

OUR LADY OF LOURDES SCHOOL

STUDENT-PARENT HANDBOOK 2013-2014



**Our Lady of Lourdes School
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THE PRINCIPAL HAS THE RESPONSIBILITY AND THE RIGHT TO CARRY OUT, INTERPRET AND AMEND THE HANDBOOK FOR JUST CAUSE DURING THE SCHOOL YEAR. PARENTS WILL BE GIVEN PROMPT NOTIFICATION WHEN CHANGES ARE MADE. THESE NOTICES WILL BE THROUGH THE REGULAR NEWSLETTER OR IN SPECIAL MEMOS TO THE PARENTS. THE VICE-PRINCIPAL HAS THE RESPONSIBILITY TO CARRY THE POLICIES AND PROCEDURES OF THE SCHOOL IN THE ABSENCE OF THE PRINCIPAL OR AT THE PRINCIPAL'S REQUEST.

OUR LADY OF LOURDES POLICIES AND PROCEDURES

A. GENERAL INFORMATION

1. Mission Statement

The mission of Our Lady of Lourdes School is to serve families in the greater Los Angeles area and partner with parents in their role as the primary educators of their children. The school community, in collaboration with the Catholic Church, strives to develop within the students a profound love of God based on the Catholic faith, a commitment to service, and the holistic development of each unique child entrusted to its care. Our goal is to transform our children today into effective leaders tomorrow through our integration of technology and student-centered multi-age instruction.

2. Philosophy

Our Lady of Lourdes School continues to academically and spiritually develop the each student of our faith-based community. In such an atmosphere all students, faculty, and members of the school community build a loving relationship with God and a deep understanding and knowledge of God within the Catholic faith. A student growing in a loving, learning, and worshipping community is given the best opportunity to integrate faith with culture in a contemporary view of the world.

Our Lady of Lourdes School strives to create an atmosphere conducive to learning by helping our students acquire the necessary skills and knowledge needed for their future educational career goals, in addition to functioning in society with lifelong success.

Our Lady of Lourdes School recognizes all parent/guardians as "partners" towards the development of our students' Catholic education and faith.

3. Catholic Identity

According to the WCEA, the Catholic Identity of a school is comprised of two key elements—one, how the faculty and staff live a Christ-centered life; and two, how well the school is preparing the students for the future. Although the non-graded school structure will be unique for the Archdiocese, the Catholic Identity of Our Lady of Lourdes School will continue to be of utmost importance and will follow the WCEA standards.

Measuring how the faculty and staff live a Christ-Centered life:

- ✓ Participate in weekly mass with the students.
- ✓ Prepare students for the sacraments of First Reconciliation and First Communion.
- ✓ Prayer and religious studies will be present throughout the day.
- ✓ School and classrooms, specifically, have symbols of the Catholic faith.
- ✓ Adjust mission statement and SLE's to align with Catholic teachings.
- ✓ Continuous formation through in-services, conferences and the Catechetical Certificate Program (University of Dayton).
- ✓ Develop a relationship with families to increase involvement of faith formation—primary educators are families.

Measuring how the school is preparing the students for the future:

- ✓ Develop a community service program.
- ✓ Ability to collaborate with others of various ages through non-graded structure.
- ✓ Encourage students to enter Confirmation program.
- ✓ Ability to understand and accept differences in others, instead of labeling.
- ✓ Students will be task and goal-oriented.
- ✓ Students will be able to effectively communicate.
- ✓ Develop inquiring minds, instead of content-driven.

4. School-Wide Learning Expectations

Faith (Catholic Identity)

- Respect life by word and deed
- Knowledge of the teachings of the Catholic Church, and use for making decisions
- Model gospel values to others

Communication

- Be able to accurately and persuasively express ideas in written and oral form
- Show respect for other people's values and opinions
- Be proficient in listening, speaking, writing and typing skills

Citizenship

- Understand, respect, and value the diversity of the world
- Be knowledgeable and articulate positions on political, social, moral, and personal issues in accordance with Catholic doctrine
- Implement convictions in effective social ministry towards all people

Critical Thinking

- Process information to problem solve with rationality, logic, and creativity
- Be positive, open-minded, curious, and persistent
- Be able to research, analyze, and interpret information

Life Skills

- Take responsibility for their actions and learn from mistakes
- Work cooperatively, honestly, and with respect in all situations
- Be confident, organized, and self-motivated

Academic

- Be an independent, responsible, self-motivated, and enthusiastic learner
- Be proficient in math, reading, language (oral and written), science and 21st century technology skills
- Have a basic understanding and appreciation of the fine arts

5. Rationale

The statement of philosophy is revised annually in order to meet the challenge of educating children in a changing world. More specifically, we strive to assist and encourage each child to become a contributing member of the world community and most importantly to grow in his/her spiritual life.

6. Goals and Objectives

Spiritual Goals

To provide opportunities for spiritual growth and faith experiences:

- a. Teachers will strive to develop a spirit of prayer in every student by incorporating a variety of prayer experiences.
- b. Teachers will integrate Christian values and morals in all areas of the curriculum.
- c. Teachers will participate in and provide opportunities for students to actively participate in weekly Masses.
- d. Teachers will incorporate the use of a variety of teaching modalities to enhance religious experiences such as Biblical reenactments, videos, prayer services and sacramental experiences.

- e. Students are encouraged to live out the Gospel Message by completing required Service Hour projects and by participating in charitable donation drives.

Intellectual Goals

To provide a well balanced curriculum:

- a. Teachers will meet often to evaluate and enhance the curriculum.
- b. The school follows the California State Standards for each academic area. These standards have been enhanced by the Los Angeles Archdiocese Department of Catholic Schools to reflect Roman Catholic values.
- c. The ITBS results are used to evaluate student progress, and make adjustments to the curriculum.
- d. Teachers address the individual learning styles of each student, and make accommodations whenever possible.
- e. Teachers will supplement the curriculum in order to meet the needs of the students by utilizing the library, computer center and audio-visual materials.
- f. Teachers will enrich their classes through field trips, guest speakers, and the use of other community resources.
- g. Teachers will attend in-services, classes and meetings in order to upgrade and sustain their professional growth.
- h. Teachers will communicate through a variety of methods in order to inform parents about the progress of their child's work.

Psychological Goals

To encourage the development of a positive self-image and self-respect within each student:

- a. Teachers will show respect toward each student and be available to discuss problems privately with students.
- b. Teachers are conscious of the fact that some students need encouragement in order to join class discussions, and each teacher strives to give equal attention to all students.
- c. The disciplinary philosophy of the school uses positive reinforcement to reward good behavior along with negative reinforcement when behavior policies are violated. Discipline is seen not as a punishment, but a need for adjustment.
- d. Teachers are trained to recognize when a student needs special attention. In these cases the administration makes outside professional referrals.

- e. Both teachers and students are trained to recognize and address child sexual abuse through the Virtus (staff) and Good Touch Bad Touch (student) programs.
- f. All parents and volunteers are required to read and sign the Archdiocesan Guidelines for Interacting with Minors.

Sociological Goals

To guide students to an understanding of their Catholic Christian commitment to the world:

- a. Teachers will discuss with the students the needs of the global community and their responsibility toward these needs.
- b. Teachers will encourage the students to help with charitable projects many of which are located in our local East Los Angeles community.
- c. Teachers will encourage the students to have respect for one another's person and property.
- d. Teachers will use public and/or community services to enhance the curriculum and promote growth and development.
- e. The principal will serve as liaison between the school and the wider community.
- f. Teachers and principal will provide opportunities for guest speakers from the wider community to enhance the curriculum.
- g. Teachers will provide opportunities for students to participate in student government.

Physical Goals

To create an atmosphere where healthy physical growth can take place:

- a. An office assistant is available part-time to help with emergency first aid.
- b. The school provides opportunities for families to participate in general health screening throughout the year.
- c. Health, safety and physical education are provided for each student in grades K-8.
- d. Health and nutrition standards are taught in each grade.
- e. The staff receives training in CPR, First Aid, and Disaster Preparedness.

Aesthetic Goals

To provide opportunities for the development of an artistic sense as well as, to enhance the individual talents bestowed by God.

- a. Teachers will create opportunities for artistic expression within and outside the classroom.
- b. Teachers will provide opportunities for music appreciation and musical expression in the classroom.
- c. Teachers will invite guest speakers and artists to supplement and enhance the music curriculum.
- d. Teachers will showcase students' projects, class work and fine arts creations.
- e. The school celebrates the artistic gifts of the students each Spring at Fine Arts Night.

7. Consultative School Board & Parent Organization

School PTO Board

Every parent and teacher is a member of the Our Lady of Lourdes School PTO. The purpose of this group is to support Our Lady of Lourdes School, spiritually, financially, and with shared talents. It is a vital link in the success of our school. It functions under a constitution approved by the Archdiocese. We need everyone's involvement in its programs, the general meetings, and fund-raisers, which are led by the Executive PTO Board.

The Executive PTO Board comprises officers:

President- Mr. Gerry Romero

Vice President- Mr. Morris

Secretary & Treasurer- Ms. Cindy Jauregui

Communications & Publicity- Ms. Carrillo

Fundraising & Events- Ms. Klein

Room Parent Liaison & Volunteer Coordinator: Ms. Jorge

Marketing and Outreach: Ms. Onofre

There are four support committees:

Alumni

Finance

The Sociable Lions

Marketing

PTO Meetings

All teachers and the administration are present. Please remember to sign in.

It is mandatory to attend all 7 PTO Meetings. Along with prayer, information, and fellowship, we often have very interesting guest speakers. These meetings are important to help increase communication and build our faith community. For each meeting that is missed, you will be charged \$25.00.

If you have a roster of parent/student phone numbers or have obtained any family or staff phone numbers, these are to remain confidential and not readily available to any student, other parent, or outsider. We are especially concerned that numbers are not distributed or misused. School personnel should be contacted through the school phone and not at a home number.

8. History of the School

Three years before the Civil War erupted, an unusual event occurred in a small village in the northern foothills of the French Pyrenees. On Feb. 11, 1858, a poor peasant girl, Bernadette Soubirous, searched for firewood to help her impoverished family and encountered instead a miraculous incident that changed her life and eventually created the most famous shrine in the world at Lourdes.

Four years before that, Pope Pius IX had proclaimed the dogma of the Immaculate Conception. It was that title that Mary used to identify herself to Bernadette, and that finally resolved the acceptance of the 18 apparitions Bernadette encountered as a matter of faith.

St. Bernadette—who died in 1879 at age 35—was canonized in 1933 on the feast of the Immaculate Conception. In 1907 Pope Pius X extended the feast of Our Lady of Lourdes on February 11 to the entire church. From the time the Virgin first appeared, there have been more than 64 approved miracles at the shrine.

In 1910, just 52 years from the time Bernadette first saw the Blessed Mother, Bishop Thomas Conaty of the young diocese of Monterey-Los Angeles established the first parish in the city named for Our Lady of Lourdes in the Belvedere area of what is now East Los Angeles. The religious roots that found fruition were first planted by the Benedictine monks who came as missionaries from Oklahoma in 1899. Father

Leo Gariador and Father Gratian Ardans traveled from San Diego to San Francisco ministering to the spiritual needs of the Basque settlers.

Eventually Father Gariador established a parish in La Puente and Montebello, and Father Ardans (the first Benedictine to come to the area in 1905) developed the parish of Our Lady of Lourdes. He found a location between Montebello and Los Angeles that could serve those who lived too far from the only other church in the area, St. Mary's. He built the parish church on Third Street and by Christmas Eve in 1910 celebrated the initial Mass in the frame structure that accommodated 400 persons. A year later a parish hall was completed. For many years a Sunday Mass was said in French and its mission church was dedicated to Joan of Arc. That mission is now St. Alphonsus Church.

The school opened in 1914, staffed for five years by Immaculate Heart Sisters and then the Presentation Sisters. Just 30 years later the enrollment of 1,000 students made Lourdes one of the biggest Catholic schools in the West.

Father Ardans, a native of France, served the new parish for 20 years, and died in 1953 at age 79. A new church was dedicated during the pastorate of his successor, Father Edmund Basel, the first church of modern design erected in the West. The next Benedictine pastor was Father Anthony Ronellenfitch, followed by Father Innocent Mangus, Benedict Ryan and Robert Dodson, who was pastor twice at Lourdes.

In 1958, the centennial year celebrating the apparition at Lourdes, a large mosaic mural depicting St. Bernadette and Our Lady was installed in an alcove chapel of the church. Joseph Young, the artist, consulting with Father Lawrence Spencer, the pastor, made an intensive study of the Lourdes apparitions that resulted in a 54-square-foot Byzantine and Venetian glass tesserae mosaic.

In 1976, Benedictine Father Martin Lugo, born and raised in Lourdes parish, became its tenth pastor, and led the church's more active involvement in community affairs. By this time, the congregation's ethnic character had changed with most liturgies celebrated in Spanish. Father Brendan Helbing was the last Benedictine pastor (1983-88), concluding 78 years of service by the order.

Minnesota-born Father Richard Siebenand, became the first diocesan priest to serve as pastor of Our Lady of Lourdes. During his 12-year pastorate the church was closed for a time to repair of earthquake damage, reopening in 1990. Father Siebenand died in 2001 at age 60.

That year the Divine Word Missionaries took charge of the parish with Father Gerard O'Doherty as Administrator, then Father Eamonn Donnelly, a native of Dublin, Ireland, and now Father Jesus is the current pastor of the church dedicated to Mary under her title of Our Lady of Lourdes.

By- Hermine Lees

9. School Schedules

Daily Schedule (Junior Kindergarten- 3rd Grade)

7:55am Announcements/Prayer/ Religion Goal of the Day
8:15am Instruction Time
9:30am Recess/ Nutrition
10:00am Instruction Time
11:15pm Lunch
12:00pm Instruction Time
12:50pm Instruction Time
1:30pm Instruction Time
2:30pm Organizational Time (aka Pack-Up)
2:45pm Dismissal
3:00pm Day Care until 6:00pm

Friday dismissal is at 1:30.

Daily Schedule (Grades 4-8)

7:55am Announcements/Prayer (Together)/ Religion Goal of the Day
8:05am Block 1
8:40am Block 2
9:30am Block 3

10:05am Recess/ Nutrition
10:35am Block 4
11:10am Block 5
12:00pm Lunch
12:50pm Reading Enrichment
1:30pm Enrichment Period
2:35pm Organizational Time (aka Pack-Up)
2:45pm Dismissal
3:00pm Day Care until 6:00pm

Friday dismissal is at 1:30.

Weekly Schedule

Monday- Regular Schedule

Tuesday- Regular Schedule

Wednesday- Lion Play Day (i.e., Fun Day, assembly, guest-speaker, etc.)

Thursday- Regular Schedule

Friday- No Reading Enrichment (Early Out) and Staff Development Day

Liturgy Schedule

Daily Mass is offered at 8:00am in the Parish Church. All parents are invited to attend with their students' classes.

Class Mass days are as follows:

Tuesdays: Grades 4, 5, 6, 7, and 8th

Thursdays: Junior Kindergarten through 3rd grade

Once a month grades JK-8 attend liturgy together (please consult the school calendar for these dates).

Once a month grades JK-8 must attend a Sunday All-School Mass (please consult the school calendar for these dates). If mass is missed, you will be charged \$25.00 each time.

10. Dress/Uniform Code

Students are required to be in complete uniform every day. Regulation royal blue sweater/jacket with logo are the only acceptable outer garment.

- a. Shoes are black, navy, or white tennis shoes or Vans. Van shoes may only be these colors. Shoes must be tied. Kindergarten and First Grade students may wear any type of shoe, such as cartoon characters, as long as they are not open toe.
- b. Girls may wear navy long pants (K-8), jumper (K-4), skirt (5-8), uniform shorts (K-8), or skorts (K-8). If a skirt is worn, solid blue or black shorts must be worn underneath. White, black or navy tights may be worn on cold days. No leggings may be worn.
- c. Boys must wear either navy long pants or navy walking shorts with belts. All pants must be worn at the waist level. **No over sized pants are acceptable.**
- d. All students must wear white or royal blue polo shirt with Our Lady of Lourdes Logo on it (girls may wear a white blouse).
- e. All students must wear the official Our Lady of Lourdes Physical Education uniform purchased at Crown Uniform. Tennis shoes must be worn that are black, navy or white.
- f. Jewelry must consist of medals or crosses worn around the neck. Only stud earrings may be worn, and only one stud earring in each lobe. No bracelets of any kind may be worn.
- g. Hair must be well groomed and **not dyed**. Boys: **Hair must be above the collar, and well above the eyebrows.** Extreme hairstyles are not acceptable.
- h. No make-up or nail polish is permitted. This includes French tip and clear nail polish.
- i. No tattoos of any kind are allowed.
- j. White or navy blue socks must be worn. Anklets must cover the ankle. Knee high or tube socks are allowed but must be solid white or navy; no stripes.

Students will be given a uniform infraction for violating any of the above regulations.

Mass Attire

The dress uniform must reflect our reverence for the house of God.

- a. Boys must wear long navy pants, a white tailored shirt, a royal blue tie and royal blue vest or sweater.
- b. Girls must wear a skirt or jumper, a white tailored blouse, a royal blue tie and royal blue sweater or vest.

Casual dress / Free dress

This should always be appropriate and in good taste. Dressy jeans, capris, and walking shorts (just above the knee) are acceptable. All shirts and blouses must have sleeves. Skirts and dresses with slits or scooped fronts, off the shoulder or backless dresses are not permitted. Clothes that reveal the midriff are not allowed; low cut jeans are also not permitted. For safety reasons, backless or flip-flop type sandals are not allowed. **Any student violating the free dress guidelines will have to change their clothes and may lose their free dress privileges for the year.** (This means they will have to wear the school uniform on future free dress days).

11. Breakfast, Lunch, & Snacks

Breakfast and Lunch

Our Lady of Lourdes School participates in the Federal Breakfast and Lunch program through the Archdiocese of Los Angeles. Applications must be submitted the first week of school and until approval, students must pay the full price. All meals must be paid for and parents are responsible for all meals that a student takes. Students WILL NOT be able to take a tray if there is a debt over \$25, but the student may be able to take from the “share table” if they do not have a lunch. Food from home is permitted but must follow the guidelines below.

Please make sure that your child comes to school with a lunch. Please do not drop off your child’s lunch later in the day; this is very disruptive for the front office.

- a. Candy, gum and soft drinks are not allowed on campus.
- b. Nutritious snacks should be provided for morning recess.
- c. **Fast food is not permitted.**
- d. Students are not allowed to receive deliveries from outside food vendors.

Snack

Healthy snacks will be available for purchase according to government regulations. Children may also bring snacks from home, as long as they follow the above guidelines.

12. School Telephone

Students may use the office phone only in case of an emergency. Forgotten lunches, schoolwork, or permission slips do not constitute an emergency.

13. Cell Phones

It is not necessary for students to have cell phones. The main office serves as the main communication vehicle between parents and students. We do realize that some students need phones to communicate with their parents after they leave the school grounds (going to the library, attending and/or participating in athletic events, etc). If it is absolutely necessary for your child to have a phone for the reasons stated, then the student must check the phone in with his/her teacher in the morning and check it out after school. **Students may not use their cell phones on campus. Students who violate the school cell phone policy will lose their privilege to bring a cell phone to school, and the phone will be placed in the office for one week.**

B. ADMISSIONS & ATTENDANCE

14. Absence & Tardiness

Attendance

We begin each day with prayers at the Morning Assembly at 7:50 am. If a student is absent, a parent must call between 7:30am and 9:00am to inform the office. This is also the time to request homework assignments for the absent student. If the parent knows the night before that the child will not be in school, please leave a message on the voice mail. A student who will be out for an extended period must get pre-approval from the principal and teacher (s).

The term Excused Absence is no longer used; a student is either Absent or Present

Returning From An Absence:

When a student returns from an absence, he/she must bring a note from the parent to the office before being readmitted to the classroom. This note should be brought to the office prior to 7:50am. Even if the child fails to bring a note from the parent, he/she still needs to report to the school office to be readmitted to class.

When a student is absent for more than 10 days during a grading period, he/she may not receive grades.

Any student who is required to use crutches must have a doctor's note.

Tardy

Please get your child to school on time. Entering the classroom late gets the child's day off to a bad start and is very disruptive to the teacher and other students. Students who are tardy more than 4 times in a trimester will receive a consequence. This can range from detention to losing credit for the class. This will be strictly enforced.

There is no such thing as an excused tardy. The child is either On Time or Tardy. A student arriving more than 30 minutes late in the morning will receive a half-day absence. The child leaving before the last 30 minutes of the school day will receive a half-day absence.

Please do not interrupt classes for any reason while school is in session. Please check in with the office when you arrive at school.

Forgotten lunches, books, glasses, etc, may be left in the Administration Office. Please do not make personal deliveries to the classrooms.

Appointments

It is very disruptive to have students coming and going throughout the day.

Please keep any student appointments made during school hours to a minimum. Students leaving the school grounds must always be checked in and out at the office by a parent/guardian.

15. Communication Procedures with Parents

Envelopes

Wednesday envelopes are sent out each week with the youngest child. These must be signed and returned on Thursday. **This is our main communication vehicle with**

the parents, so please return your envelopes on time each week. Information contained in the Wednesday envelope is very important. Please take the time to read it each week.

Families that do not return their envelopes by the following Tuesday will automatically be issued a new envelope and charged a \$1.00 replacement fee.

Communications with Parents

Weekly / monthly letter, calendar of events, papers sent home, portfolios, e-mails or telephone calls are means of communicating with parents. Student grades can be accessed via the Internet using Gradelink. Please contact the office for your individual password and other information regarding Gradelink.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held at the end of the 1st Trimester. Additional conferences will be arranged as needed during the school year and parents will be notified. Parents and teachers should communicate with each other as often as necessary to eliminate difficulties and look for solutions to learning challenges. Any parent who wishes to meet with a teacher for any reason must call and make an appointment via email or by leaving a message with the office. **Please be respectful of the teachers' time.**

16. Arrival/ Dismissal Procedure

Before School Procedures: Pedestrian Gate

Students and families not using the valet service MUST enter through the main pedestrian gate located on "Eastman Ave."

Do not pull up to the main pedestrian gate, stop your car, and let out your child. This is a traffic violation that the police will be enforcing.

For Grades 3rd-8th. If you normally drive your child to school, you may now use our new valet/car line. The gate on 3rd street will be open where you drive in, follow the cones and will drop off your child while you remain in the car with the engine on. Your child will have 30 seconds to leave the vehicle and we will have "car line workers" open your car door and help your child out. You will then exit through the gate on 4th street. Again, cones will be marking the process, and please only drive 5mph on school grounds. Traffic violations on school grounds will result in a fine.

The car line will only be open from 7:30-7:50am sharp.

Students in Grades JK-2nd will still need to be signed in.

If a student arrives after 7:50am, they will still enter through our main entrance on Eastman. Do not drive on grounds.

The gates are locked at 7:50am. Students arriving after that must use the S. Eastman Ave Front Entrance, and receive a late pass to enter class.

After School Procedures

Car line is open from 2:45-3:00pm with cars entering on “Rowan Ave” for grades Kinder through 8th grade and exiting on “4th street” for cars only. Family plaque must be visible upon entrance into the car line. The loading zone is on the lower yard marked with cones. Cars are not allowed on campus after 3:00pm, unless parents are picking up their children from daycare.

Parents are allowed to use the additional parking that is across the street on Eastman Ave if they enter the main entrance gate. Please use the crosswalk at all times, otherwise it will result in a fine.

Students in Junior Kindergarten must be picked up from their classrooms. All other students can leave their classrooms and stand with their class waiting for the car line. Parents must enter through the main entrance as the dismissal gate.

Gate supervision lasts 15 minutes after the last bell; the gates are locked at 3:00pm and supervision ends at this time. On Friday the gates are locked at 1:50pm. Students may not wait outside the school gates, or “hang out” in the office to be picked up.

Remaining students will be checked into the After School Program and charged \$15.00.

If a child has the parent’s permission to walk home or walk to an area off campus, the appropriate forms must be completed and on file in the school. Students will then be issued an Off Campus Pass. Once a student leaves the school grounds, he/she may not return.

17. After School Program

Day Care Program

Our Lady of Lourdes School provides Day Care for students enrolled in our school, and it automatically includes the “Homework Club.” This program is under the guidelines set by the Catholic Schools Department of Education and monitored by the Administration. Our Lady of Lourdes’ Day Care Program is from 3:00p.m. until 6:00 p.m. Monday through Thursday and 1:30 p.m. until 6:00 p.m. on Fridays. It was established to provide a service for families where both parents are working. Day Care is geared for students Kindergarten through 8th Grade. Permission must be received from the Administration for admittance of older children. Students may be enrolled full-time or part-time. The program is well-supervised. Policies and registration may be obtained in the school office.

Day Care Rates for 2013-2014 School Year are:

Full-Time:* \$130 per month for 1 Child to be paid by the 10th of the month
 \$180 for 2 children
 \$230 for 3 or more

Part-Time: \$15 per day per one child billed at the beginning of the following month

*Note: Full-Time Day Care rates for December & June are one-half. All other months are considered to be full months for payment.

All Day Care programs take place in the designated room in the school. Snacks will be given to Day Care students.

Please note that we will no longer allow drop-ins (those children that are not picked up by 3:00 and not registered in Day Care).

We are committed to providing adequate supervision during Day Care, and students not enrolled in Day Care compromise that supervision ratio. Parents will be charged for Day Care every time your child's name appears on the sign-in roster. All school policies apply to the day care program. Complete policies, procedures and rates are available when registering your child for any Day Care Program or contact the Administration for details. You may not leave one child in Day Care while picking up another; all siblings must be picked up at the same time.

Homework Club

Our Lady of Lourdes has a tutoring service, which is automatically included in the Day Care Pricing. Students will receive homework help for the first hour. A student may attend the homework club only, but they will be charged at the conclusion of the month. The rate for the homework club only is \$25 per week.

18. Illness/ Accident Procedures

School Health Office

The Health Office at Our Lady of Lourdes School endeavors to give the best possible care and instruction to each student. It includes all services aimed at promoting optimal growth and development of each student. However, it is impossible to screen the entire student body each year in all areas of personal health. The school may do auditory, vision, height/weight, and scoliosis each year. After screenings, parents are responsible for the follow-up to these findings. If you don't wish your child to have screenings, notify the office in writing.

We do not have a full-time or a part-time qualified nurse on the premises. We have first aid available on a regular basis in the school health office. Staff members, trained in CPR and first aid, may be the personnel giving this care. We have a volunteer program to aid in this area at lunch. Students using the health room facilities are logged daily as to the reason attended and procedures used. If an emergency occurs and the staff deems it necessary, 911 rescue services will be contacted.

No student will be admitted to school unless he/she has been immunized against mumps, polio, measles, diphtheria, tetanus, pertussis, chicken pox, and Hepatitis B. Tuberculosis testing is required for students transferring from out of state and those entering kindergarten. Parents may sign a waiver to these requirements for personal reasons.

Make sure the emergency card has all the precautions or allergies listed. We will do our best to monitor your child. However, if the medical restrictions are too severe for our school to handle, we may not be able to provide for your child's education. This will be determined by the principal, in consultation with the parents.

Medications

From time to time, a student may need to take medication during school hours. All medications (prescription and non-prescription) must be administered by the school or health office personnel with written authorization from a doctor. No student may have any medicines on their person or in their possession including aspirin, cough

drops, asthma inhalers, etc. No Tylenol or aspirin is kept at school for student use. A log is kept in the health office to record all medicines and administration. Students who must carry inhalers need a physicians'/health care providers' release on file stating that he/she may have it with him/her while at school or at school activities.

Permission from the doctor must be written clearly (on our form) as to date, student, time, dosage, directions, and possible reactions. Prescription medicines must be in the pharmacy container. The health office and school personnel will not give any medications with just a phone call. Under some circumstances the parent will be called and be required to administer any special medical or first aid care.

Emergency and Disasters

To insure the utmost safety of our students, the school office should be notified when the information on the emergency card changes. We must be able to locate a parent or another competent adult at any time should an emergency arise. We need at least three persons designated to sign out the child. Please inform these people stated on the card that you have listed them as authorized to sign out students.

NO CHILD WILL BE RELEASED DURING SCHOOL HOURS TO ANYONE NOT LISTED ON THE EMERGENCY CARD. NO EXCEPTIONS! SIGNATURE AND TIME WILL BE RECORDED WHENEVER A CHILD IS RELEASED DURING SCHOOL HOURS OR DURING DAY CARE.

In case of earthquake or other disasters, the school will use the emergency card. Students will remain in the care of the administration and staff on the school grounds until such persons sign out the child. The school has made preparations for such situations. There are medical supplies, food, water, shelter, and procedures in place. The school has regular fire, earthquake, and disaster practices with students and staff.

Emergencies

- a. It is imperative that the office has current emergency information. **Please fill out the required forms and update them when necessary. Children will only be dismissed to those people listed on the emergency forms.**
- b. **Please do not send a sick student to school. It only diminishes his / her learning and spreads the illness among classmates and teachers.**
- c. Medication must be accompanied by recent written permission of an attending doctor. Please ask the office for the official form to be completed by the doctor.

- d. Fire drills are practiced on a bi-monthly basis and under the guidance of the Los Angeles Fire Department.
- e. **We are in compliance with the Archdiocesan emergency directives. Students will be kept at school during an emergency until an authorized adult (18 or older) signs them out.**
- f. In case of natural, local, regional or national emergency, please listen to your radios. We will follow local public policy.

Restrooms

For the safety of our children, all students, staff, and visiting adults have designated restrooms.

Please use the assigned restrooms while on campus. Adults should never enter student restrooms. If a student requires help, a staff member should be notified.

C. ACADEMIC & CO-CURRICULAR ACTIVITIES

19. Curriculum Offerings

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

The offering of additional instructional programs and services is dependent on the available resources and needs of each school. The school follows the time allotments set forth by the Archdiocese Department of Catholic Schools.

20. Retention Policy

The following policy is taken from Article 6103.4 of the Instructional Handbook for Elementary Schools for the Archdiocese of Los Angeles: The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of both the overall welfare of the pupil, i.e.: made by carefully weighing both academic and social factors. In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher is responsible for consistent evaluation, early diagnosis, and effective

remediation of learning problems. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or a summer session.

2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher should inform the parent regularly during the second trimester of the pupil's progress or possibility of retention.

3. Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher should diligently observe the learner so that problems may be corrected before the pupil reaches the upper grades. Although the opinions of the teacher and the parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.

4. In the case of the pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil; and that, therefore, a transfer might be necessary.

21. Testing and Assessment

Our Lady of Lourdes School has two standardized assessments during the school year.

- ITBS Testing is administered to Grades 2 to 8 in the Fall
- ACRE Testing (Religion) is administered to Grades 5 and 8 in January

22. Homework Policy & Guidelines

Assigned homework should be an extension of the day's concepts and be fully explained. The students are required to hand homework in on time. It should be neat and legible. Each assignment should have the proper heading on it: **Name, Date and Assignment.**

The amount of time spent nightly doing homework will vary. Generally it will follow these estimates. Please remember some students may require more time.

Junior Kindergarten and Kindergarten (20 minutes).

Grades 1 and 2 (30 minutes).

Grade 3 – 6 (1 hour).

Grades 7 – 8 (2 hours).

Grades 1 – 8 have assignment books. Parents should check these books each evening. Long-range assignments are given throughout the year. Please be aware of the time frame given to the student for completion of such projects.

23. Grading

Grading Scale: (1-8 grades)

95 and above	A
90 through 94	A-
87 – 88 – 89	B+
83 – 84 – 85 – 86	B
80 – 81- 82	B-
77 – 78 – 79	C+
73 – 74 – 75 – 76	C
70 – 71 – 72	C-
67 – 68 – 69	D+
63 – 64 – 65 – 66	D
60 – 61 – 62	D-
59 and below	F

Grading Scale: Kindergarten

Mastered concept	M
Meets expectations	S

Needs more time to develop T

Behavior

Grade of "O" - Outstanding

This indicates students who seek ways to model for everyone their manners and caring attitude on a daily basis. They are helpful, polite, and courteous to other students and adults they meet each day. They show a constant regard for other's feelings and needs. They care for equipment and property. They initiate ideas and plans to improve the school community. They are regarded as class leaders in the area of self-discipline and control.

Grade of "G" – Good

This is the expected and required behavior of students at Our Lady of Lourdes School. Students display good classroom and yard standards. The child responds positively to correction in these areas.

Grade of "S" - Satisfactory

This indicates that students' behavior is average & satisfactory. There is room for improvement.

Grade of "NI" - Needs Improvement

This indicates that behavior is unsatisfactory and there is immediate need for improvement in this area.

Work Habits

Grade of "O" - Outstanding

- Consistently does more than is required
- Superior Work
- Excellent Study Habits
- Demonstrates initiative to do supplementary work
- Dependable, prompt, neat work, and attentive

- Participates in an outstanding manner

Grade of “G” – Good

- Frequently does more than is required
- Above average work
- Good Study habits
- Demonstrates interest in doing supplementary work
- Dependable, prompt, neat work, and attentive
- Participates in an above average manner

Grade of “S” - Satisfactory

- Does what is required
- Average work
- Adequate study habits
- Dependable, prompt, neat work, and attentive
- Participates in an average manner

Grade of “NI” - Needs Improvement

- Seldom does required work
- Below average or failing work
- Poor or no study habits in evidence
- Little or no interest in doing supplementary work
- Undependable, inattentive, and little interest in class work
- Poor participation

Numerous "NI" grades on a report card will jeopardize present enrollment or re-registration for the following year. The principal will make the determination as to enrollment after conferring with teachers, parents, and student.

Online Grading System

To foster effective communication between parents and school, Our Lady of Lourdes School has partnered with Gradelink for administering grades in Grades 1 to 8 and attendance in all grades. Parents are able to stay up-to-date with student progress and track assignments and grades throughout the school year.

Progress Reports

These notices are used to inform and warn parents if a student is in danger of failing or falling below a C- in any subject area. Progress Reports are available on the Gradelink site, and should be viewed by the parents often.

Report Cards & Grading System

The school year is divided into trimesters. Reports are made out on the basis of work accomplished by the student. Kindergarten report cards are issued two times a year: at the end of the 2nd & 3rd Trimesters.

24. Christian Service Hours

This is an integral part of our training for the students.

- a. Grade 6 must complete 15 hours of service.
- b. Grade 7 & 8 must complete 25 hours of service.
- c. Although not required, Grade 5 is encouraged to do service hours that will count toward their religion grade.

Service Hours must be completed at prepared venues, and students are responsible for keeping track of hours served. **Hours are checked mid-year. Final hourly forms are due at the end of May. These Service Hours are required for graduation, and the final Field trips.**

25. Honors

Academic Awards

President's Award: Principal Award for all 3 trimesters

Principal's Award: All A's

Honor Roll: All A's and B's

8th Grade Graduation Awards

Teacher Recognition Award (Given for consistent academic excellence, positive attitude, and superior effort)

St. Bernadette Award (Given to that student who combines academic and athletic achievement)

Pastor's Award (Given to that student who exhibits Christian Leadership and serves as a positive role model for the younger students)

Year-end Awards

Outstanding Grade Level Student Award (This would be given to the top student in their class. This student should be outstanding in Academics, Attitude, and Attendance).

Our Lady of Lourdes Award (This would be given to that student who best exemplifies the School-Wide Student Learning Expectations of our School; this would include community service).

Student of the Month

Each month, one student will be selected from the primary (k-2nd Grade), one student from the elementary (3rd-5th Grade), and one student will be selected from the junior high (6th-8th Grade) who best exemplifies the School-wide Learning Expectation of that given month. They will be honored at the morning assembly at the end of the month.

26. Field Trips & Cultural Activities

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams. All field trips must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students

- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants should have appropriate identification and travel documents.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- Parents may not bring non-school age children on field trips.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bit kit must be included in any area where there may be poisonous snakes.

TRANSPORTATION POLICIES

- Transportation may be by personal car, school or chartered bus or van, or walking.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school one day before the field trip.

- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

27. Student Activities

Our Lady of Lourdes School provides a wide variety of activities outside the classroom. It is our hope to develop character and fair play, as well as physical or mental skill through these activities. We encourage our parents to participate in these activities by volunteering to help or be present at these events. Some of these extra-curricular activities are:

Student Council

Student Council (with guidance from the staff moderator and principal) plan many activities throughout the year for the entire student body. Watch newsletters and the Master Calendar for details. Qualifications to run for Student Council are different from other activities. The requirements are listed below and subject to change at the discretion of the principal and/or staff moderator.

Qualifications of Candidates for Office:

President and Vice President

- Must be in 6th-8th grade.
- “B” average (3.0) with no grade lower than a C all year.
- No “NI’s” and no more than 4 “S’s” in Work Habits/Behavior in all classes all year.
- Conduct Outside Class grade must be an “S” or better all year.

Secretary and Commissioner of Finance

- Must be in 6th- 8th grade
- “C” average (2.0) with no grade lower than a C all year

- c. No “NI’s” and no more than 4 “S’s” in Work Habits/Behavior in all classes all year.
- d. Conduct Outside Class grade must be an “S” or better all year.

Remaining Offices

Must be in 6th- 8th Grade. “C” average (2.0) with no grade lower than a C all year. No “NI’s” in Work Habits & behavior in all classes all year. Conduct Outside Class grade must be an “S” or better all year.

Acceptance of Office:

- a. Election to these offices is based on the assumption that the requirements will be met and maintained in the 3rd trimester and reflected on the last report card. If requirements are not met, the office will be assumed by the candidate receiving the next highest number of votes in the election.
- b. As a member of Student Council, if you fail to meet or maintain the qualifications, you will be removed from Student Council until the grades improve.

Athletics

After School Sports Program for Grades 3-8 provides team sports under the direction of the CYO, coaches and the principal. These are in competition with other Catholic schools in our area.

Boys' Sports: Flag Football, Basketball, and Volleyball.

Girls' Sports: Volleyball, Basketball, and Softball.

There are "B" teams for Grades 3 through 5 and "A" teams for Grades 6 through 8. Try-outs for each team will be announced. Track is for all grade levels (K-8) and it is a Spring sport. Contact the office for details.

Other Activities & Service

Children's Choirs are open to Grades 4-8 by try-out. Choirs sing at school or parish events. Altar Serving is open for boys and girls in Grades 4-8.

Extra-Curricular Agreement

Our Lady of Lourdes School is proud of its extra-curricular activities and traditions. It is the aim of these programs to build a sense of fair play, teamwork, leadership and commitment. With these goals in mind, each student and parent is required to join in an agreement before beginning any extra- curricular activity. Failure to adhere to any conditions of the agreement will then require the participant to be placed on probation status or dropped from the activity. No athlete will be issued a team shirt or attend a scheduled event until this agreement has been accepted by the administrator. Due to a no-cut policy, qualified player participation is at the coach's discretion if the team roster is large.

Student Requirements:

1. Must maintain a 2.0 grade point average. A student receiving an "F" in any academic subject is ineligible.
2. Must have no grade lower than an "S" in Effort and Behavior on any progress or report card.
3. Must attend all practices and games. If illness, injury or appointment do not allow for attendance, the coach or an administrator must be notified in advance. Attendance at practice is required to play on game day.
4. Must attend school on a game day to participate in a game.
5. Must have proper clothing, equipment, or materials at all practices and events. On game days, athletes must wear proper team jersey and team shorts to play.
6. Must be at all practices and games on time and leave at the arranged time.
7. Must adhere to all the school policies as stated in the Parent/Student Handbook.
8. Must always show respect and cooperation with coaches, other team members, visitors, etc.
9. Leave all game areas, rooms, or grounds clean and organized.
10. Must exhibit a positive attitude whether winning or losing.
11. Use proper language and behavior whether at a practice or at an event.
12. Uniforms requested to be returned must be clean and in good condition or a replacement fee will be charged.

13. Pay designated non-refundable fee of \$75.00 per sport or activity to cover cost of officials, trophies, and league fees. At the conclusion of the season, \$25 will be refunded for successful completion of the sport and for adhering to all rules.
14. Submit the required medical and emergency information on the reverse side of this form before attending any practices or events.
15. A player receiving 2 or more detentions in a sport season will be restricted from practice and games.
16. If you come to school on a game day but did not attend practice, the following penalties will occur: Volleyball - sit out one game; Football - sit out one half; Softball - sit out two innings.

28. Parent's Authorization for Publication of Student Work/Pictures

From time to time the school may wish to publish examples of student projects, photographs of students and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs and other work posted on the Internet or in other media will include the student's last name's initial and first name.

Web Sites

Parents/guardians must acknowledge that they understand that the school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. Parents/guardians must waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

Other Media

Parents/guardians must waive, release and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the publishing of information, for damages or injuries in any way

related to, connected to or arising from the publishing or posting of information in other media or the use of that information and expressly assume the risk of any injury or damage resulting from said publishing.

Parental Authorization

Parents/guardians must further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. They must understand that if they change their mind relating to this authorization, that they must submit another authorization form to the school.

D. TUITION & FEES

29. Tuition and General Fees

Tuition for 2013-2014 School Year

Tuition Schedule

Catholic	Tuition	Monthly Payments (11 Months Aug.- May)
1 Child	\$3,300	\$300
2 Children	\$6,250	\$569
Each Additional Child	\$1,500	+ \$137

Non-Catholic	Tuition	Monthly Payment (11 Months Aug.- May)
1 Child	\$4,600	\$420
Each Additional Child	\$2,000	+ \$181

Other Fees:

\$150.00 Registration per child

\$175 Book and Technology Fee per child

\$500 Fundraising Fee due April 15, 2014

\$100 Graduation Fee

\$100 First Communion Fee

\$25 Sports fee per sport per season

*** Monthly Payments are based on 11 months. Please contact the business office for additional monthly options. All payments are processed using the FACTS Tuition Management automatic debit program.**

Application Fee

Prospective new students are required to complete all forms and pay \$50.00. This is non-refundable. Applications are held in active file for one school year and can be renewed for the next year in January without additional fee payment.

Re-Registration Fee

Returning students are required to pay this \$150.00 fee in the spring (February 15th) to reserve their spot for the next coming school year.

30. Tuition, Payment Plans & FACTS

Our Lady of Lourdes School operates primarily on the income it receives from tuition. Therefore, it is extremely important that tuition payments arrive on time. When tuition is not received as expected, the regular operations of the school are placed in jeopardy.

All families **must use** Facts Tuition Management Program if choosing not to pay tuition in full. Your account will be assessed \$25.00 for returned items and late payments. In extreme cases and with prior approval, families may pay the school directly. In those cases, late payments will still receive a \$25.00 fee.

If tuition is not collected after 10 business days, the child(ren) will not be able to return to school until the account is paid. The days that are missed are counted by the student(s) are counted as absences.

If you are experiencing difficulty in payment of your monthly tuition, the following policy will be in effect:

1. Always inform the office and FACTS in a timely fashion; this saves added penalties.
2. If you choose not to notify FACTS or the school office and your account is 2 months in arrears, your child will be asked to leave Our Lady of Lourdes until the situation is remedied.

31. Fundraising Requirements & Parent Service Hours

The tuition that families pay at Our Lady of Lourdes School covers only a portion of the costs of educating their children. In order for the school to fully fund these costs, Our Lady of Lourdes School relies on fund-raising to bridge this gap.

Our Lady of Lourdes School families are expected to fully participate in both Service Hours and Fund-raising. Each family has the opportunity to choose from the options listed below. These options provide families the opportunity to tailor participation to their unique family circumstances.

In addition to the Service Hour and Fundraising Obligations, each family is required to purchase one Fiesta Ticket *.

Service Hours

27 hours of general service to the school

3 hours at the annual Our Lady of Lourdes Fiesta *

30 total service hours are required.

Families will be charged \$25 per hour for Fiesta Service not served *.

Families will be charged \$10 per hour for general service not completed.

15 hours of general service to the school may be substituted by purchasing goods at a value of \$10 per hour. For example, if you purchase \$20 worth of drinks and paper goods for an event at the school, you may get credit for 2 general service hours. No more than \$150 of goods may be purchased towards general service hours. Note: These contributions do not count toward fund raising requirements.

There are many ways to complete your service hours. Please contact you child's teacher, or our Principal, for service hour opportunities. Your physical presence at the school in the form of Service Hours is very important to your child.

Service Hours must be completed by May 15, 2014.

FUNDRAISING OPPORTUNITIES 2013 - 2014 SCHOOL YEAR

There is a \$500.00 Fundraising Requirement for each family. At Our Lady of Lourdes we offer a variety of fundraising opportunities so that families don't have to pay the \$500.00 "out of pocket."

Some people choose not to participate in any of the fundraisers, and simply pay the \$500.00 that is then tax deductible. Of course, if you take this option we would still appreciate your participation in the fundraisers since this would be very beneficial to the school.

Below is a description of the fundraising opportunities at Our Lady of Lourdes School.

School Wide Fundraisers: These fundraisers generally include gift-wrap, candy, cookie dough, catalog sales, etc. Please make these available to your family, friends, and coworkers. A percentage of the gross amount goes toward your requirement.

Scrip: What is Scrip? Scrip is an easy way for you to fundraise, and it costs you nothing! You purchase cards that can be used at various stores and restaurants like cash. For example, you can buy \$200.00 worth of Smart and Final Scrip, use it for your regular purchases, and the school gets a percentage as a rebate. This rebate is then credited toward your requirement. Scrip order forms are sent out in the Wednesday Envelope, and must be returned to the office with a check or cash by 3:00pm Thursday. The other type of Scrip is called eScrip. This is when you register a store club card (like Vons or Ralphs) on-line, and the school receives a percentage of what you spend every time you use that club card.

Matching Grants: Many businesses and corporations will match employee donations to schools. Please ask your employer about these generous programs.

Payroll Deductions: Employees using payroll deductions for community care programs may designate Our Lady of Lourdes School. Please contact your employer.

Cash Donations: Some families are blessed to have large financial resources, and can therefore contribute much more than the minimum requirement. Since our school is a 501 (c) (3) institution, donations are tax deductible. We would ask families in this category to consider Our Lady of Lourdes School when planning your annual charitable contributions.

Fund-raising

Each family is expected to provide \$500 of fund-raising support to the school through any combination of the following:

1. Tax-deductible Contributions: tax-deductible contribution via cash or check payable to “Our Lady of Lourdes School.”
2. Scrip: Scrip profit must be earned by April 30. All scrip purchased or eScrip credited after April 30, will be applied to the next school year.
3. “All-School Fund-raisers”: You will be notified in advance when an “All-School” fund-raiser will take place. Please note that only designated fund-raisers will count toward this basic fund-raising goal. Other “targeted” fund-raisers may be held for specific improvements, i.e., computers, athletic equipment and classroom activities. These targeted fund-raisers do not count toward the \$500 fund-raising obligation.

All fund-raising support is based on profit to the school, not amount of scrip or items purchased. Each type of scrip or fund-raiser has its own profit margin.

The \$500 fund-raising support must be earned by April 30. If you have not met your obligation by this date, you will be billed a surcharge for the fund-raising you have not earned for the year. For example, if you raise \$250 in fund-raising profit through April 30, the school will bill you for the remainder of \$250. Important Note: If the school bills you for the balance, this amount cannot be considered a tax-deductible contribution. You must voluntarily provide a cash gift prior to April 30 in order for it to qualify as a tax-deductible contribution.

Examples of How Families Tailor Fund-raising to their Unique Circumstances

Example A

This family prefers to participate in the school’s fund-raisers. Prior to the specified date, the family purchases scrip to generate \$250 in profit and sells enough gift-wrap through the All School fund-raisers to generate an additional \$250 profit. This family has provided the school with the necessary \$500.

Example B

This family is not always able to predict how much or when it can purchase scrip or participate in fund-raisers. This family writes a tax-deductible contribution check for \$500 at the beginning of the school year.

Example C

At the beginning of the school year, this family sets a goal of actively participating in eScrip and the All-School fund-raisers to raise the \$500. In early April, the family realizes that it will not raise the full amount before April 30. This family is \$63 short of the \$500 goal. On April 10, this family writes a \$63 check to the school as a tax-deductible contribution.

Example D

This family does not have the \$500 available to write one check to support the school. This family writes a monthly check for \$50 to the school as a tax-deductible contribution. (August to May, 10 months).

E. DISCIPLINE

32. Discipline Policy

The directives in this handbook, together with the additional classroom, school and playground rules, which are not given here, are intended as a mean of insuring order, safety, and an environment in which teaching and learning can take place.

Our Lady of Lourdes School aims to create an atmosphere, which is enlightened by the Gospel spirit of charity, love of God and neighbor. Therefore, great emphasis is placed on respect. Students must show respect to priests, teachers, parents (their own and others), staff members, volunteers, visitors and one another.

Property, whether it belongs to the school or other students, must be treated respectfully. When a student is a constant cause of disruption in class, it may be necessary, after consultation, to transfer the student to a new learning environment.

One special aim at Our Lady of Lourdes School is to help each student develop self discipline and personal accountability to such a degree that Catholic Christian conduct will be his / her normal behavior. We know we share this aim in common with parents. We realize we can count on your cooperation. Each teacher has his/her own set of classroom rules along with rewards for compliance, and consequences for

violations. These guidelines are distributed and explained during Back to School Evening.

Playground Rules

When the first bell rings students should take a final bathroom and drink break. When the second bell rings all students should be lined up. All playground rules are based on Christian sportsmanship, fair play, and the reasonable resolution of disagreements. Hands and feet should be kept to oneself. Students must ask for assistance if a problem persists. These rules also apply to After School Care, as well.

- a. Students must stay in designated areas.
- b. Students may not talk to strangers outside the schoolyard.
- c. Students are not allowed to bring personal play equipment to school.
- d. Students may not bring Poki Mon or any other type of play cards on campus.

33. Infraction/Detention

Infraction is a minor offense that serves as a warning, and notice that a student needs to adjust their behavior, habits, or appearance. For every 3 infractions that a student receives, they will receive one detention.

Detention is normally the consequence for violating school rules. Detention is held every Wednesday from 3:00pm to 4:00pm in the Library. Parents will receive written notice one day prior to a child's detention. Students in Grades 5 through 8 have the responsibility of informing their parents of detention. Parents need to pick up the child from the Front Eastman Ave. Entrance at 4:00pm. Late pickups will be charged a Day Care fee.

Detention is also held at 7:00am on any given day. Students who have morning detention must enter through the Front Eastman Ave. Entrance.

For every 3 detentions a student receives, they will receive a 1-day suspension.

34. Behavior Outside of School

A student may be suspended or expelled for inappropriate behavior that takes place outside of school (after school, weekends, over summer, etc). Our students represent the entire Catholic Community of Our Lady of Lourdes School while off campus, especially when in school uniform, so proper behavior is expected.

35. Parental or Guardian Initiated Expulsion

A student can be asked to leave school if a parent or guardian is not cooperative. This includes consistent violations of school policies, insulting or abusive language towards a staff member, a negative attitude, negative comments posted on the web or email with reference to school personnel, students, and/or the spreading of rumors. It is a misdemeanor to verbally abuse a teacher in public or when other parents or students are present.

36. Additional School Regulations

- a. Students must pay for lost or damaged books. All hardcover books must be covered.
- b. Chewing gum is never allowed. This includes before or after school time, as well as at school functions.
- c. Fines or detentions may be imposed for any of the above infractions.
- d. No personal play equipment is allowed on campus at any time.

ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION

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

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in

a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

1.2 Zero Tolerance Policy

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

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

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

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

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

1.3 Safe Environment Training for Children and Youth

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

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

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

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

1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events *Revised August 20, 2007*

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

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

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

1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth *Revised August 20, 2007*

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

1.6 Parent/Student Complaint Review Process

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

the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

1.6.a School Level

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

1.6.b Department of Catholic Schools Level

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

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

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

1.7.a Parent or Parent-Teacher Organizations

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

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

1.7.b Consultative School Council

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

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

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

2 ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

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

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices,

scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

2.2 Inclusion Procedures

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

2.3 Guidelines for Admission to Elementary Schools

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

2.4 Privacy and Access to Records

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

2.4.a Pupil Records

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

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

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

2.4.b Directory Information

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

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

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

2.4.c Parent Authorization to Use Child's Personal Information

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

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

2.4.d Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

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

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

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

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

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

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

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

2.6. Absence

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

2.6.a Absences with Acceptable Excuse

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

2.6.b Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects

of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

*Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the **Appendix**.*

2.6.d Leaving School Early

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

2.6.e Tardiness

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

Note: The times fixed by the school are provided to parents and students in the Parent-Student Handbook.

2.6.f Truancy

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

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public

school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

2.6.e Work Permits

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

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

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

For additional information and forms see

<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

2.7 Student Accident Insurance

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

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 Tutoring

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

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

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

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

3.2 Counseling Policy

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

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

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

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

4 DISCIPLINE

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

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

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

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

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

4.3 Detention

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

4.4 Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student

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

4.5 Expulsion

4.5.a Reasons for Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy

- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

4.5.b Procedure for Expulsion

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

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

4.5.c Written Record

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

4.5.d Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

4.5.e Time of Expulsion

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

4.5.f Reporting of Expulsions

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

4.5.g Right to Make Exceptions

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

4.5.h Home Study

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

4.6 Harassment, Bullying And Hazing Policy

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

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

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

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

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying

typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

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

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

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

4.7 Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

4.8 School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of

privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

5 ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

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

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

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The

Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

5.1 Definitions

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

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

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

employees, staff or contractors associated with the Archdiocese and/or the Location.

5.3 Ownership and Control of Communications

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

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

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life

- director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
 - f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
 - g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
 - h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
 - i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
 - j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
 - k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
 - l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for

- recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
 - n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

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

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

- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

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

6. HEALTH AND SAFETY

6.1 Emergency Card

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

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

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

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

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

6.2 Examinations and Inoculations

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

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

6.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

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

6.4 Health Records

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

6.5 Medical Appointments

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

to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

6.6 Medications

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

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

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

6.7 Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

6.8 Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

6.9 Student Sexual Conduct and Pregnancy

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

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

6.10 Closed Campus

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

6.11 Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be

made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

6.12 Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

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

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

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

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

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

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

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

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

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems

that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

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

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary

- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products

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

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

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian: _____

Date: _____

Name and Signature and Title of Witness: _____

Date: _____

APPENDIX B

The screenshot shows a web browser window displaying a PDF document in Adobe Reader. The document is titled "PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL". The form is designed for completion by either the Archdiocese/School/Parish or the Parent/Legal Guardian. It includes fields for identifying the institution, the class/activity, and the child's name. There are also checkboxes for authorizing the use of the child's image, name, voice, and work for various purposes. The form is currently in a fillable state, with blue highlights indicating where text can be entered.

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

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

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

This section to be completed by Parent/Legal Guardian:
I _____ (Name) am the parent or legal guardian of _____ (Child's Name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Voice:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Name:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Work:	<input type="checkbox"/> yes	<input type="checkbox"/> no

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

Print Release Child Noncomm en 1 Updated 10/21/09
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Fillable .pdf available at http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883

APPENDIX C

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

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity: Field Trip Other (specify): _____

Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

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

Teacher/Adult Leader: _____ Attire: _____

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

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

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

Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter XII/Student and Youth Activity Permission Form/?i=808](http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808)

APPENDIX D

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

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

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

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

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

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

_____ Please notify this office if patient misses medication at school.

_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

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

Document available at http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788

ACCEPTANCE OF HANDBOOK

Our Lady of Lourdes School Parent/Student Policies Agreement Form

(Please print except where signatures are required)



ACCEPTANCE OF PARENT/STUDENT HANDBOOK

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

Father's or Guardian's Signature _____ Date _____

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

Print student names and grades:

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files