

## A. General Information

### Mission Statement

Gathered with Mary in the Eucharist we are called to live

THE LOVE OF *Jesus*. (Parish)

Called to live the love of Jesus, we are **COMMITTED** to  
the unfolding of faith and high academic standards

in every child's *heart and mind*. (School)

### Philosophy

#### *We Believe...*

**Christ is the reason for this school**, the unseen but ever present teacher in our classes, the model in our faculty, and the inspiration of our students.

**A child's first and foremost educators are parents**; therefore a partnership between school, church, and family is vital.

**All students are unique individuals created by God**, called in love to develop their full potential, and invited to use their gifts in the service of others.

**Every student deserves a safe and stimulating environment** in which to learn and grow.

Learning is a life-long endeavor that flourishes in a **Christ-centered atmosphere** of mutual respect.

Being one in Christ, transforming injustice, fostering right relationships, affirming God as central through prayer, promoting reconciliation, and sharing the richness of cultural diversity and beliefs are the **principles of our founders, the Sisters of Saint Louis**. It is these values that have built our faith-filled community, which continue to serve generations of students.

**The charism of our founding priests, the Congregation of the Sacred Hearts of Jesus and Mary**, which is unconditional love of every human being, ensures that the education of the whole child will aspire to a profound and intimate level.

Gathered with Mary and the Eucharist, this is **HOLY NAME OF MARY**.

### Schoolwide Learning Expectations

(Grades Pre-K – 3)

Holy Name of Mary School Students are:

▲ **Persons of Faith who:**

- ▲ have an understanding of Catholic faith and teachings
- ▲ work and help our Church
- ▲ help our community

■ **Academically Prepared Persons who:**

- are able to read, write, listen and speak
- learn about Social Studies
- develop math skills
- explore scientific concepts
- develop study skills
- think and solve problems
- participate in the fine arts
- are familiar with computers

● **Persons of Global Awareness who:**

- respect differences
- know how to be responsible persons
- take care of the earth

♥ **Responsible Learners who:**

- ♥ stay on task
- ♥ set goals and work at them
- ♥ are kind and work well together
- ♥ try new things
- ♥ try to be healthy and active

### Schoolwide Learning Expectations

(Grades 4 – 8)

Holy Name of Mary School Students are:

▲ **Persons of Faith who:**

- ▲ have an understanding of Catholic faith and doctrine
- ▲ participate in the faith community
- ▲ serve the community

■ **Academically Prepared Persons who:**

- are able to communicate effectively through reading, writing, listening and speaking
- have knowledge of history, geography, and current events
- are proficient in math skills and algebraic concepts
- use scientific methods and apply the concepts
- have developed study skills
- apply critical thinking and problem solving skills
- demonstrate creatively various forms of expression in the fine arts
- utilize current technology

● **Persons of Global Awareness who:**

- have knowledge of different cultures
- understand that our actions impact the environment
- are aware of the rights and responsibilities of a citizen

♥ **Responsible Learners who:**

- ♥ **are self disciplined**
- ♥ **have the ability to set goals and work toward them work**
- ♥ **collaboratively and respectfully**
- ♥ **confront new challenges**
- ♥ **develop good health and fitness habits**

**History of the School**

On January 4, 1957, ground was broken and blessed for an elementary school and parish hall to serve the communities of San Dimas and La Verne. The property consisted of ten acres situated on a former orange grove at the corner of Bonita Avenue and San Dimas Canyon Road. The initial construction included an eight-classroom school and parish hall to be used exclusively for church purposes until another building was constructed.

On September 5, 1957, one hundred fifty-six students registered for grades one through four. The school was staffed by three Sisters of St. Louis and one lay teacher. To accommodate the growing population, ground was broken for a second school building and a hall on February 17, 1966. By the addition of a grade each year, the school soon had a total of eight grades. By 1968 there were fourteen classrooms, two for each grade.

In September 1969, there was a drop in student enrollment and only one first grade was filled. In the early 1970's, this decline became significant and Holy Name of Mary School began phasing out the double grade system. Over a period of time, the unused classrooms have been converted into a library, a science room, a music room, a computer room, a faculty room and in 1979 a Kindergarten was opened.

In 1985, a new Youth Center was built to provide a meeting place for the rapidly growing number of young people in the parish. The building was used for extended school care during the weekdays, youth activities at night and on weekends, and religious education activities on Sundays. In the spring of 1990, a one-room nursery was converted from one of the garages. From 1995 to 1997 it was used as an office for Outreach Concern Counseling. In January 1998, the counseling office was relocated to the Pastoral Center.

Due to the needs of our community, a Pre-Kindergarten opened in 1999 in the Youth Center with 16 students. A new playground was installed in the fall of 2001 for the school and parish children.

In 2001, Holy Name of Mary Parish underwent a building campaign with plans to build a new church, parish offices, and a parish center. Construction of the church and parish offices began in 2002 and was completed in 2004. The first Mass in our new church was held on July 3, 2004. In the school year 2005-2006, the kindergarten went to a full day program. Our new "Hall for All" opened in the summer of 2015. Holy Name of Mary School presently serves students in Pre-Kindergarten through eighth grade with an enrollment of 340 students. He school has ten classrooms, a library, a computer lab, a science lab, nurse's office, finance office, and a teachers' lounge.

**Holy Name Of Mary School Map**

JUNIOR BUILDING				SENIOR BUILDING				
	BATHROOMS		HEALTH OFFICE	ADULT BATH-ROOM	BATHROOMS		ADULT BATHROOMS	
HOT LUNCH	RESOURCE / P.E. OFFICE		1 <sup>ST</sup> GRADE		PRE-SCHOOL		PRE-KINDER - GARTEN	
	LIBRARY							
	2 <sup>ND</sup> GRADE		KINDER-GARTEN		8 <sup>TH</sup> GRADE		6 <sup>TH</sup> GRADE	
	3 <sup>RD</sup> GRADE		KIDS' CLUB		7 <sup>TH</sup> GRADE		5 <sup>TH</sup> GRADE	
	COMPUTER LAB		FACULTY ROOM		SCIENCE ART		4 <sup>TH</sup> GRADE	
			MUSIC/ SPANISH					
	FINANCE OFFICE	WAITING ROOM	PRINCIPAL'S OFFICE	ADULT BATH-ROOM				
			SCHOOL OFFICE					

**School Schedule**

Daily Schedule for Pre-Kindergarten:  
 7:50-11:45 - Pre-K Session Only  
 7:50-3:00 - Full Day Session (12:30 on Fridays and minimum days)

### Daily Schedule for grades K – 8:

- 7:50 - The first bell rings.  
7:55 - Students arriving after this time are marked late.  
10:00-10:15 - Recess, Grades 5-8  
10:15-10:30 - Recess, Grades 1-4  
12:15-12:50 - Lunch\*  
3:00 - Dismissal (12:30 on Fridays and minimum days)  
**\*No lunch will be served on 12:30 dismissal days.**

### Dress Code

The wearing of a uniform is an integral part of Catholic school discipline. Students in uniform are less pressured at school by clothing trends and peer comparisons. The decision as to what is in accord with the uniform policy rests with the principal.

All students are to be in full uniform each day. Only uniform clothing purchased from Dennis Uniform Co. is acceptable. Uniform sweaters are for classroom need. School jackets are for outdoor need.

### The uniform consists of:

#### Boys (Grades Pre K – 8)

- Pants Navy twill (required on dress uniform days)  
Grey twill
- Shirt White short or long-sleeved oxford shirt with HNM Logo (required on dress uniform days)  
White or navy, short or long-sleeved polo shirt with HNM logo
- Green polo shirt only good until December  
**Colored T-shirts are not allowed**
- Ties Dennis navy tie (required on dress uniform days)  
Clip-on tie for grades Pre-K-5  
Hand tie for grades 6-8
- Shorts Navy or grey twill walking shorts
- Sweater Navy cardigan, V-neck pullover or sweater vest
- Jacket Navy hooded microfiber (water-resistant) or  
Navy polar microfleece

Gr.7- Navy sweatshirts

Gr.8- Grey sweatshirts

### **School shirts must be worn under all sweatshirts and jackets.**

Shoes Brown, black, navy, grey or white leather or canvas, **without pattern or design. No sandals permitted.**  
**No characters, lights, wheels or colored shoe laces permitted on shoes.**

Belts Blue, black, or brown (belts must be worn with belt loops but are optional for grades PK, K, and 1<sup>st</sup>)

Socks Solid white, navy, grey or black. **Socks must cover the ankle. No tennis socks.**

P.E. Uniform HNM T-shirts with navy HNM shorts.  
Plain navy sweat suit (optional for cold weather)  
**No PE uniform required for grades PK-3**

#### Girls (Grades Pre K – 8)

- Jumper/Skirt Tyler plaid jumper (Grades PK-3)  
(required on dress uniform days)  
Tyler plaid skirt (Grades 4-8)  
(required on dress uniform days)
- Blouse White short-sleeved peter pan collar blouse (Grades PK-3)  
(required on dress uniform days)
- White short-sleeved Taylor blouse (Grades 4-8) (required on dress uniform days)
- White or navy, short-sleeved or long-sleeved polo shirt with HNM logo  
Green polo shirt only good until December  
**Colored T-shirts are not allowed**
- Pants Navy twill
- Skort Tyler plaid skort (Grades PK-8)  
Navy skort (Grades PK-8)
- Shorts Navy twill walking shorts  
Navy bike shorts may be worn under jumpers or skirts only

Sweater Navy cardigan, V-neck pullover or sweater vest

Jacket Navy hooded microfibre (water-resistant) or Navy polar microfleece  
Gr.7- Grey sweatshirts  
Gr.8- Navy sweatshirts

**School shirts must be worn under all sweatshirts and jackets.**

Shoes Brown, black, navy, grey or white leather or canvas, **without pattern or design. No sandals permitted.**  
**No characters, lights, wheels or colored shoe laces permitted on shoes.**

Socks Solid white, navy, black or grey socks.  
**Socks must cover the ankle. No tennis socks.**  
Solid white, navy, black or grey tights on cold days.  
**No Leggings.**

Belts Blue, black, or brown (belts must be worn with belt loops but are optional for grades PK-1)

P.E. Uniform HNM T-shirts with navy HNM shorts.  
Plain navy sweat suit (optional for cold weather)  
**No PE uniform required for grades PK-3**

### **Non-Uniform Day**

**A Non-Uniform Day is a privilege granted to students at different times during the year. On non-uniform days, students must come to school dressed in a manner suitable for a Catholic school student. Clothes must conform to rules of modesty, good taste, cleanliness and neatness. Boys are required to wear shirts and traditional pants or walking shorts. Inappropriate writing or symbols, over-sized clothing, tank tops, athletic shorts, or hanging belts are not permitted. Socks must be worn at all times. Boys may not wear earrings or hats. Girls are required to wear a dress, skirt, pants, or walking shorts. (Shorts or skirts that are shorter than three inches above the knee are not permitted.) T-shirts with inappropriate writing or symbols, over-sized or tight-fitting clothing, tank tops, midribs, or athletic shorts are not permitted. All dresses need to have 2 inch straps. Make-up, acrylic nails, nail polish, or excessive jewelry are not allowed. Girls may wear one pair of stud earrings. On non-uniform days only, girls may wear shoes without socks.**

### **Dress Uniform Days**

**Days we celebrate the Liturgy or other special occasions are considered “Dress Uniform Days”. Girls in grades PK-3 are required to wear white peter pan collared blouses with Tyler plaid jumpers. Girls in grades 4-8 are required to wear white Taylor blouses with Tyler Plaid skirts. Girls are not permitted to wear skorts, walking shorts or slacks. Boys are required to wear white oxford shirts with ties and navy uniform pants. They are not permitted to wear polo shirts or shorts.**

### **Appearance**

Neat, clean, and modest clothes appropriate to a Catholic academic institution and learning environment are to be worn at all times. Shirts and blouses are to be tucked in at all times. Skirts should be no shorter three inches above the knee and may not be rolled. Shoes must be properly tied. We reserve the right to send anyone home who comes to school inappropriately dressed. Socks must be worn. Make-up, acrylic nails, nail polish, or excessive jewelry are not allowed. Girls may wear one pair of stud earrings.

### **Hair Styles**

**Hair is to be neat, clean, and well groomed. Hair should be its natural color. Exaggerated or extreme hairstyles are not acceptable. Styles such as spiking, stepping, cropping, and shaving are not acceptable. Tails, excessively short or long hair, or other fad-type hairstyles are not permitted. Hair cannot interfere with vision. Boy’s hair cannot touch the collar of their shirts. If a student is not in compliance, parents will be notified and will have 24 hours to rectify the inappropriate hairstyle.**

The final determination of what dress and grooming is considered acceptable will be made by the principal. Students in violation of the dress and grooming codes may be sent home.

## **B. Admission and Attendance**

### **Guidelines for Admission to Elementary Schools**

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The required age for pre-kindergarten students is 4 years of age on or before September 1.

- The required age for kindergarten students is 5 years of age on or before September 1.
- The required age for first grade students is 6 years of age on or before September 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 students' continued eligibility for enrollment in the parish school.

### **Admissions Policy**

As a Catholic religious-oriented school founded for Holy Name of Mary Catholic Church/Parish, we give preference to members of Holy Name of Mary Parish and to members of other Catholic parishes. Once our Catholic applicants have been served, we welcome students of other religions.

Holy Name of Mary School is not geared to accommodate students who demonstrate severe grade level deficiencies or behavioral problems.

We do all in our power to recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities, and will assist in referrals for alternate school placement where necessary.

To ensure proper grade placement new students entering Pre-Kindergarten, Kindergarten and Grade 1 are administered a Readiness and Maturity Screening Test. Students in Grades 2-8 are administered an achievement battery composed of tests in several subject areas.

Acceptance to Holy Name of Mary School is based on the following criteria:

1. Screening results
2. Children whose parents are registered parishioners at HNM parish
3. Children whose siblings attend HNM School
4. Children of new parishioners to HNM who have been active in their former parish
5. Out-of-parish children whose parents are active in another parish

### 6. Non-Catholic children

### **Absence, Tardiness And Truancy**

#### **Absence**

When a student is absent from school, parents are required to call the school office between 7:45 and 8:30 a.m. **Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher.** If a student is absent for a total of 15 days or more during the trimester, official grades are withheld. This decision is left to the judgment of the principal in consultation with the teacher. Students who are absent from school can not participate in same day school activities.

#### **Tardiness**

**Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time.** Any child who arrives at school after 7:55 a.m. is considered tardy. Students must report to the health room when tardy and receive a tardy slip. Students arriving after 8:15 a.m. must report to the health room WITH A PARENT to sign in. All tardy students shall report to the tardy supervisor during morning recess. After five tardies in a given trimester, parent and student will be notified and fined The tardy fee is \$5 per tardy. Continued tardies will require a meeting with the principal. By state mandate, excessive tardies will be reported to the Bonita Unified Truancy Officer.

### **Arrival/Dismissal Procedures**

For safety and insurance reasons we ask that no student be dropped off at school before 7:40 AM. There is no yard supervision prior to this time or after 3:15 PM (12:45 PM Fridays). The only students who are allowed to stay after school are those who are participating in Holy Name of Mary's sports programs or those who are requested to remain after class to see a teacher. Siblings are not to wait at school while students participate in after-school activities. Parents are asked to pick up children promptly at 3:00 PM (12:30 PM Fridays). Drivers are asked to follow the directions of the yard monitors while in the parking lot. **There is NO drop off or pick up in front of the church or school.** Students dropped off prior to 7:40 AM or not picked up by 3:15 PM (12:45 PM on Fridays) will be placed in the Extended Care Program, and parents will be charged.

**Those students who walk to and from school must have a current permission slip on file each school year. Those students who ride their bicycles to school must have a current permission slip on file each school year. Bicycles must be locked at all times to the bike rack outside the 6<sup>th</sup> grade classroom.**

### Release of Students During School Hours

No student may leave the school grounds unless he/she has written parental permission and is accompanied by an authorized adult. All appointments should be scheduled outside of school hours if at all possible.

**If it is necessary for a student to leave the school grounds for an appointment or other reason, a parent/guardian must notify the teacher in writing on the morning of the appointment. Parents should stop by the office first to have the student called from class.** The student can then meet their parent/guardian at the health room where they can be signed out. Students are not to be asked to wait outside the school for these appointments. **THEY MUST BE PICKED UP AT THE HEALTH ROOM.**

A medical or dental excuse from the doctor or dentist should be returned to school with the student. Without this medical/dental note the student's absence cannot be credited as a medically excused absence.

### Visitor's Policy

**If you are visiting or staying on campus for any reason, please stop by the health room to sign in and receive a "Visitor" badge. Upon completion of your business, you must sign out of the office. This policy is implemented for the safety of the students as well as a convenience if we need to contact you in the event of an emergency.**

### Safeguarding Our Children

HNM School is committed to safeguarding our children. Anyone coming to volunteer at our school, or driving children to and from field trips or sporting events, must be fingerprinted and Virtus trained according to the guidelines of the Archdiocese of Los Angeles. A copy of the Virtus Adult Training Certificate must be on file with the principal.

### Earthquake Procedures

**Holy Name of Mary School practices disaster drills on a monthly basis. Students should realize the seriousness and importance of these drills. They are to proceed in silence and in an orderly manner to their designated position. In the event of an emergency, the school is prepared to provide safety and protection for the students.**

The following procedures will be used in the event of a major earthquake:

- a. At the first sign of an earthquake, teachers will issue the "DROP" command. Students will regularly drill on proper drop and evacuation procedures.
- b. The teacher will assess the ability of the class to evacuate and will ascertain possible injuries.

- c. Students will evacuate to a central EMERGENCY ASSEMBLY AREA and be supervised until a parent or authorized adult arrives to pick up student(s).
- d. IN THE EVENT OF A MAJOR DESTRUCTIVE EARTHQUAKE, ALL STUDENTS WILL BE KEPT AT SCHOOL UNTIL THEY CAN BE RELEASED TO THEIR PARENT OR OTHER AUTHORIZED ADULT WHO CAN COME TO PICK THEM UP.
- e. We will utilize the services of parents as EMERGENCY VOLUNTEERS at the school site in the event of a major quake.

Anyone who is able to reach the school and is willing to help with our disaster plan will be greatly appreciated.

### Extended School Day Program

Kid's Club has two programs: Before School Care 6:30 a.m. – 7:45 a.m., and After School Care 3:00 p.m. – 6:00 p.m. (12:30 – 6:00 p.m. on Fridays and minimum days). These programs do not operate on days when school is closed. Parents may register on the first day of school. The fees are as follows:

	<u>Before School Care</u>	<u>After School Care*</u>
	<u>\$10 /day (per child)</u>	<u>\$15 /day (per child)</u>
	<u>OR</u>	<u>OR</u>
1 CHILD	\$47/month	\$138/month
2 CHILDREN	\$66/month	\$193/month
3 CHILDREN	\$83/month	\$237/month

\*At 6:05 p.m., a \$15 Late Fee will be added. An additional \$15 will be added for every 15 minutes thereafter.

### Illness, Accident Procedures

#### Health Services

No nurse is on duty at the school, but minor first aid is administered by the health aide or by the volunteer parent in the health room. Parents are notified if a child is injured or ill.

If a child becomes ill during school hours:

- the parents will be contacted to come to the health room for the child
- if the parents are not available, the person suggested on your emergency card will be contacted.

#### Special Health Needs

Any student with a medical or health condition that may require management or assistance during school hours requires a care plan

completed by a physician. These conditions include, but are not limited to, diabetes, epilepsy, cardiac conditions, asthma, sever allergies, etc.

### **Smog Alert**

Physical education classes and after-school sports activities will be cancelled if there is a second-stage smog alert. Activities will be curtailed if there is a first-stage smog alert.

## **C. Academics and Co-Curricular Activities**

### **Curriculum Offerings**

Art	Science	<b>Language Arts:</b>
<b>Computer</b>	Social Studies	
Mathematics	Spanish	
<b>Music</b>	Family Life/Human	
<b>Physical</b>	Sexuality/Safe	
<b>Education</b>	Environment Training	
Religion		
		Reading
		Written Language
		Oral Language
		Spelling
		Handwriting

### **Religion Program And Expectations**

Since this is a Catholic school, the greatest emphasis is to be placed on providing a religious education for all students. Students are taught the basis of their faith through daily religious instruction. There are daily prayers, weekly Masses and special celebrations. Students plan and participate in liturgies and are prepared for the sacraments of Reconciliation and Holy Eucharist. Celebration of the Eucharist is an essential part of the religious education of our children. Parents are always invited and encouraged to attend whenever possible.

### **Student Service Hours**

**The students in the junior high grades at Holy Name of Mary School shall participate in volunteering service to the community. Starting in the 5<sup>th</sup> grade, the students will be required to sacrifice their personal time to serve others and follow Christ's example.**

- **5<sup>th</sup> graders should serve a minimum of 15 hours.**
- **6<sup>th</sup> graders should serve a minimum of 20 hours.**
- **7<sup>th</sup> graders should serve a minimum of 25 hours.**
- **8<sup>th</sup> graders should serve a minimum of 30 hours.**

**Services done without compensation for family, friends, school, church or community during their personal time may be counted. Services such as chores normally expected from a 5<sup>th</sup> – 8<sup>th</sup> grade family member DO NOT qualify as service hours. Hours served from the last day of the previous school year to the last day of the present**

**school year will count for the present school year. Any student falling short of the required minimum hours will have the balance added to their next year's requirement. Students entering Holy Name of Mary in the Junior High will only be required to fulfill the hours starting from the year they enter. Students failing to complete the required service hours by the end of the 8<sup>th</sup> grade year will not receive the privilege of participating in the 8<sup>th</sup> grade graduation field trip or the graduation dance. The diploma and/or report card will be withheld until service hours are completed. Eighth grade service hours must be pre-approved by the principal or teacher.**

### **8<sup>th</sup> Grade Graduation Requirement**

**During the month of May, all 8<sup>th</sup> grade students are required to have an Exit Interview with the Administration. The SLE Portfolio must provide satisfactory evidence that the student has met or exceeded all Schoolwide Learning Expectations. Students who satisfactorily complete the eighth grade courses participate in a simple but dignified graduation ceremony.**

### **Academic Probation/Retention/Transfer**

#### **Academic Probation**

When a student's grades in any or all classes have been determined to be unacceptable, the student and parents will be notified through progress reports. If the student's grades have not improved by the end of the trimester, he or she will be required to go before a Review Committee comprised of the principal, the vice principal, and the student's homeroom teacher. Parents will also be present at this review during which the student's academic performance and work habits and behavior will be studied and a decision made regarding further steps.

#### **Promotion And Retention Policy**

The decision to promote a student to the next grade or to retain him or her in the present grade shall be based upon a consideration of the overall welfare of the student, i.e., made by carefully weighting academic, emotional and social factors. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. The principal, in consultation with the parents and faculty, shall make the final decision regarding retention.

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

### **Homework**

1. Holy Name of Mary students are expected to:

- spend one-half hour on homework in Grades 1-2
- spend one hour on homework in Grade 3-4
- spend one and one-half hour on homework in Grade 5-6
- spend two hours on homework in Grade 7-8

**These times represent an average; some nights the assignments may take more time. Some children also take longer to do their work.**

**Furthermore, homework assignments are not always written; adequate time should be spent reading, studying, and preparing for tests and long-range assignments.**

**2. Homework assignments are given for the following reasons:**

- to teach students responsibility
- to allow students to work independently
- to reinforce skills learned at school

Homework is usually given Monday through Thursday nights. If a student has been absent or has long-range assignments, he/she will be expected to do school work on the weekend.

Homework or schoolwork missed through absence is to be made up within a period designated by the teacher (usually two days times the number of days absent). It is the responsibility of the student to approach the teacher to request this make-up work.

**Grading System**

Grades 1 - 2:

E = Exceeds grade level expectations      M = Meets grade level expectations      T = Needs time to meet level expectations

Grades 3-8: (Grade)	(Percentage)	(GPA)
A	97 – 100	4.0
A-	93 – 96	3.8
B+	90 – 92	3.5
B	87 – 89	3.0
B-	85 – 86	2.8
C+	80 – 84	2.5
C	75 – 79	2.0
C-	70 – 74	1.8
D	65 – 69	1.0
F	Below 64	0.0

Among the factors to be considered in measuring a student's progress are: class participation, satisfactory completion of classwork and homework assignments, and success in oral and written tests.

**Progress Reports**

Progress reports will go home at the mid-term of each trimester to all students in grades 1 – 8. **The progress report must be signed and returned to the classroom teacher within three days.** It shall be the responsibility of the student and parent to inquire at that time as to steps that may be taken to correct any deficiency. Families are reminded that the progress report is not a report card, but rather an indication of progress to date in a specific area.

**Parent-Teacher Conferences**

Parent-teacher conferences are a means of establishing a cooperative relationship, which is vital for the steady growth of each student. **Parents may schedule conferences with a classroom teacher as needed.**

**Report Cards**

Report cards are issued three times a year during the week following the end of each trimester except for Pre-K and Kindergarten, which receives a report card at the end of January and June.

**Honor Roll**

The following Honor Roll system will be used for Grades 5-8. Award certificates will be given at the end of each trimester.

**NOTE: Students must have a “B” or better (no B-) in Work Habits and Behavior. A “D”, “F”, “S”, or “NI”, in any subject area will disqualify students from the honor roll.**

First Honor Roll:                      Grade point average 3.5 - 4.0  
 Second Honor Roll:                    Grade point average 3.0 - 3.49

**Merit Certificates**

Students in Grades 3-8 are eligible for Merit Certificates at the end of each trimester, if they have received a "B" or better in Work Habits and Behavior.

**California Junior Scholarship Federation (CJSF)**

Holy Name of Mary School has a chapter of CJSF, which is an affiliate of the California Scholarship Federation, a statewide organization. It was founded in 1967 for the purpose of fostering high standards of scholarship, service, and citizenship in the junior high school grades (7 and 8). CJSF emphasizes service to the school and the community while creating pride in scholastic achievement. Its motto is "Scholarship for Service."

**Individual student membership is based on grades earned each trimester. A point system, specified in the State Constitution, establishes the membership requirements, which essentially state that students do very superior work in every subject.**

## Student Council

Holy Name of Mary School is a member of the Catholic Association of Student Councils (C.A.S.C.) The training of students in leadership is one of the priorities of the school. Students in grades 4-8 participate in elections and all students respect and cooperate with those elected. \*The officers on the Student Council must maintain a 3.0 GPA with no grade lower than a "C" on their report cards. Students must maintain a "B-" or better (no C+) in Work Habits and Behavior. A drop in grades will result in removal until the next grade check.

## Liturgical Ministries

The students of Holy Name of Mary are encouraged to serve our school by becoming part of one or more of the various Liturgical Ministries: Eucharistic Ministers—Grade 8; Lectors—Grades 4 through 8; Ushers—Grades 5 through 8; Greeters—Grades K through 8.

## Choir

Students in grades 3-8 may join the Children's Choir.

## Altar Servers

Students may apply for the altar server program when they are in the 4<sup>th</sup> grade. The program is directed through the Pastoral Center. Participation in the altar server program requires a great deal of parental support for getting to the assigned Masses. If a student cannot serve at an assigned time, he/she is responsible for procuring a substitute.

## Field Trips

Field trips are a wonderful educational opportunity. Unfortunately, upon occasion, the behavior of some of the students becomes disruptive to the volunteer driver, the educator and/or the docent. Our school philosophy calls each of us to be respectful and courteous at all times. To insure the safety and to facilitate the educational experience of each student, Holy

Name of Mary School has developed the following accountability for students on field trips:

- Behavior that is severe will have an immediate response, such as a call to a parent or the principal and when possible, the student will be sent back to school.
- We may recommend that the student, who has difficulty listening and/or following directions in the classroom, have a parent accompany them on field trips.

- If a student's behavior has been disruptive on past field trips, the child will only attend a field trip if accompanied by a parent.
- If no parent is available to attend the trip, the child will stay at school.

Throughout the year field trips are scheduled to offer students an opportunity to widen their experiences. Permission slips are required for these trips. **We can only accept the official school written permission. Absolutely no phone permission will be accepted.**

Although there is a fee charged for field trips, the amount is not adequate to pay for buses for all events. Sometimes it is necessary for parents to provide transportation for these outings. **No children other than those enrolled in HNM School are permitted to attend field trips.** Parents' generosity and cooperation are asked in order to keep this program going.

Requirements for adults who drive for field trips, after school sports, or any school related event, are as follows:

- Parent/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 at least \$100,000/\$300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be on file at the school;
- Be fingerprinted and Virtus trained according to the guidelines of the Archdiocese of Los Angeles. A copy of the Virtus Adult Training Certificate must be on file with the principal;
- Follow the directions of the supervising teacher;
- Drive directly to and from the field trip location without making unscheduled stops while students are in the car;
- Not take siblings on field trips;
- No private, non-charted vehicle, including vans, with more than nine seats may be used;
- No one may ride in the bed of a pick-up truck;
- Parents may not send friends or relatives to serve as drivers in their place;
- The driver is liable for any car accident while driving students.

Drivers should be aware that their auto insurance will be used before any Archdiocesan insurance comes into play.

If you are a chaperone on a school field trip:

- Please arrive promptly at the appointed time, and check in at the office.
- Wear comfortable and appropriate clothing for the particular destination.
- Wear comfortable walking shoes.
- Remember to bring a sack lunch for yourself if the trip includes a picnic time.
- Remember that you are the authority figure and responsible for a group of students.
- Do not use this time to socialize with other parents on the trip.
- Remember, when tour guides are talking to the students, pay attention quietly.
- Inform the teacher of problems – either involving students or others.
- Be proactive when chaperoning, and step in if there is a need for discipline.
- No siblings or visitors are allowed on the trip; the students need your undivided attention.

### **Athletics**

The athletic program is designed to develop skills and good sportsmanship in both boys and girls. Holy Name of Mary School offers after-school teams in volleyball, flag football, basketball, cross-country, soccer and track. Students in grades 5-8 are eligible to try out for teams. Students in grades 3 & 4 may participate in track and cross-country only.

Practice schedules vary for each team, but in general practices are held from 3:00 – 4:00 p.m., three to four days a week. **PE uniforms must be worn for after school sports.** Students are given practice and game schedules at the start of each season. Students unable to participate in PE may not play in after school sports. Students absent from school may not participate in any after-school activity for that day.

Students who are absent from school may not participate in sports scheduled for the same day. Students participating in after-school activities, who leave campus to purchase food or drinks, may not return to the after-school program that day.

### **Raider Of The Year Award**

Each year the Raider of the Year Award is given to an outstanding athlete on both the boys and girls varsity teams. To qualify for this award, a student must (a) be in the eighth grade, (b) have well-rounded ability and good sportsmanship, and (c) must participate in all of the sports as indicated: Boys – 1. Flag Football, 2. Basketball, 3. Track, Volleyball, Soccer  
Girls – 1. Volleyball, 2. Basketball, 3. Softball, Track, Soccer

Raider of the Year Award recipients are selected by the principal, vice principal, and the athletic director based on recommendations by the coaches.

## **D. Tuition and Fees**

### **Kindergarten – Eighth Grade Tuition**

1 child	\$4,944/year	\$412/month over 12 months,
July-June		
2 children	\$8,400/year	\$700/month over 12 months,
July-June		
3 children	\$11,856/year	\$988/month over 12 months, July-June
4 children	\$15,312/year	\$1,276/month over 12 months, July-June

### **Pre-Kindergarten Tuition**

**Pre-K Session Only \$4,920/yr. \$410/mo. for 12 months, Aug.-May**  
**Full Day Session \$6,324/yr. \$527/mo. for 12 months, Aug.-May**

NOTE: Each family must meet the \$400 (net) annual fundraising commitment and generate \$300 profit for our school using the SCRIP program.

### **Additional Fees**

Annual Registration Fee (per child, non-refundable): \$225  
Earthquake Emergency Kit: New students and 4<sup>th</sup> graders: \$18

The school reserves the right to withhold the diploma and/or report card if financial and/or service obligations have not been met.

### **Tuition Collection, Payment Plans,**

### **Automatic Deductions**

Holy Name of Mary School is a private Catholic school, which relies upon tuition collected from families with children in the school as a significant source of its revenue to operate. In order to operate in a financially sound manner, all parents/guardians are expected to pay their child's tuition as

agreed. The amount owed is considered part of the financial contract each parent/guardian makes with the school and is identified in the parent/guardian/school contract.

Tuition shall be paid by one of three (3) options allowed by the school:

- Option 1

Single Payment Plan – Full payment may be paid directly to Holy Name of Mary School by July 1, 2018, with a discount of \$100. The discount amount does not apply if payment is not received.

- Option 2

Two-payment Plan – One-half of the total amount paid by July 1, 2018, and the remaining balance paid by December 1, 2018, with a total discount of \$50. The discount does not apply if payment is received after the due date and the remaining balance must be paid through the FACTS program.

- Option 3

FACTS Monthly Payment Plan – Monthly tuition will be deducted from your bank account over a 12-month period beginning July 1, 2018, per the FACTS and HNM School agreement. Payments may be made either on the 5th or the 20th of the month.

#### **Additional Information**

- All families must be current on their tuition payments in order to start their children on the first day of school.
- If unforeseen financial difficulties occur, which make it difficult for a family to comply with their tuition payment agreement, you are asked to contact the principal at least 7 working days before payment is due. Payment plans can be adjusted to assist families in financial difficulties.
- A family who falls more than two (2) payments behind in their tuition will be asked to keep their students home until the situation is resolved.
- Families who fail to comply with the Tuition Payment Policy will not be invited to return to Holy Name of Mary School the following year.
- Tuition is based on a fiscal year beginning July 1. If a family withdraws a child from Holy Name of Mary School, the full month's tuition is still due for the current month no matter which day of the month the students leave the school.

#### **Tuition Assistance**

It is the policy of Holy Name of Mary School to sponsor tuition assistance to a limited number of students. The tuition assistance program is funded

from various sources from the school and the parish. Each request is reviewed by the Tuition Assistance Committee.

#### **Parent Service And Fundraising Requirements**

##### **Family Hours Program**

It is necessary to request help from each school family to provide necessary funds and services to Holy Name of Mary School. This will be achieved through the Family Hours Program.

The purpose of the hours program is as follows:

- to evenly distribute the work load
- to promote family participation
- to promote school growth
- to create community

##### **Requirements**

The number of hours required by each family shall be 25 from July to June of each new school year. Single parent families are required to complete 12 hours. Families will be charge \$20 for each hour not served. One hour of service will be given per family for each general PTG meeting attended.

##### **Qualifying Activities**

The activities and/or projects that qualify for fulfillment of hours are:

Fundraisers	Room Parent
Parent-Teacher Guild Meetings	Hot Lunch
Parent-Teacher Guild Officers	Field Trips
Parish Festival	SCRIP Worker
School Board Committee Member	Library
Health Room Volunteer	Yard Duty
Booster Club Officer	HNM Scout Leader
Booster Club Meetings	Social Events
Repairs/maintenance of school/grounds	Sports Events
Religious Education	Volunteer Aides

##### **Qualifying Participants**

Any person who is part of the family of a child in this school may participate in the Family Hours Program. This includes mothers, fathers, step-parents, grandparents, aunts, uncles, in-laws, cousins, brothers, or sisters. All participants must be 18 years of age or older.

##### **Record Keeping**

Record keeping of hours shall be the duty of the Volunteer Hours Chairperson. The responsibility of reporting hours will be the responsibility of each family. Be sure to turn in your volunteer slips after each activity with the signature of the activity coordinator.

**A contract must be signed stating how the hours obligation will be fulfilled.**

### **Weekly Communication**

**Every Thursday, the weekly bulletin and pertinent information are sent home either electronically or with the oldest child in the family.**

## **E. Discipline**

### **Rules And Regulations**

The following behavior standards are expected in all areas of the school:

1. "BE COURTEOUS AND RESPECTFUL OF OTHERS"  
The following will not be tolerated:
  - a. **hitting, kicking, pushing, fighting, or "play fighting"**
  - b. name calling, teasing, unkind remarks, foul language, dishonesty
  - c. threatening or intimidating
2. "RESPECT THE PROPERTY OF OTHERS"  
**The following will not be tolerated:**
  - a. defacing school property
  - b. damaging others' possessions or clothing
  - c. stealing
  - d. cheating
3. "BE AT THE RIGHT PLACE AT THE RIGHT TIME"  
The following will not be tolerated:
  - a. being out of an assigned area at recess or dismissal time
  - b. leaving campus without parents or approved adult supervision
  - c. loitering (straggling to line)
4. "THINK AND PLAY SAFELY"  
The following will not be tolerated:
  - a. bringing dangerous objects to school
  - b. using equipment in a dangerous or an incorrect way
  - c. entering or leaving school grounds contrary to the drop-off and pick-up policy
5. "OBEY ALL SCHOOL PERSONNEL"  
The following will not be tolerated:
  - a. **refusing to obey directions given in any school area or at any school-sponsored activity**
  - b. refusing to obey emergency procedures
  - c. being disrespectful in word or behavior toward any person

### 6. "SHOW POSITIVE ATTITUDE TOWARD SELF"

The following will not be tolerated:

- a. being out of uniform
- b. gum chewing, eating sunflower seeds
- c. inappropriate school attire
- d. tattoos or other body markings

### **Discipline Procedures**

1. Behavior Report in School Speak
2. **Detention (held on Thursday from 3:00-3:30)**
3. Parent Conference (the principal will be notified about this conference)
4. If after the conference the problem continues, an appointment with the teacher, principal, parents, and student will be necessary to discuss a further course of action and/or suspension.

### **Disciplinary Probation**

**A pupil may be put on probation for a clearly specified period of serious or continued misconduct. Parents and pupil should know the reason for this action. Any conduct or action which is disruptive to the learning process is considered serious. The principal is the FINAL RECOURSE in all disciplinary action, and can, for "just cause," determine the consequences of serious infractions according to Archdiocesan policy.**

### **Additional Information**

Absolutely NO skateboards are allowed at the school. iPods and money in excess of \$10 should not be brought to school. Toys, unless allowed by the teacher for show-and-tell, are not to be brought to school. **Students are not allowed to chew gum while on school grounds.**

### **Use Of Electronic Devices**

**Cell phones and other portable communication devices may be brought to school if the Acceptable Use Policy/Permission Slip is signed by both student and parent and turned in to the school. Students may not have any apps that are rated "13 and over" or marked "explicit content" with the exception of "Google."**

All portable communication devices must be turned "OFF" and stored in a backpack, book bag, or other place where the device is not visible.

Portable communication devices may NOT be turned on at any time during the regular school day for any reason, except to call 911 in emergencies or with the express permission of a teacher.

This prohibition includes, but is not limited to, lunch breaks, class changes, dismissal and any other scheduled or non-scheduled activity that occurs during normal school hours.

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

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations. If a student uses a portable communication device or any of its functions for any reason during the school day without express permission from the teacher, the following measures will be taken:

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

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

### **Social Media**

Social Media Policy can be found at our website, [www.hnmschool.org](http://www.hnmschool.org)

### **Phone Calls**

Students are allowed to use the phone in an emergency, or when given written permission by the teacher. Students will not be allowed to use the phone for forgotten assignments, etc.

### **Care Of Property**

If a student breaks or otherwise damages school property or property of others, that student will be required to pay for the damage.

### **Care Of Books**

Each student is responsible for the care of a set of books that is loaned to him/her at the beginning of the school year. Books lost or damaged by the student must be replaced and paid for through the school office. Students are required to keep textbooks covered at all times. White-Out is not permitted.

### **Parties**

**Party invitations may not be sent to school for delivery unless all of the girls, all of the boys, or the entire class is being invited to a party. It is devastating to a child not to be invited to a party that the majority of the class is attending and it is totally contradictory to all that we at Holy Name of Mary School desire for our students. Please mail invitations if your child is inviting a select number of classmates and ask him or her not to discuss the party at school. Please note: the school office can not release student address information.**

### **Right To Amend**

**The principal reserves the right to amend this handbook during the school year. Parents will be notified if changes are made.**

## **Archdiocesan Policies and Procedures**

### **NOTICE TO USERS OF THE ARCHDIOCESAN PARENT-STUDENT HANDBOOK**

The Archdiocese of Los Angeles, Department of Catholic Schools is constantly updating the Policies and Procedures for their Parent-Student Handbook, including an online application for easier access. This online resource should be available later this school year. Until then, please go

to [handbook@la-archdiocese.org](mailto:handbook@la-archdiocese.org) and search by subject (not section number) for any updates to the sections below.

## 1. GENERAL INFORMATION

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

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

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

Our Christian principles provide that: Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.

Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action

without warning. The action may include removal of a family and its students from the school.

### 1.2 Zero Tolerance Policy

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

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

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

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

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

### 1.3 Safe Environment Training for Children and Youth

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

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

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

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

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

#### 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 School Advisory Board**

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

##### **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 School Advisory Board**

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

Members of the School Advisory Board shall consist of the Pastor of Holy Name of Mary Parish, the Principal of Holy Name of Mary School, the parish administrator, the President(s) of the Holy Name of Marty PTG and Booster Club (ex-officio members), and 9 to 18 members with varied expertise. 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 school advisory board.

## **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, medical condition, sex, or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against 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 Special Needs 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

### **2.3.a Guidelines for Admission to Preschools**

- Preferences are given to active members of the parish
- All students must comply with current California immunization and health requirements prior to enrollment
- The preschool 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 preschool director and/or the principal will review a student's continued eligibility for enrollment in the preschool.

### **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 of 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 Child and Health Records**

Full and accurate records of each student are maintained and kept on file for at least three years following the termination of service to the student. Only authorized personnel have access to these records. Health records are maintained in a separate file.

**Child Records** include the following information:

- Name, date of birth of the student, sex, date of admission
- Name, address and telephone of the child's authorized representative and of relatives or others who can assume responsibility for the child if the authorized representative cannot be reached when necessary
- Signed copy of the admission agreement
- Signed and dated authorization from child's authorized representative for each activity away from the preschool
- Record of termination of services or withdrawal and place to which any copy of the record is sent.

**Health Records** include the following information:

- Name, address and telephone number of the child's physician and dentist and any other medical/dental or mental health providers
- Verification of or exemption from required immunization
- Medical assessment, including ambulatory status, dietary restrictions and allergies; instructions for action to be taken in case the child's authorized representative, or the physician designated by the authorized representative, cannot be reached in an emergency
- Signed consent form for emergency medical treatment
- Record of any illness or injury requiring treatment by a physician or dentist and for which the center provided assistance to the child
- A health background related to the student's ability or inability to participate in the school's activities
- Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding custody and control of medications.

#### **2.5.d 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.

##### **2.6.c Sign In/Sign Out**

All authorized representatives shall sign the student in and out of the preschool, using his or her full legal signature and shall record the time of day. All sign in/sign out sheets are kept for one month.

##### **2.6.d Leaving School Early**

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

### 2.6.e Tardiness

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

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

### 2.6.f Truancy

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

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

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

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

### 2.7 Work Permits

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

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

**A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>**

### 2.8 Student Accident Insurance

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

## 3. ACADEMICS AND CO-CURRICULAR ACTIVITIES

### 3.1 Tutoring

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

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

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

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

### 3.2 Counseling Policy

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

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

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

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

## 4. DISCIPLINE

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

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

The preschool recognizes the following **personal rights** of the child:

- To be accorded dignity in his or her personal relationships with staff
- To receive safe, healthful and comfortable accommodations
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping or toileting, or withholding shelter, clothing, medication or aids to physical functioning
- To be free to attend religious services or activities of his or her choice
- Not to be locked in any room, building or preschool premises
- Not to be placed in any restraining device.

### 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”]

The school is subject to the archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”). The policy provides that all electronic devices used on the premises of the preschool, school or parish must be used responsibly, legally, safely and charitably. Electronic communications made to or on behalf of the preschool are also subject to these rules of responsibility, legality, safety and charity. Users should note that the Archdiocese reserves the right to monitor the use of electronic devices that belong to the preschool, school and/or parish.

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.

Upon arrival or admittance to the school, students are observed for signs of illness. The person bringing the student to school must remain until the student is accepted and shall then sign in the student.

### **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

Preschool directors or 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.