting/throwing food, and failure to obey supervisor	<ul style="list-style-type: none"> <li>✓ Report slip</li> <li>✓ benching or detention</li> <li>✓ service</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact parents</li> <li>✓ Report slip</li> <li>✓ benching or detention</li> <li>✓ service</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact parents</li> <li>✓ Loss of privileges such as field trips or use of school technology</li> <li>✓ Suspension</li> </ul>
<b>Acts of Violence and Dishonesty:</b> Including harassment, threats, bullying, and plagiarism	<ul style="list-style-type: none"> <li>✓ Contact parents</li> <li>✓ Detention or Suspension</li> <li>✓ Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact parents</li> <li>✓ Suspension or Expulsion</li> <li>✓ Loss of privileges</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contact parents</li> <li>✓ Expulsion</li> </ul>

Before you speak....

**T H I N K !**

T - is it true?

h - is it helpful?

i - is it inspiring?

n - is it necessary?

k - is it kind?

## **12. Detention**

- Detention is offered at discretion of the teacher and/or principal. Detention is a time to reflect on poor behavior choices, academic performance, or attendance. It is not a homework club or study hall.
- 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.
- 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. Detention before or after school hours is considered an appropriate means of discipline.
- 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.

## **13. Suspension**

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

## **14. Expulsion**

### **Reasons for Expulsion**

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

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

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

### **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.

## **15. 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 TK-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**

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**

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 cyberbullying, 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 username to spread rumors or lies about someone

### **Hazing**

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.

## 16. 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.

## 17. 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.

## J. Policies for the use of Electronics and Technology

### J1. Parental Release for Child

All families must sign and return the *Parental Release for Child – Noncommercial* form. This form gives and/or denies the school the right to publish student image, name, voice, and/or work. The form is sent home at the beginning of the year and can be viewed in Appendix B of this handbook

### J2. Cell Phone (and other electronics) Use Policy

Cell phones and other portable communication devices (pagers, iPhones<sup>®</sup>, iPods<sup>®</sup>, Blackberries<sup>®</sup>, 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 or book bag where the device is not visible.

Portable communication devices may **NOT** be turned on at any time while on the school campus 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, recess and lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs on the school grounds.

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 and given to the principal.
- 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.

### **J3. Acceptable Use and Responsibility Policy for Electronic Communications [“Archdiocesan AUP”]**

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

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

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

#### **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, smartphones, 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.

## **K. Health**

### **K1. Emergency Card**

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

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

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

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

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

### **K2. Student Accident Procedures**

When a student is sick or has suffered an accident, the school will first assess the situation and then contact the parents or guardians. The office staff will continue to call all available phone numbers on the student's emergency card until someone is reached.

### **K3. 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.

### **K4. 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.

## **K5. 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.

Please contact the administration for questions about medical exemptions.

## **K6. 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.

## **K7. Medications**

### **Medications at School**

When it is necessary for a student to take medicine during school hours, the following directives must be followed:

1. Notwithstanding the provisions of Section 753, during the regular school day, any pupil who is required to take medication prescribed by a physician must have a written statement from such physician detailing the method, amount, and schedules by which such medication is to be taken by the child.
2. All prescription drugs are to be delivered by the parent or guardian to the office in the original labeled prescription bottle, together with the Medication Form signed by the health care provider and parent/guardian. To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription) to school. Only medication prescribed by a health care provider may be taken during school hours.
3. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication During School Hours" form must be requested from the school office. Physician/health care provider will write directions on the form, sign and date it.
4. Students carrying inhalers must have a Physician/health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity.
5. The student will administer his/her own medication at the school office in the presence of school personnel.

## **General Guidelines Regarding Medication**

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form* in Appendix D.
- 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.

## **K8. Communicable Diseases**

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school 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.

## **K9. 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.

## **K10. 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.

## **L. Safety and Emergency Procedures**

### **L1. 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.

### **L2. 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.

### **L3. 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.

### **L4. 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.

## **L5. 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.

## **L6. 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.

## L7. Emergency Procedures

### Parent Responsibilities

We will use Gradelink text and email messaging in the case of an emergency. This system will text your cell phone (if provided) and/or e-mail.

- Please remember the two most important things you can do for your children and yourself in the event of an emergency:

#### BE PREPARED AND STAY CALM:

- Discuss ahead of time with your family who will be picking up the children in case of an earthquake or other emergency. Keep in mind the distance and location of your jobs.
- Turn in all emergency forms, including a phone number from outside the area in case local phone service is disrupted.

**Please immediately notify the office when there is any change in your address, phone number, place of work, emergency contacts, etc.**

- **DO NOT PHONE THE SCHOOL.** The lines are needed for emergency use and communication with police.
- During a lockdown you will NOT be allowed into the school or preschool.
- When you arrive at the school, **SIGN YOUR CHILD/CHILDREN OUT WITH THE STAFF.** Use the emergency form.
- Each classroom and the preschool has emergency food and water.
- EVACUATION SITES - If the school/church/preschool facility is uninhabitable, the children will be gathered on:
  - (First choice) - the lawn at **Marian Residence**: 124 S. College St. (near College and Main St.)
  - (Second option) - **Simas Park**: 500 S. Miller (next to Courthouse)
- **MUSIC ROOM WILL BE THE FIRST AID STATION**

### School Emergency Plan

- Because of the small size of our school, we do not have an official safety committee. Each faculty and staff member is important in carrying out and planning emergency procedures. We cannot possibly plan for every contingency; however, we will frequently review safety measures. The faculty and staff discuss and plan, regularly, emergency preparedness and are committed to the safety and well being of each child.
- All classrooms will have a red emergency backpack with the emergency release forms, emergency phone list, and missing student forms. The backpack should also have a flashlight, batteries, and other emergency necessities. All classrooms should have food and water stored for emergencies.
- The PA/phone system is the first line of communication, but if it is unavailable use cell phones. The principal, leadership team, secretary, and custodian have cell phones on during the day so they can be contacted.

## **General Safety**

- No child will ever be left in or outside of a classroom alone.
- Even though the street is blocked off, students crossing the street during school hours (except for after school dismissal) are to walk on the inside walk to the buildings and cross the street at the main large driveway across from the principal's office.
- Always look both ways before crossing Cypress Street, although it is closed to traffic.
- At recess, lunch hour or during the day, NO CHILD is to be sent to the office or another classroom alone. Children are always in pairs. If one child is to be "left" in the office or another classroom, a third child shall accompany the group.
- The office will use the intercom to call if a child is returning to class after being seen. Two students shall come to the office to pick up the returning child.
- The campus is not "open". All visitors/volunteers must have checked into the office where they will be given a pink visitor nametag. All unidentified people must be reported to the office.
- The office and preschool each have a Blood-borne Pathogen Clean-up Kit.
- The school office and teacher's lounge both have *The First 30 Minutes School Response Handbook for Educators*, supplied by the Archdiocese of Los Angeles.
- Each classroom has a red backpack hanging near the door at student level. **Red backpacks** contain emergency release forms, missing student forms and an emergency phone list, protein bars, flashlights, and some other emergency supplies. Several have small radios. Batteries are kept outside of the devices and checked each fall.
- There is water, protein bars and some emergency supplies in the locked storage boxes located near the tetherball on the upper playground and one in the preschool playground.
- In the case of any true emergency/crisis, no child is to be released unless an emergency release form is signed. The principal/vice principal or designated person (as necessary) will not leave the evacuation area until every child has been claimed by a parent or person on the emergency release form. The secretary or principal will have the emergency file with them at all times in a drill/emergency situation.

## **Emergency Procedures**

### **Missing Child Procedures**

- Notify the office.
- Make a brief yet thorough check of the school grounds.
- Check with classmates and all faculty/staff to ascertain if they know where the student might be as well as the time and area he/she was last seen.
- The office will call parents and anyone whose name appears on the emergency card to see if they have picked up the child.
- If the first steps fail in locating the child, the office immediately call the police, making available to them a picture of the child, age, height, etc.
- Fill out an accident/incident report form for the office.

### **Collapsed Student Procedures**

- Call the office or send two students to report the incident.
- Attend to the student; do not leave him/her alone.
- If the injury or condition seems even remotely serious, call 911.
- Fill out an accident/incident report form for the office.

### **Weapons on Campus Procedures**

- Try to secure the area. (Isolate the student or individual from others.)
- Notify the office, who will immediately call 911.
- Call parents.

### **School under Attack Procedures**

- Move quickly into the nearest classroom and institute LOCKDOWN drill procedures.
- Teachers:
  - Use the missing student form if necessary.
  - There is food and water in all classrooms in case of an extended lockdown.
  - The office communicates with the preschool and RE office.

### **Evacuation Procedures**

- Proceed to the Marian Residence and gather on their front lawn.  
(East on Church Street 3 blocks and cross College.) 0.3 miles distance
- If Marian Residence is unavailable, proceed to Simas Park.  
(South on Miller to Simas Park) 0.3 miles distance
- Take attendance/class lists and the red emergency bag.
- If a child cannot be accounted for, the teacher will notify both the office and emergency personnel. Tape a copy of the missing student form on the nearest door.
- ❖ If for any reason Marian Residence becomes uninhabitable in an emergency, they will evacuate to St. Mary's School.

## **L8. Drills**

### **Fire Drills**

- Long, uninterrupted bell
- Exit the classroom and line up on upper playground (see map)  
(lower playground on benches by wall for preschool)
- Take red backpack with emergency forms/flashlights, etc.
- Take attendance book or class lists.
- Take roll and immediately notify the office if someone is unaccounted for.
- Classes remain together with their teacher.
- After returning to the classrooms, roll is taken again.
- The first office personnel or custodian out is to unlock the Cypress and School Street gates.
- The office:
  - checks that 1<sup>st</sup> grade is empty as they exit the building.
  - brings out their red backpack w/emergency release forms, etc.
  - grabs containers with MARKED student medications (inhalers).
  - brings the box of emergency forms.

### **Lockdown Drills**

- This drill is signaled by a pulsing bell or announcement over the PA/phone. Lockdowns may be signaled at any time by the teacher who feels the need.
- If there is no obvious danger, teachers lock the outside door. During the school day, the designated back door is to remain locked and the designated front door unlocked.
- If possible, draw the shades or blinds.
- Students sit quietly on the floor in the safest place, out of the view of the door windows.
- The teacher sits quietly on the floor with the children.
- Remain in place until an “all clear” announcement over the PA, cell phone, or in person.
- Teachers take attendance, using the missing student form if necessary.
- First aid kits are in the office, teachers’ lounge, music room, and preschool.
- The office communicates with the preschool and RE.

### **Drop Drills**

- At teacher/principal direction, the students DROP wherever they are and wait for instructions.
- The office communicates with the preschool and Office of Sacramental Formation (OSF).

### **Earthquake Drills**

Obviously, there is no warning signal for an earthquake or surprise attack. The drill involves no school-wide drill/signal. Each teacher is responsible for conducting a monthly “duck and cover” or “drop” drill for earthquakes or surprise attack. It is agreed by the staff that the 11<sup>th</sup> of the month or the Monday closest to the 11<sup>th</sup> will be drill days. At the signal or in the event of an earthquake:

- Students and teacher get under a desk or table.
- Drop to your knees with backs to the windows.
- Grasp the table or desk you are under.
- Remain under the desk until instructed to get up. This instruction will depend upon circumstances and extent of damage. If possible, the instructions will come over the PA.

### **Right to Amend**

The principal reserves the right to amend this parent handbook and the student handbook during the school year. Parents will be notified via the *Wednesday Weekly* if changes are made.

### **Waiver of Policies**

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause at her discretion, waive any disciplinary regulation.

**This handbook requires a parent signature. Please sign and return the handbook form to the office.**

# APPENDIX A

## Code of Conduct for Student Workers/Volunteers

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

### As a student volunteer I will:

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

### As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone

- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

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

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

School or Parish: St. Mary of the Assumption School, Santa Maria, CA

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 – Non-Commercial (link to fillable PDF)

prntl\_release\_child\_noncomm\_en[1].pdf - Adobe Reader  
File Edit View Document Tools Window Help  
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Please fill out the following form. You can save data typed into this form. Highlight Fields

**PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL**

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

Archdiocese/School Parish: \_\_\_\_\_  
Class/Activity: \_\_\_\_\_  
The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Please initial the applicable boxes**

Image/visual likeness:  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.

 Print Release Child Noncomm en 1 Undated 10/21/09  
Copyright © 2009 Roman Catholic Archbishop of Los Angeles, a corporation sole. All rights reserved.

[http://handbook.la-archdiocese.org/Handbook%20Resources/parent\\_guardian\\_release\\_for\\_student\\_or\\_minor\\_noncommercial.pdf](http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial.pdf)

# APPENDIX C

## Student and Youth Activity Permission Form (link to fillable PDF)

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

**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://handbook.la-archdiocese.org/Handbook%20Resources/student\\_and\\_youth\\_activity\\_permission\\_form\\_en.pdf#search=activity%2520permission](http://handbook.la-archdiocese.org/Handbook%20Resources/student_and_youth_activity_permission_form_en.pdf#search=activity%2520permission)

# APPENDIX D

## Medication Authorization and Permission Form (link to PDF)

medicationauthpermisform\_en[1].pdf - Adobe Reader  
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**ARCHDIOCESE OF LOS ANGELES  
MEDICATION AUTHORIZATION AND PERMISSION FORM**

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

A.

_____	_____	_____	_____
Last Name of Student	First Name	Sex	Birth Date
_____		_____	
Purpose of Medication or Diagnosis		Name of Medication	
_____	_____	_____	_____
Dosage Prescribed	Time Schedule at School	Dose Form (tablet/liquid)	Color
_____		_____	
Date of Prescription	Length of Time this Medication will be Necessary		

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

Document available at

[http://handbook.la-archdiocese.org/Handbook%20Resources/medication\\_authorization\\_and\\_permission\\_form.pdf#search=medication%2520authorization](http://handbook.la-archdiocese.org/Handbook%20Resources/medication_authorization_and_permission_form.pdf#search=medication%2520authorization)



# St. Mary of the Assumption School Parent/Student Policies Agreement Form

**Family Name:** \_\_\_\_\_

## **ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

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

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

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

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

**Print student names and grades. Students sign below.**

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

signature \_\_\_\_\_

**Please return this signed form promptly to the school office.**