

Parent/Student Handbook 2018-2019



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St. Joseph Parent/Student Handbook

Archdiocesan Policies And Procedures

1. GENERAL INFORMATION

Statement of School Philosophy and Mission

As a Catholic community, the clergy, faculty, staff, and parents guide the scholars to live their Catholic faith as modeled by Jesus Christ and provide a strong Catholic identity throughout the school and parish. The parents as primary educators of their scholars collaborate with faculty to lead by positive example. Our Catholic community strives toward academic excellence and high achievement for all scholars. Scholars acquire skills and knowledge that will enable them to become contributing members of the parish, local, and global communities. The scholars learn to utilize the tools and resources of the modern world with justice and compassion. Clergy, faculty, staff, parents, and scholars endeavor to create a learning community where each person is recognized as a scholar of God. Clergy, faculty, parents and scholars endeavor to create a learning and faith-filled community where it is recognized that each person, thanks be to God, is always a good person, and where all strive to live that truth.

Mission Statement

The school community of Saint Joseph Parish is dedicated to developing critical thinkers in a Catholic context who will positively impact their communities by living out the following Schoolwide Learning Expectations: Committed Catholics, Academic Achievers, Self-Aware Individuals, and Globally Aware Citizens.

Organization

St. Joseph School is a parish elementary school within the Archdiocese of Los Angeles. The parish and school exist as independent yet supporting institutions. The Principal is the delegated administrative officer of the school. The Principal is responsible for the implementation of the school's educational program, the hiring of all school employees and discipline. The Vice-Principal assists the Principal in administration and exercises delegated authority in the absence of the Principal

Schoolwide Learning Expectations

Schoolwide Learning Expectations

(Grades TK-2):

Committed Catholics:

- I am a scholar of God. I believe in Jesus and go to the Catholic Church.

Self-Aware Individuals:

- As I grow, I can show God's love to others by making good choices.

Academic Achievers:

- I will try my best to listen and ask questions, to become a lifelong scholar.

Globally Aware Citizens:

- I will celebrate that all of God's creations are special.

Schoolwide Learning Expectations

(Grades 3-5):

Committed Catholics:

- Committed Catholics are scholars who live out Christ's mission every day.

Academic Achievers:

- Academic achievers are scholars who put forth their best effort in their academic studies.

Self-Aware Individuals:

- Self-aware individuals are scholars who are aware of their health, their surroundings, and their relationships with others.

Globally Aware Citizens:

- Globally aware citizens are scholars who are aware of their environment and respect the environments of others.

Schoolwide Learning Expectations

(Grades 6-8):

Committed Catholics Who:

- Demonstrate knowledge of Catholic doctrine
- Understand and apply Catholic values and morals by making good choices
- Exercise leadership roles and participate in communal liturgical celebrations
- Participate in church and community activities and service projects
- Pray using memorized and spontaneous prayer
- Foster Christian values – compassion, tolerance, justice and a respect for the dignity of life
- Respect God's creation

Academic Achievers Who:

- Demonstrate competency in all subject areas as defined by the Archdiocesan Curriculum Guidelines
- Read, speak, and write standard English
- Express clearly, effectively, and confidently their feelings, opinions, and ideas in both oral and written language
- Demonstrate critical thinking and problem solving skills
- Develop good study habits including organizational skills, effective time management, and consistent effort
- Use technology appropriately and ethically across the curriculum as a learning tool

Globally Aware Citizens Who:

- Understand, recognize, and celebrate the uniqueness of all people and their cultures
- Demonstrate an awareness of and response to local, international, and environmental issues

Self-Aware Individuals Who:

- Maintain healthy, positive relationships in a diverse community
- Work cooperatively in the classroom
- Develop an understanding of good physical health, including proper diet and good hygiene
- Demonstrate leadership qualities both in the classroom and in extracurricular activities
- Display respectful, polite and courteous behavior
- Set attainable and realistic goals

History of the School

St. Joseph elementary school opened its doors to 93 scholars in September 1928, staffed with five teachers from the Sisters of Providence. There was gradual growth through the years until 1953, when additional classrooms were added, bringing the number to sixteen. In 1955, the school reached its peak enrollment of 1,030. The presence of the Providence Sisters gradually decreased during the 1970s. Growth to the physical plant over the years included more classrooms, a new faculty room, a health room, and additional office space.

Within the last 20 years, the school has renovated the old convent to house the kindergarten classroom and computer room and installed a new playground. In 2015, major renovations made possible by a grant took place. A new plaza, an eating area, classroom and bathroom renovations, and new asphalt in both

parking lots were completed. 2016 changes included a second TK room and a mural.

School Office Policies and Procedures

Lost and Found

Large items (sweaters, sweatshirts, etc.) which scholars lose are brought to a box in the hallway under the glass-enclosed bulletin boards. Small items (rings, watches, etc.) are brought to the office. It is much easier to claim items if they are marked **WITH THE SCHOLAR'S NAME**.

Lunch Rules

Lunches brought by the scholar should include protein, fruit and other nutritious items. Candy and items containing a lot of sugar are not allowed **Fast food lunches are NOT permitted. Subway is the only exception to this rule.** Sodas and soft drinks are not permitted in lunches from home. Scholars must bring their lunches to school. In the rare instance when a scholar forgets to bring a lunch, you may bring one to the office before 9:00 A.M. The scholar is expected to know that you are bringing a lunch, and will need to come to the office to pick it up. The office will not page your scholar. Otherwise, the scholar will be given hot lunch and a \$3.00 fee will be assessed to the parent.

Snack and Lunch Program

Scholars who wish to eat snack or hot lunch must order monthly, not daily. No refunds are made for absences, instead credit will be given. Lunch notes and menus are sent home in the Wednesday envelope with the price of lunch for the next month. Scholars are asked to bring the money in an envelope marked with their name, grade, and date. If a check is used, the amount must be for snack or lunch **ONLY**. The due dates are to be observed each month. Late snack or lunch payments will not be accepted.

Some scholars qualify for free or reduced lunches from the Federal Government. Applications with qualifications are sent home with each scholar at the beginning of the school year. If your scholar qualifies for this program you are encouraged to complete the form and return it to school. These forms are for the snack and lunch program. They are strictly confidential. No information from these forms is given out.

Bicycles, Skateboards and Scooters

If you permit your scholar(s) to ride a bicycle, skateboard, or scooter to school, please make sure they are responsible. Equipment may never be ridden on school property. They are to be walked at all times in these areas. St. Joseph's School is not responsible for bicycles parked on school property. We recommend that all bicycles be locked. Your scholar should be able to lock and unlock the bicycle. Locks left behind may be cut.

Cell Phones

If a student chooses to bring a cellular phone to school, it is to remain in the backpack at all times in the OFF position. Scholars may not use the cell phone to contact anyone until 2:45. Scholars may use the office phone in an emergency. In extended care, they may use the cell phone under adult supervision. Any cell phones confiscated for inappropriate usage may be picked up in the school office. **If it is a second offence the school may revoke the privilege of having a cell phone at school.**

Room Parent

The "Room Parent" is a volunteer who signs up in September to help organize, with the approval of the teacher, any pre-approved parties and/or activities for the school year.

Parties/Birthdays

There are no parties to be celebrated during the school day without pre-approval of the teacher.

Parents may send cookies or cupcakes to school for a treat for the entire class for their scholar's birthday. Individual containers of juice may also be given to the scholars. The treats will be given to the scholars at the end of the school day. **No cakes, pizza, fast food, soda or balloons.**

School Schedule

Monday, Tuesday, Thursday, Friday Schedule

7:40 a.m. School begins (student is tardy after the bell rings)

9:50 – 10:05 a.m. Morning recess

12:05 – 12:40 p.m. Lunch

2:45 p.m. Dismissal

3:00 p.m. All students sent to afterschool care

Wednesday Schedule

7:40 a.m. School begins (student is tardy after the bell rings)

9:45 – 10:00 a.m. Morning recess

11:45 – 12:20 p.m. Lunch

2:15 p.m. Dismissal

2:30 p.m. All students sent to afterschool care

Use of School Name, Logo, and Motto

No one may use the school name, logo, or motto on any type of social media or in any other way e.g. putting the name on t-shirts, for example, without the express written permission of the principal or pastor.

Dress/Uniform Code

Uniforms are worn from the first day of school until the end of the year, except for special days. It is strongly recommended that each scholar's name be on all parts of the uniform. Uniform rules will be strictly enforced by the classroom teacher.

GIRLS:

Grades TK– 4 wear plaid jumpers or navy blue uniform walking shorts or pants, short or long-sleeved white polo shirts with the school logo on the left side, and white, black, or navy blue socks that completely cover the ankle (no logos). Skorts are not available through Dennis uniform for younger students due to the difficulty of putting on/taking off independently. They are strongly discouraged.

Grades 5-8 wear plaid "skorts" or navy blue uniform walking shorts or pants, short or long - sleeved white polo shirt with the school logo on the left side and white, black, or navy blue socks that completely cover the ankle (no logos).

All pants must be purchased from Dennis uniform company. Pants must not be baggy, low-rise, or too tight, and they must be hemmed to the back of the heel. The waist size of the pants must match that of the student. A black, navy, white, or brown belt must be worn with slacks or walking shorts at all times. White, black, or navy tights may be worn under the skort or jumper. No slacks may be worn under skorts or jumpers. Jumpers and skorts **are to be hemmed to the top of the knee.**

Jewelry is limited to a watch, single pair of stud earrings worn on the lobe of the ear, one chain worn inside of clothing, and one ring on each hand. Any out of uniform jewelry confiscated during the school year can be picked up in the school office during regular school hours. No make-up, nail polish, fake nails, hoop earrings. **No permanent or temporary tattoos are allowed. No writing on hands, arms, or clothing is allowed.**

BOYS:

All boys wear short or long-sleeved light blue polo shirts with the school logo on the left side, navy blue uniform pants or shorts, and white, black, or navy socks that completely cover the ankle (no logos). All pants must be purchased from Dennis uniform company. **Pants and shorts must fit the waist. No baggy pants or shorts. A black, navy, or brown belt must be worn at all times. Pants must be hemmed to the back of the heel.**

Jewelry is limited to a watch and one chain worn inside of clothing. No earrings are allowed. **No tattoos, permanent or temporary, are allowed. No writing on hands, arms or clothing is allowed.**

ALL SCHOLARS

ONLY the navy blue school sweatshirt, the fleece jacket, or navy blue cardigan style sweater (open in the front) may be worn in the classroom. Short sleeved white T-shirts may be worn under the blouses or shirts, if desired.

All scholars are required to have the uniform sweatshirt or sweater for classroom use.

Uniform jackets or solid navy blue jackets may be worn to school on cold days.

ONLY THE ABOVE UNIFORM WILL BE PERMITTED IN THE CLASSROOM.

Hairstyles may not include unusual haircuts or hair coloring. **NO BLEACHED OR DYED HAIR FOR BOYS OR GIRLS!** Boy's hair must be above the collar. Boy's haircuts must be clean cut. Physical extraction of eyebrows is not allowed. No exaggerated hairstyles.

Shoes must be appropriate for school. Shoe color must be solid white, black or navy blue. Any logo, insignia, or writing on the shoe may not be larger than the size of a quarter. For safety reasons, sandals and open-toed shoes are never allowed. Shoes must provide appropriate support and must stay on feet securely during play, in order to ensure safety on the playground.

Scholars MUST adhere to the dress Code at all times. Any non-compliance will result in the parent being notified by a note sent home. Repetitive violations of the dress code may result in losing free dress privileges on the next time that it is offered or other consequences.

All scholars must wear only Dennis P.E. uniforms for Physical Education classes. All scholars must wear the regulation P.E. shirt and shorts or pants for P.E. Solid white, black, or navy blue sport shoes/tennis shoes **MUST** be worn for P.E. Grades 5-8 must wear the pants on days where the class attends weekly Mass, but may wear the P.E. shorts under them. In order to be properly attired for Church, if the scholar does not have P.E. pants, they should wear Church Uniform and change following Mass.

CHURCH UNIFORM

All scholars must wear the appropriate dress shirt and tie when attending any prayer service or mass in the church. This takes precedence over P.E. uniforms on Feast Days or All School Liturgical Celebrations, birthday free dress, or any other exceptions to the uniform policy.

UNIFORM COMPANY ADDRESS:

DENNIS UNIFORM CO.
2640 N. San Fernando Road
Los Angeles, CA 90065
(323) 441-0168
(800) 854-6951

www.dennisuniform.com

School code: LA00DE

Please order early; do not wait until August to order uniforms. Scholars may not be permitted to start school until they have the appropriate uniform.

Free Dress

Our uniform represents a dress code that is designed to teach our scholars to dress well and present a positive picture of themselves to the world. Free dress day gives an opportunity to choose an outfit to wear that is in keeping with those standards.

RULES FOR FREE DRESS

- A. Do not wear tight or low cut shirts, sweaters, skirts or pants. No ripped or torn clothing.
- B. Do not wear short skirts (no shorter than 2" above the knee).
- C. Do not wear "muscle" shirts or blouses that show bare midriff, back or allow undergarments to show.
- D. Do not wear any clothing that denotes gang activity.
- E. Do not wear any shirts with inappropriate pictures or slogans, such as pictures or logos advocating drug and/or alcohol use

- F. Do not wear any baggy clothing. Pants must fit the waist of the student at all times and be hemmed to an appropriate length.

Wear appropriate shoes for school.

- A. Shoes must be appropriate to ensure safety on the playground.
B. No open toed shoes.
C. Socks, tights, or stockings must ALWAYS be worn.

FREE DRESS PRIVILEGES

Scholars may wear free dress on their birthdays. When a birthday is on a weekend, scholars may have free dress on either Friday or Monday, as long as it is not a Church day. Scholars with birthdays during June and July may have free dress on the second to last day of school.

Any student who abuses a free dress privilege will lose the privilege the next two times that it is offered to the scholars.

1.1 Code of Christian Conduct Covering Scholars, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and scholars 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 scholars while they are in school. Often families and scholars 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 scholars according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of scholars 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.
- Scholars 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, scholars 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 scholars, 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 scholars from the school.

1.2 Zero Tolerance Policy

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

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

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

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

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

1.3 Safe Environment Training for Scholars and Youth

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

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support scholars 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 scholars the tools they need to protect themselves from those who might harm them.

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

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

Revised August 20, 2007

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

Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them

- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Scholars or

Youth

Revised August 20, 2007

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

1.6 Parent/Student Complaint Review Process

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

1.6.a School Level

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

1.6.b Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

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

1.7.a Parent or Parent-Teacher Organizations

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

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

1.7.b Consultative School Council

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

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

CACE/NABE Governance Task Force, NCEA, 1998).

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

2. ADMISSION AND ATTENDANCE

Admission Policy

Scholars entering Transitional Kindergarten in August must be 4 years old by September 1st. The following items must be submitted to the office before final acceptance:

1. Completed registration forms
2. Birth certificate
3. Updated immunization records
4. Registration fee

Parents of returning scholars must register each spring in order to keep their scholars at St. Joseph for the following school year. There is a nonrefundable registration fee due at that time. All financial obligations must be met in order for the scholar to be accepted for the next year. Emergency and health records must be updated.

2.1 School Student Non-Discrimination Policy

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

The school does not discriminate on the basis of race, color, disability, medical condition, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan 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 scholars with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

2.2 Inclusion Procedures

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

2.3 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The required age for kindergarten scholars is five (5) years of age on or before September 1.
- The required age for first grade scholars is six (6) years of age on or before September 1.
- All scholars 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 scholars 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 scholars
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

2.4 Privacy and Access to Records

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

2.4.a Pupil Records

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

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

Parents and legal guardians of minors have the absolute right to access their scholar's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

2.4.b Directory Information

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and scholars are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

2.4.c Parent Authorization to Use Scholar'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 Scholar's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

2.4.d Verbal/Written Confidences

Confidential information may be provided by scholars or parents or guardians to school employees in many ways. Scholars 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 scholars, 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 scholars or vulnerable adults must be followed when applicable.

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

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

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

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

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

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

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

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

Absence, Tardiness & Truancy

ABSENCE

Parents of absent scholars must call the school office (310-679-1014) before 9 AM. The scholar may not be permitted to come onto campus without a note explaining the absence. This note will be kept on file for the school year.

EXCUSED ABSENCE

The school will follow ADLA Policy for excessive unexcused absences and tardies. See section 2.6.f. No early pick-ups. If a scholar is picked up before 2:30 PM, it is considered a tardy/half-day absence. Scholars are excused from classes only for exceptional reasons. Please arrange for doctor and dental appointments outside of school time. PLEASE consult the monthly calendar to prevent scheduling of doctor appointments, etc. during testing times. This is VERY important. Wednesdays at 2:30 p.m. is a suggested time for appointments.

SICK SCHOLARS

Scholars sent home for vomiting or high fever are not allowed to return to campus for 24 hours after the last episode of vomiting or their temperature is stabilized. Scholars who are suspected of or diagnosed with lice or pink eye may not be allowed to return to school until they have undergone treatment.

TARDY/HALF DAY ABSENCES

School starts at 7:40 a.m. for all grades. Scholars are tardy if they arrive after that time. If they arrive after 8:30 a.m. they are marked half day absent for the morning. If they leave before 2:30 in the afternoon they will be marked half day absent for the afternoon. Frequent tardiness could require that parents confer with the principal or vice-principal.

2.6. Absence

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

2.6.a Absences with Acceptable Excuse

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

2.6.b Extended Absences

When, for family reasons, parents wish to take their scholars 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.

2.6.d Leaving School Early

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

2.6.e Tardiness

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

2.6.f Truancy

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

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Scholar 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, Scholar Protective Services or all of those agencies will be notified.

2.7 Work Permits

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to

Employ and Work.” The “work permit issuing authority” may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

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

For additional information and forms see <http://www.dir.ca.gov/DLSE/ScholarLaborPamphlet2000.html>

2.8 Student Accident Insurance

The Student Accident Insurance Program is provided for all full time scholars in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by scholars 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.

Communications Procedures

HOME-SCHOOL COMMUNICATIONS

Gradelink is our electronic communication system (telephone, text, and email) for school communications. The parent is responsible for keeping contact information up to date for this system.

The parent is responsible for making sure that they receive all teacher communications. This includes Gradelink notifications, class website notifications, class newsletters/notes, and behavior apps (i.e., Class Dojo).

Every Wednesday a Parent Envelope is sent home with the oldest or only scholar for each family. This envelope contains calendars, schedules and other important pieces of information. Parents should check the contents of the envelope each Wednesday, and sign and return the envelope the following day. Tuition money, money for scrip, or any other types of payments should **not** be put in the family envelope, but given directly to front office personnel or the classroom teacher.

It is the responsibility of the parent to ask their child daily for ALL notifications. While the

school will do its best to communicate to families, we are not responsible for any missed communications

Test Envelope

Tests, quizzes, other important assignments, and notes from the classroom teacher may be sent home in the weekly test envelope every Wednesday. All of these papers are to be signed and returned in the test envelope the next day. Please do not sign the envelope, as it is very important that each individual paper has a parent signature.

Messages

Any message must be given at the office so as not to interrupt classes. Messages will be given to scholars at recess, lunch, and after lunch No one is to go to any classroom during the day, without clearance from the office. The safety of your scholar requires this action.

Telephone

Scholars are discouraged from using their personal cell phones. All communication must come from the office phone. Scholars who violate this rule may be subject to disciplinary procedures.

Arrival/Dismissal Procedures

PICKING UP AND DROPPING OFF SCHOLARS

If you drop off or pick up a student in an area other than the parking lot, please be aware of the traffic laws of the city. Many times red lined areas are blocked by cars. **Do not double park!** This blocks the safety crosswalks. Scholars are taught safety measures in the classroom. It is the obligation of all adults to model the use of these safety rules. We cannot expect our scholars to obey rules, if we as adults choose to ignore them. Every driver is responsible for the safety of their scholar and every scholar at this school. Parents who are considered unsafe drivers may be fined, reported to police, and/or be required to meet with administration

PARKING LOT

- A. You **MUST** park in a marked space when picking up your scholar, **NOT** in the middle of the aisles or double park on the streets.
- B. If you run over an orange cone there will be a \$10.00 charge. The first and last driveways are **EXITS ONLY**. The gate on Hawthorne Blvd. is closed for safety.

- C. The speed limit in the parking lot is no more than 5 m.p.h. This is for your scholar's safety.
- D. Scholars are not allowed to run or wait for you in the parking areas. They **MUST** wait for you in the area between the church and the first row of orange cones. This again is for their safety.

RESPECT for the adults on safety patrol is EXPECTED from all parents and scholars.

WALKERS

Parents must file a "Permission to Walk Home" form, no later than the second week of school. Otherwise, the child will not be permitted to leave campus until the note is on file. If your child is walking home directly, children cannot loiter in front of the school or near school premises. Once the student is off campus, the parents take full responsibility for the safe arrival of their child.

EARLY DISMISSAL

Faculty meetings are held **EVERY WEDNESDAY**. Scholars are dismissed at 2:15 p.m. Please arrange to pick up your scholar at this time. It is very dangerous to leave scholars unsupervised. Students not picked up by 2:30 p.m. will be sent to after school care.

Security Procedures

RESPONSIBILITY OF PARENTS

- A. Parents are responsible to determine a safe method to transport scholars to and from school.
- B. The school is NOT responsible for scholars before 7:30 a.m. or after school is dismissed, unless they are in our morning or afterschool extended care program.
- C. Scholars may not be on school grounds before 7:30 a.m. or after school is dismissed without adult supervision.
- D. Emergency cards must be on file in the office to be used in any emergency situation. Parents are responsible for keeping the information on this card up-to-date. The oldest scholar in each family takes this card home to parents on the opening day of school. This card must be returned as quickly as possible to the school. Scholars will be released only to adults on the emergency form.
- E. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to

honor arrangements that have not been made known in writing.

RESPONSIBILITY OF SCHOOL

- A. The school provides first aid for minor injuries only. By state law we are unable to give aspirin, Tylenol, etc. to any student. Long-term medication sent to school must be labeled with the student's name, room number, and a copy of the doctor's prescription or complete directions. Scholars must be able to administer their own medication. Otherwise, a non-school employee will be asked to administer it.
- B. Drills for evacuating the building in case of fire, earthquake or other emergencies are held monthly.
- C. School personnel have received CPR and First Aid training.
- D. The school is not and cannot be responsible for scholars who loiter on the way to or from school.
- E. Scholars may not remain at school after 3:00 p.m. (2:30 p.m. – Wednesdays) unsupervised.
- F. Any scholars remaining on school grounds 15 minutes after dismissal will be sent to Daycare. The cost of drop-in for Daycare is \$10.00 per day per scholar.

Parent/Guardian Right Of Visitation

Parents are welcome to visit the school campus and their scholar's classroom during the regular school day. However, as a courtesy, please notify the teacher in advance. For the safety and protection of all the members of the community, St. Joseph is a closed campus. Therefore, all visitors to the school, including parents, are asked to report to the school office upon arrival to receive a visitor's badge. It is expected that visiting parents will not disrupt the school program and will behave in a manner appropriate for a Catholic elementary school setting.

DISRUPTION OR DISORDERLY CONDUCT BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMEBERS

Any parent/guardian or other person whose conduct, in a place where a school employee is required to be in the course of his/her duties, materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian, or family member who upbraids, insults, or abuses the principal or any

teacher of the school is risking their scholar(s)'s continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, scholars, or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their scholar in the school.

After School Care Program

Classes are dismissed at 2:45 p.m. each day, 2:15 p.m. on Wednesdays. There is teacher supervision for 15 minutes after dismissal. All scholars who have not been picked up by 3:00 p.m. will be sent to after school care. There is a fee for this drop-in service, \$10.00 per scholar per day. Parents are responsible to pay this fee for EACH scholar WHEN THE SCHOLAR IS PICKED UP. Transitional Kindergarten and Kindergarten scholars remain in their classroom and are sent to After School Care 15 minutes after dismissal. Saint Joseph School requires a signed After School Care Agreement. Parents must pay the drop-in fee.

- St. Joseph School requires an After School Care agreement with participating parents
- Archdiocesan student insurance covers scholars during the time of the program
- Our program, under the auspices of St. Joseph School, may only serve those scholars presently enrolled in the formal school program
- St. Joseph School requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures
- St. Joseph School may arrange with independent contractors or entities to provide extended school day programs.

3. ACADEMICS AND CO-CURRICULAR ACTIVITIES

Curriculum Offerings

The school follows the curriculum guidelines as determined by the Department of Catholic Schools of the Archdiocese of Los Angeles. Scholars receive instruction in religion, reading, language, social studies, science, spelling, mathematics, physical education, art, music, drama, and technology. Our graduates are well qualified for acceptance into the local private Catholic high schools.

Religion Program & Expectations

All scholars receive religious instruction. It is expected that parents participate fully in the faith development of their scholars. Scholars in 2nd grade receive the Sacraments of First Reconciliation and First Communion. Special arrangements are made for transfer scholars who have not received the Sacraments.

LITURGY (MASS)

Scholars (grades 2-8) attend weekly mass on Fridays. In addition, at different times throughout the school year, we ask the scholars to attend Mass and participate actively so that they will learn the value of the liturgy by experience. Scholars should be in church uniform for each Mass. This is part of the Religion Program. Parents are welcome and encouraged to attend and participate. Each class plans at least one liturgy each school year. Please check the monthly calendar for scheduled Masses.

CHRISTIAN SERVICE HOURS

All scholars in grades 5, 6, 7 & 8 are required to perform 7 hours of Christian service per trimester. This is part of the religion grade, and for 8th graders is part of the graduation requirement.

Graduation Requirements

Scholars in the 8th grade class must have a passing grade average in all major subject areas in order to be academically eligible for graduation. The 8th grade scholars must also earn the privilege of participating in any graduation activities by following the point structure set forth in the Graduation Agreement. All outstanding accounts must be paid in full before the student will be allowed to participate in graduation activities.

Academic Probation/ Retention /Transfer

PROBATION

Scholars may be placed on academic probation if they receive an "F" in any academic subject or disciplinary probation if they have a "D" or lower in conduct or work habits. If the D or F is not raised to a "C" during the next grading period, the student may be retained, or may be asked to leave the school.

RETENTION

The notification for potential retention is given to parents during the second trimester, with a final retention agreement signed in May. Retention decisions are final and cannot be appealed. Parents who are unable to comply with the retention agreement are allowed to transfer to another school. The decision to retain a student involves a collaborative effort on the part of the teacher, the parents and the principal/director to provide for the overall welfare of the student. The decision making process includes carefully weighing academic, emotional and social factors in extensive consultation with all of the involved parties. The final decision to retain a student is the responsibility of the principal/director.

TRANSFER TO ANOTHER SCHOOL

If, due to moving or any other reason, your scholar is being transferred to another school, you may obtain a transfer from the school office to present at the new school. The school will then request a transcript of records from our office.

Testing And Assessment

In order to obtain an objective estimate of the scholar's ability and progress, standardized tests are administered periodically.

ACRE TEST (Religious Education Development Inventory) to Grade 5

ACRE TEST (Religious Education Outcomes Inventory) to Grade 8

STAR TEST Administered to Grades K-8

The testing service prepares a report for the parents and explains the scores. Parents are encouraged to ask the teachers to give further explanation so that they understand what this information can do to help their scholar succeed in school.

Homework

Homework is an important part of a scholar's education. Homework reinforces what scholars have learned in class and is sometimes class work that has not been completed. Being aware of your scholar's homework is an excellent way to track your scholar's progress. Parents should examine the assignments worked on at home.

Many assignments are completed in class. Ask your scholar to bring these assignments home to help you keep abreast of classroom activities. Incomplete

class assignments must be completed at home. In case of absence, it is the responsibility of the student to arrange for make up assignments.

The amount of homework assigned is based on what the average scholar of the grade can accomplish in the time prescribed:

Grades 1 & 2 - 45 Maximum minutes of concentrated attention

Grades 3 & 4 - 60 Maximum minutes of concentrated attention

Grades 5 & 6 - 90 Maximum minutes of concentrated attention

Grades 7 & 8 - 120 Maximum minutes of concentrated attention

This does not mean that each scholar will be assigned the maximum each night. Homework is the work of the scholar. It is made up of reading, study, and some written assignments. Families can help by supervising, showing interest, and providing a quiet time and place for the scholars to complete home assignments. In the primary grades the scholars should read aloud EVERY evening. Independent reading is very important for all scholars and should be included in the time allotted for homework.

Grading

GRADING SCALE AND INTERPRETATION OF GRADES

The grading scale for grades TK-K is as follows:

E = Exceeds grade level academic expectations

M = Meets grade level academic expectations

T = Needs more time to meet grade level expectations

The grading scale for grades 1-2 is as follows:

O = Outstanding academic performance

G = Good, above average academic performance

S = Satisfactory academic performance

NI = Needs improvement

In grades 3-8 the marking codes of A, B, C, D, and F are used. Using the letter grades seems to present a more accurate assessment of the scholars.

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	0-64

GRADELINK

Parents with scholars in first – eighth grade may view student grades at any time via the Internet. Information regarding this program is sent home at the beginning of the year.

TEST ENVELOPES

Report cards represent a summary of an entire trimester's work. Parents should review the papers sent home each week in the test envelope. A parent signature is required on all graded tests and papers. This work will give you a good idea of how your scholar is performing and what to expect on the report card. Your interest and support can alter performance in a positive way.

REPORT CARDS

Report cards are given at the end of a trimester grading period. There are three trimesters in the school year. Report cards are given directly to the scholars, on a day marked on the monthly calendars.

PROGRESS REPORTS

Progress reports are given once during each grading period. The notices are sent so parents will be aware of the academic progress of their scholars. These reports do not become part of the student's permanent academic record. Here at St. Joseph the Progress reports are given to parents at a Parent Conferences for the first trimester. These notices are to be signed and returned to the teacher the next school day. When the school and the parents work on resolving problems together, the problem can usually be corrected before the end of the grading period.

PARENT/TEACHER CONFERENCE

If you wish to talk to your scholar's teacher at any time, call the school office at (310) 679-1014. A message will be given to the teacher who will call you back to confirm an appointment.

Honors/Awards

At the end of each academic trimester, scholars in grades 1 thru 8 are eligible to receive a Christian Conduct award if they have received all Os/As in conduct on the report card. Academic Awards are given to scholars who have a 3.5 grade point average with no D's or F's in any academic subject. Highest Honors Awards are given to scholars who have received all A's in academic subjects and at least a B in behavior.

Field Trips And Excursion Policy

Field trips are opportunities to extend learning beyond the classroom. Permission slips will be sent to you before such occasions. **SCHOLARS ON PROBATION ARE NOT ALLOWED TO PARTICIPATE UNLESS SPECIAL PERMISSION IS GIVEN BY HIS/HER ADMINISTRATION.**

Scholars on field trips wear the school uniform, unless specifically directed by the teacher to wear other clothes. Scholars should carry their lunches in disposable brown bags.

The only adults allowed to supervise field trips are Virtus-Certified parents and/or stepparents of scholars going on the trip. Grandparents, aunts, uncles, and older siblings are not permitted to act as chaperons on field trips.

Athletics/ Student Council

ATHLETICS

CYO sports are played after school for boys and girls in grades 2-8. The program varies with the sport that is in season at the time.

Cheerleading is an important segment of the sports program. We have an active group of cheerleaders. Scholars are able to try out if they are in grades 3-7 for the following year. Cheerleading begins in the fall and continues through the spring. It is a yearlong commitment.

A student participating in **any** sport or extracurricular activity must maintain a 2.0 GPA WHILE maintaining a "C" in behavior and work habits.

Our sponsors and coaches provide excellent role models for our scholars.

STUDENT COUNCIL

Scholars in grades 5-8 can be members of Student Council. To qualify each student must have at least a “C” in all academic subjects and “B” in behavior and work habits. This average must be maintained through the school year that the student is in office. If a progress report indicates poor classroom performance the student will be suspended from office for the remainder of that Trimester.

3.1 Tutoring

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

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

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

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

3.2 Counseling Policy

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

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

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to scholars who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, scholar 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 scholar abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims’ Assistance Ministry is available as a resource. The Victims’ Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim’s Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

4. TUITION AND FEES

THERE WILL BE A \$20.00 FEE FOR ALL RETURNED CHECKS AND A \$10.00 FEE FOR ALL RE-DEPOSITED CHECKS.

TECHNOLOGY AND SUPPLIES

A standard fee of \$250.00 (\$10.00 late fee per scholar per week) for each scholar is charged for important materials. It includes:

Insurance coverage
Audio-visual equipment and materials
New periodicals
Physical Education equipment
Ordinary classroom supplies Standardized Testing Program
Diocesan Fee
Playground equipment
Reading and Math kits
School issued computers and I Pads
Online resources and support
Monthly internet fees
Janitorial supplies

Professional development

The Technology and Supply Fee is non-refundable.

Tuition Collection, Payment Plans, Automatic Deductions

Tuition is non-refundable

The contract and tuition information are contained in the F.A.C.T.S. agreement. If a payment is missed, F.A.C.T.S. will attempt to collect the money from your account again in 15 days. Each time a payment is non-sufficient funds, F.A.C.T.S. will charge your account and your bank will also charge your account. A copy of the current tuition scale can be obtained in the school office. The scale for the next school year is handed out in the spring of each school year.

Parents must be aware that any tuition and/or fees that are delinquent may result in your scholar not being allowed to attend school until arrangements are made in the school office.

Tuition Assistance

Parents who meet the requirements may apply for the Catholic Education Foundation Tuition Assistance scholarship. Applications are due in February. Tuition assistance is also given through the school. Contact the principal if assistance is needed.

Fundraising And Parent Service Requirements

St. Joseph's has long had a tradition of involvement by parents in school programs. This section attempts to define and explain the program allowing parents to choose a method of assistance that fits their schedule. Each family is required to participate in three mandatory fundraisers and complete 40 service hours for the year. Hours may be recorded via paper or Gradelink's system. Up to 20 hours may be performed through leadership or service in the parish, please contact the Principal for further information.

FUNDRAISING

All parents are expected to participate in three fundraisers each year: World's Finest Chocolate, Hawaiian Ticket Raffle Sales, and the Jog-A-Thon (Grades K-8)

AREAS OF VOLUNTEER SERVICE

Playground supervision - 9:45 a.m. -10:05 a.m./11:45 a.m. -12:40 p.m.

Hot Lunch Program- 8:30 a.m. - 12:30 p.m.

Crosswalk and parking patrol 7:30-7:50

Teacher's Aide in school OR at home

Fundraisers - dinners, etc.

Secretarial jobs

Drive scholars to and from sports games (valid Virtus Certification, driver's license and proof of insurance required)

Help at the Parish Fiesta (usually the last weekend in September)

a. cooking

b. working in booths

c. clean-up on the last night

d. baked goods

DOUBLE SERVICE HOURS ARE GIVEN FOR CLEAN-UP ON THE LAST NIGHT

PTO or Marketing Committee Events or Meetings

Service hour sheets are to be signed by the following designated people **ONLY**:

Front Office

Administration

Faculty

Mrs. Guadiana – cafeteria

PTO

Fiesta booth coordinators (during Parish Fiesta **ONLY**)

NO OTHER SIGNATURES WILL BE ACCEPTED!

All forty (40) service hours **MUST** be done at the school or at the Fiesta. Up to 20 hours may be performed through leadership or service in the parish, please contact the Principal for further information.

SERVICE HOUR FEE

Each family is given a paper to keep track of their own service hours. It is the responsibility of each family to turn this signed paper into the office in order to receive credit for service hours. Hours may also be submitted via Gradelink for electronic signature.

The hourly service hour fee is \$11 per hour (\$440.00 annual total). If 40 service hours have not been worked by the first school day in May, a fee based on hours not worked will be charged to your account. Service hour papers must be given into the school office by **the second Friday in May**.

Costs/Fees

Projects whose cost is not covered by the above fees must be paid for by separate charges. For example, if the class should go on a field trip, a fee is charged to cover the cost of transportation, et al. Joining a school sport activity also has a fee.

5. DISCIPLINE

Scholars who have habitual disciplinary issues may be placed on a behavior contract, which may lead to expulsion.

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 scholars work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Rules And Regulations

Each student:

1. Must be in appropriate school uniform at all times, unless free dress privileges have been given. If a student is not in uniform, he/she will receive a note home for the first offence.
2. Is responsible for following safety rules and instructions regarding his/her coming to school, playing and working at school and returning home.
3. Is responsible for following school and classroom rules at all times.
4. Must respect and obey the classroom teachers and all other adults.
5. Is prohibited from belonging to a gang.
6. Is prohibited from writing graffiti or gang-type markings, or deliberately marking or defacing school property and personal property used at school. There should be no writing on backpacks, other than the student's name, grade and room number.

7. Must respect all others and all property not belonging to him/her. Books must be covered at all times. There should be no writing on books other than the student's name, grade and room number.
8. Must arrive at school on time, 7:40 a.m. and leave promptly after dismissal, unless participating in a supervised school activity.
9. Is prohibited from riding a bicycle on the school grounds.
10. Is not permitted to chew gum at school. Food is allowed only in the lunch area, except when authorized by school administration.
11. Is prohibited from leaving the school grounds, for any reason, unless accompanied by their parents, teacher, or a responsible adult.
12. Must wait on school grounds to be picked up when dismissed at 2:45. Scholars may under no circumstances leave school grounds and then return to be picked up.
13. Scholars may not go into the church without notifying an adult.
14. Must abide by the policies and rules in the Internet Use Agreement.

5.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

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

5.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures

- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

5.3 Detention

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

5.4 Suspension

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

5.5 Expulsion

5.5.a Reasons for Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other scholars
- 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 scholars
- 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

5.5.b Procedure for Expulsion

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

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final

decision rests with the pastor in consultation with the principal

- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

5.5.c Written Record

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

5.5.d Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or scholars, 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

5.5.e Time of Expulsion

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

5.5.f Reporting of Expulsions

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

5.5.g Right to Make Exceptions

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

5.5.h Home Study

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

5.6 Harassment, Bullying And Hazing Policy

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

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

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

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

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more scholars 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.

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

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

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

Scholars 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 scholars 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.

5.7 Student Threats

All threats by scholars 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.

5.8 School Searches

Scholars' 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.

Scholars 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 scholars. 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.

6. 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, scholar 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.

6.1 Definitions

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

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

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications,

emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

6.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

6.3 Ownership and Control of Communications

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

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

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems,

devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

6.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, scholars 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.
- 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.

6.5 Prohibited Practices

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

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.

6.6 Consequences of Violations of Electronic Communications Policy

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

St. Joseph Student Electronic Communications Policy

Guidelines For Use Of Electronic Communication Systems and Devices

The following guidelines apply to all electronic communications systems which include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, the Intranet, the Internet and the World Wide Web, and to electronic communication devices of any kind (for example, phones, computers, audio and video equipment, iPods, MP3 players, and wireless devices), including those which scholars bring with them from home to school.

Parents are required to explain these policies to their scholar(s), including primary grade scholars. By signing this document, parents and scholars are agreeing to abide by the guidelines and policies listed below.

Guidelines for Use of School Computers, Related Electronic Communications Systems and Other Electronic Communication Devices:

- All school electronic communication devices, all school computers and related electronic communication systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Scholars may only use the system at school under the direct supervision of a staff member. During school hours while on school premises, scholars may not use any electronic communications devices that they bring from home without direct approval of a staff member and under direct supervision of a staff member.
- Where pertinent and approved, scholars may create e-mail messages on school computers for posting on school approved sites. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses,

- tampering, or other system breaches to the principal.
- If approved by the principal, scholars may create personal web pages on the school's computer system for posting on approved sites. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Scholars and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

SCHOLARS USING SCHOOL COMPUTERS AND/OR RELATED ELECTRONIC COMMUNICATIONS SYSTEMS AND/OR ELECTRONIC COMMUNICATION DEVICES MAY NOT:

- Violate any school conduct or educational rules.
- Engage in conduct that does not accord with the teachings of the Roman Catholic Church.
- Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend a reasonable person or organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, scholars must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "pod casting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated substances and goods.

- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or illegal, improper discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter, without authorization, the start up screen or the desktop, or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, scholars will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Scholars may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

GUIDELINES FOR USE OF COMPUTERS OR PERSONAL ELECTRONIC COMMUNICATION DEVICES:

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their scholar's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among scholars outside of school or in school using personal electronic devices, may subject the student to disciplinary action.

SCHOLARS MAY NOT:

- Threaten the safety or reputation of the school, its staff or scholars.
- Post personal contact information about other school personnel, teachers, or scholars. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or scholars.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or scholars.
- Send comments, text or images to school personnel, teachers, or scholars that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

CONSEQUENCES FOR VIOLATING ANY OF THE ABOVE GUIDELINES:

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

PARENT CONDUCT

- Parents and scholars are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or scholars, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their scholars in such cases where parents fail to abide by these policies.

Saint Joseph School iPad/MLD Acceptable Use Policy

To bring an Apple iPad or any other mobile learning device (MLD) such as but not limited to a kindle or tablet:

1. Scholars must abide by all school rules as outlined in the Student/Parent Handbook and Acceptable Use Policies of Saint Joseph School, the Los Angeles Archdiocese, and the Department of Catholic Schools.

2. iPads/MLDs are for educational use. Scholars who play games, text, or attempt to access any social networks during class time will have their iPads/MLDs held by the teacher until the student's parent or guardian sets up a meeting to discuss the incident. Repeated violations may result in loss of iPad/MLD privileges.

3. Scholars and Parents agree that any inappropriate use of the iPad/MLD will result in school discipline that may include the loss of iPad/MLD use. Disciplinary action includes but is not limited to detention, conduct referral, suspension/expulsion according to the Student/Parent Handbook. Inappropriate use includes but is not limited to the following:

- Visiting inappropriate websites (such as websites containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech.)
- Sending email that is considered physically, sexually, or verbally harassing.
- Possessing lewd, graphically violent, or derogatory/demeaning pictures and/or media files
- Cheating
- Installing unapproved apps or media

Scholars and Parents acknowledge that Saint Joseph School may search iPads/MLDs designated for school use at any time to verify contents. Scholars/Parents may not set a privacy code on their iPads/MLDs.

4. Scholars and Parents agree that only the student may use the iPad/MLD. Siblings and friends should not have use of the iPad/MLD.

5. iPads/MLDs must be turned OFF at the beginning of the school day and will be turned on only when asked by the teacher.

6. All iPad/MLD wallpaper and backgrounds must be school-appropriate.

7. Watching video online is disruptive to our wireless networks. Streaming videos can make the Internet slow for everyone. Streaming video from the Internet during school hours is prohibited.

8. To ensure the safety of your iPad/MLD as well as its proper use, scholars are not allowed to take their iPads/MLDs out to morning, lunch or afternoon recess. Scholars may use their iPads/MLDs before or after-school ONLY if they are in a supervised *classroom* setting.

Student Activities Strictly Prohibited

- Bypassing (or attempting to bypass) the Saint Joseph web filter through a web proxy.
- Attempting to “jailbreak” the iPad (that is, attempting to alter the iPad’s operating system in order to run additional, unauthorized applications.)
- Gaining access to other scholars’ accounts, files, and/or data.
- Sending, accessing, uploading, downloading, or distributing materials that are offensive, threatening, profane, obscene, or sexually suggestive.
- Using or advocating racial, ethnic, religious, or gender-based slurs.
- Using technology to threaten, bully, or harass others.
- Using chat rooms or any social network environment not approved or managed by Saint Joseph School (Facebook, Twitter, Instagram, et al.).
- Illegal installation or transmission of copyrighted materials

A student whose behavior indicates careless use or abuse of iPads or other technical resources will be referred to the principal for appropriate disciplinary action. Consequences of violations could include but are not limited to revocation of Internet access, network privileges, computer access, detention, suspension, or expulsion. Records of Digital Citizenship and Responsibility will become part of the student’s file and will be included with his/her transcript as part of the high school application process.

The scholar is 100% responsible for the Chromebook and/or iPad assigned to him/her. The scholar is obliged to make sure the device is in proper working order at the time of daily check out. The deposit is refunded at the end of the scholar's school year. It will be used to repair or replace the device.

I release the school, all school employees and any designated authority of any and all responsibility for the electronic learning /reading devices in the event of damage, loss theft, or accident.

7. HEALTH AND SAFETY

7.1 Emergency Card

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

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

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

Only minor and very basic first aid will be administered to scholars 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 scholars without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

7.2 Examinations and Inoculations

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

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

7.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for scholars entering preschool and kindergarten. All scholars 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 scholars entering a California school for the first time must have a Mantoux tuberculosis test.

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

7.4 Health Records

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

7.5 Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make

arrangements for care during vacation periods or after school hours

7.6 Medications

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of scholars sharing medications, scholars 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.
- Scholars may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Scholars 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 scholar 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 scholars 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.

7.7 Communicable Diseases

Scholars sent home for vomiting or high fever are not allowed to return to campus for 24 hours after the last episode of vomiting or their temperature is stabilized. Scholars who are suspected of or diagnosed with lice or pink eye may not be allowed to return to school until they have undergone treatment.

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

7.8 Allergies

Some scholars 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.

7.9 Student Sexual Conduct and Pregnancy

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

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their scholars and are to be the principal role models, examples and educators for their scholars 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 scholar 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 scholar 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 scholar. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

7.10 Closed Campus

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

7.11 Research Projects and Rights of Parents

Parents must be informed if research projects involving their scholars 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 scholars to participate in research studies. Parents have the right to withdraw their scholars 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 scholars. 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. Scholars have the right to withhold their assent and have a right to withdraw without penalty. Scholars who are not participants in research studies may not be singled out in any way or penalized.

7.12 Removal of Scholars 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 scholar abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

7.13 Interview and Removal from School of Scholars by Police Officers

Police officers have the right during the school day to interview scholars 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 scholars 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 scholar abuse cases and will maintain a record of circumstances involved.

Scholars 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 scholar 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 Scholar Protective Agency when taking a scholar into custody

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

7.13.a Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the scholar protective agencies in the performance of their official duties shall be allowed to interview scholars 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
- Scholar Protective Agency workers may interview for the purpose of their legal obligations to investigate reported scholar abuse or neglect. Scholar Protective Agency workers are authorized to assume custody to remove a scholar 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 scholar abuse, parental notification is the responsibility of police officers.

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

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

scholar abuse. Even in the case of scholar abuse it is the Scholar Protective Agency’s duty to notify the parent or guardian.

7.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances

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

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

Scholars 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 scholars.

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.

7.14.a Procedures in the Case of Suspected Possession or Use

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student’s cooperation in conducting a search of his or her person and possessions (search may include the student’s locker and other locations on the school grounds, the student’s car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician

- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

PRINCIPAL'S RIGHT TO AMEND OR WAIVE POLICIES

The principal reserves the right to amend this handbook at any time and will inform parents of changes in a timely manner.

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