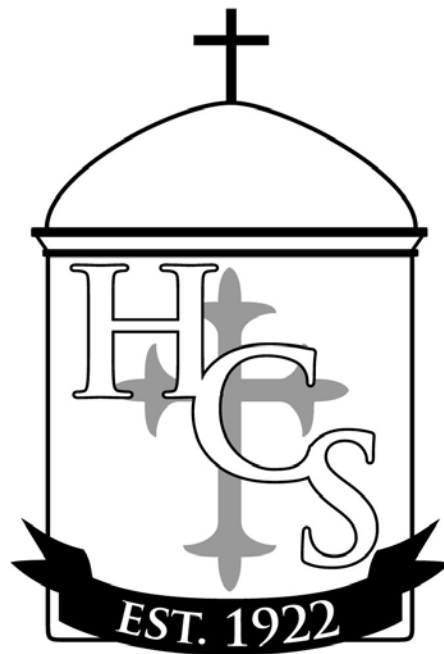


**Holy Cross School
at
San Buenaventura Mission**

**Transitional Kindergarten – Eighth Grade
Parent- Student Handbook
2014- 2015**



**Accredited by
Western Association of Schools and Colleges
Western Catholic Education Association**

TABLE OF CONTENTS

A. GENERAL INFORMATION

1. Statement of School Philosophy and Mission	5
2. School Organization, Staff Roles and Responsibilities	6
3. Consultative School Boards & Parent Organization	6
4. School Personnel	7
5. School wide Learning Expectations (SLE's)	8
6. History of the School	9
7. School map, mascot	10
8. School Schedule	11
9. School Calendar	12
10. Dress Code	13

B. ADMISSION AND ATTENDANCE

11. Absence, Tardiness & Truancy	15
12. Communication Procedures	15
13. Arrival/Dismissal Procedures	15
14. Security Procedures	16
15. Parent/Guardian Right of Visitation	16
16. Extended School Day Program	17
17. Health, Illness, Accident, Procedures	19

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

18. Curriculum Offerings	22
19. Religion Program & Expectations	22
20. Graduation Requirements	22
21. Academic Probation/Retention/Transfer	23
22. Testing and Assessment	24
23. Homework	24
24. Grading	25
25. Honors/Awards	25
26. Field Trip and Excursion Policy	25
27. Extra-Curricular Activities	26
28. Summer School	27
29. Student Activity Permission Slip	28

D. TUITION AND FEES	
30. Tuition and General Fees	29
31. Financial Obligation and Tuition Contract	30
32. Tuition Collection, Payment Plans, Automatic Deductions	33
33. Tuition Assistance	33
34. Parent Service and Fundraising Requirements	33
35. Costs/Fees, (if any) for field trips, labs, supplies, sports, etc.	33

E. DISCIPLINE (Behavior Management)	
36. Rules and Regulations	34
37. Behavior Management	36
38. Behavior Management Reporting to Parents	38

ARCHDIOCESAN POLICY AND PROCEDURES

F. General Information	
39. Code of Christian Conduct	39
40. Zero Tolerance Policy	40
41. Safe Environment Training for Children and Youth	40
42. Guidelines for Adults Interacting with Minors	41
43. Boundary Guidelines for Junior High and Youth Working with Minors	42
44. Parent/Student Complaint Review Process	42
45. Parent or Parent Teacher Organization and Consultative School Council	43

G. ADMISSIONS AND ATTENDANCE	
46. School Student Non-Discrimination Policy	45
47. Inclusion Procedures	45
48. Guidelines for Admission to Elementary Schools	45
49. Privacy and Access to Records	46
50. Directory Information	46
51. Parent Authorization to Use Child’s personal Information	47
52. Transfer of Records	47
53. Absences	48
54. Work Permits	49
55. Student Accident Insurance	50

H. ACCADEMICS AND CO-CURRICULAR ACTIVITIES	
56. Tutoring	51
57. Counseling Policy	51

I. DISCIPLINE	
58. Maintenance of Effective Discipline	53
59. Disapproved Discipline Measures	53
60. Detention	53
61. Suspension	54
62. Expulsion	54
63. Harassment, Bullying and Hazing Policy	56
64. Student Threats	58
65. School Searches	58
J. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATION	
66. Electronic Communications Systems, devices and Materials and Users Covered	60
67. Ownership and Control of Communications	61
68. Guidelines for Email Correspondence and Other Electronic Communications	61
69. Prohibited Practices	63
70. Consequences of Violations of Electronic Communications Policy	64
K. HEALTH AND SAFETY	
71. Emergency Card	65
72. Health Records	66
73. Medical Appointments	66
74. Medications	66
75. Examinations and Inoculations	66
76. Immunizations	66
77. Communicable Diseases	67
78. Allergies	67
79. Student Sexual Conduct and Pregnancy	67
80. Closed Campus	68
81. Research Projects and Rights of Parents	68
82. Removal of Students from School During School Hours	69
83. Interview and Removal from School of Students by Police Officers	70
84. Guidelines Related to Possession and Use of Alcohol and Controlled Substances	71
85. Code of Conduct for student workers/volunteers	72
School Principal's Right to Amend The handbook Parent/Student Policies' Agreement Form	74

A. GENERAL INFORMATION

STATEMENT OF SCHOOL PHILOSOPHY AND MISSION

Philosophy

We, the Holy Cross Educational Community, recognize the uniqueness of each child who enters our classrooms. We realize that each child has special, God-given abilities and dignity. We strive to offer every student opportunities in academic learning, spiritual growth, and personal development. We acknowledge and support the family as the origin of educational success. We encourage students to be lifelong learners who treat themselves and others with Christian inspired compassion and respect.

As a Catholic school we seek, first and foremost, to integrate Gospel values and elements of faith with the teaching-learning process. We expect all students to recognize and appreciate their relationship with God, as well as His commandment to love thy neighbor.

Mission Statement

Holy Cross Schools is a Catholic faith-based Pre-K through 8th grade co-educational school at San Buenaventura Mission that welcomes students of all faiths. The faculty and staff are committed to educate and empower young minds, hearts, and spirits through differentiated instruction designed to ensure that all students develop to their **God-given** potential. Teachers foster an intrinsic desire for knowledge of the truth, while respecting all of God's creation.

Vision Statement

Communication, Curriculum and Community

The administration and faculty will emphasize open communication, creating opportunities for success and leadership. We will develop our curriculum through advances in technology, while teaching to the individual child. Holy Cross School will foster academic excellence through continual analysis and evaluation of programs.

We will strengthen our community through core beliefs of our Catholic faith. Through an emphasis on communication, curriculum, and community, upon graduation, students will be lifelong learners who treat themselves and others with Christian inspired compassion.

SCHOOL ORGANIZATION, STAFF ROLES AND RESPONSIBILITIES

The roles and responsibilities of the staff are provided in the Staff Handbook.

CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

Parent Organizations

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, promote parental support for the school program, and to increase mutual understanding between the school and parents. The membership of the Parent Teacher Organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of a Parent Teacher Organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws.

Consultative School Boards

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

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

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

SCHOOL PERSONNEL

Staff and Faculty Directory 2015-2016

Fr. Tom Elewaut	Pastor
Fr. Damian Fernando	Senior Priest
Mrs. Nicole Espinoza	Principal
Mrs. Cynthia Ward	Vice Principal
Mrs. Cynthia Herrera	Secretary

Faculty and Staff

Mrs. Shannon Brown	Preschool Director
Ms. Brenda Ambriz	Preschool Teacher/Extended Care
Mrs. Shannon Brown	Transitional Kindergarten Teacher
Mrs. Kelly Power	Kindergarten Teacher
Mrs. Kendra Kemp	Grade One Teacher
Mrs. Claudia McKim	Grade Two Teacher
Mrs. Nicole Wilson	Grade Three Teacher
Mrs. Cynthia Ward	Grade Four Teacher
Mrs. Heather Hartson	Grade Five Teacher
Mrs. Nancy Cinney	Grade Six Teacher
Mr. Esteban Lopez	Grade Seven and Eight Teacher
Mr. Vincent Yanez	Music Teacher
Mrs. Kathy Hernandez	HCS Aide/Office Assistant
Mrs. Alison Shirk	PE Teacher
Ms. Elaine Loffellmann	Yard Duty

SCHOOLWIDE LEARNING EXPECTATIONS (SLE'S)

- Holiness:** God loves me and wants me to learn about him.
- Others:** Good choices effect our lives and the lives of others.
- Learning:** Learning is our foundation.
- Yesterday:** We are proud of the people who came before us.
- Community:** Community, family, parish, and friends make us strong.
- Respect:** Respect your mind and body as gifts from God.
- Our planet:** Everyone is responsible for the future of the Earth.
- Social Justice:** Leadership and citizenship will help build God's
Kingdom.
- Service:** The lives of others will be improved by our actions.

HISTORY OF HOLY CROSS SCHOOL

Holy Cross School was founded by Rev. Patrick J. O'Brien in 1922, and is part of the San Buenaventura Parish Complex. The school has served Ventura and the surrounding areas for the last 83 years. The sisters of the Holy Cross Congregation opened the school, with grades one through eight in four classrooms. Two hundred thirty-nine students were enrolled. The Sisters served faithfully from that time until 1995, at that time, an entire lay faculty replaced them. In 2000, the Sisters of the Immaculate Heart of Mary, Mother of the Church were entrusted with the Administration of the school. The present faculty is comprised of ten dedicated lay teachers and a wonderful staff. Our school enjoys the support of the pastor, his senior priest, and a strong core of parent volunteers.

A capital campaign for raising funds for a new school and Parish Center Complex began in 1995, under the stewardship and vision of Rev. Msgr. Patrick J O'Brien. The new Serra Center and offices were dedicated in December 2000. The students and faculty took occupancy of the new school in January 2001. Today our school community has use of a very beautiful and functional state-of-the-art building, three stories high, which houses grades Pre K through grade 8, and most importantly, a very devotional Blessed Sacrament Chapel that Parishioners and students have the privilege of adoring Christ in the Most Blessed Sacrament within the school building. On August 28, 2005; we lost our beloved Monsignor Patrick J. O'Brien to a sudden illness. Since then, we have had an administrator Reverend Alexander Lewis, a pastor Reverend Damian Fernando – who is now our senior priest, Reverend Jim Anguiano, and our present pastor Reverend Tom Elewaut.

The Holy Cross School Alumni Association was established in 1982. In the past, this great group of graduates has provided consistent financial support for the school and many parish organizations. A strong family bond exists between the second and third generation students attending the school. We hope to enliven this group in the years to come.

The ethnic and socio-economic composition of the school is very diverse. Over the years, Holy Cross School has served Catholic and non-Catholic students from Ventura, Santa Paula, Fillmore, Camarillo, Oxnard, Point Hueneme, Oak View and Ojai. Today, our school population basically consists of parishioners of the Mission and a growing number of families from St. Thomas Aquinas Church in Ojai.

Holy Cross School is fully accredited by the Western Association of School and Colleges, and the Western Catholic Education Association.

SCHOOL MAP

We are located at 211 East Main Street Ventura, CA 93001. Driving North on the 101, exit California, make left onto Main Street, make a right onto Palm Street, then make first left onto Junipero Serra Court and drive straight into the school parking lot. Driving South on the 101, exit Main Street turn right at the stop sign go straight until Palm Street make a left at Palm and a left at Junipero Serra Court and drive straight into the school parking lot.

SCHOOL MASCOT

HOLY CROSS HAWKS !!!

SCHOOL SCHEDULE

The office issues a yearly calendar and monthly updates and reminders. The regular Daily Schedule is as follows.

School doors open	7:15 AM (Drop-off Time)
Office Opens	7:45 AM
Morning Assembly	8:00 AM
Classes Begin	8:00 AM

<u>Morning Recess</u>	TK	9:30-9:45 AM
	K	9:45-10:00 AM
Grades 1-4		10:00-10:15 AM
	Grades 5-6	10:20-10:35 AM

Lunch/Recess

Grades 1 - 4	Recess	11:20 to 11:40 AM
	Lunch	11:40 to 12:00 PM
Grades TK & K	Lunch	12:00 to 12:20 PM
	Recess	12:20 to 12:40 PM
Grades 5 - 8	Lunch	12:20- 12:40 PM
	Recess	12:40 – 1:00 PM

Dismissal

Regular Days	Pre-K – 8 th	2:30 PM except Thursday's at 2:00 PM
Minimum Days	Pre-K – 8 th	12:00 PM (1 st Thurs. of the month 12pm dismissal)

- All students, grades pre-k through 8, should bring a healthy lunch and snack.
- **NO FAST FOOD LUNCHES**
- ALL lunches or items delivered to school are to be left at the office with the student's names and grade written clearly.
- PARENTS are not allowed to disrupt class during the school day to drop-off items off to their children.

CALENDAR

Holy Cross School has 200 instructional days of school. Typically school begins at the beginning of August and ends in mid-June. There are extended breaks at Thanksgiving, Christmas and Easter along Federal holidays and sporadic minimums day and full days off. See the school website calendar tab for specific details at www.holycrossventura.org.

HCS DRESS CODE

The purpose of the dress code is to promote equality and focus on academics, rather than clothing.

Girls:

- Preschool through 4th Dennis Uniform Kirk plaid shift (jumper)
- Preschool through 8th Dennis Uniform Kirk plaid skort
- Preschool through 8th Navy Blue Dennis Uniform pants or Navy Blue Dennis walking shorts with regular black or brown belt.
- **Shirt:** Preschool through 3rd white button down collared blouse or polo shirt. Preschool through 8th hunter green short sleeve or long sleeve collared polo shirt with school logo from Dennis Uniform.
- During cold weather tights or knee highs in the following colors may be worn with the uniform; white, navy, blue or black.
- Girls may wear studs or hoop earrings no larger than a dime.
- **No nail polish, No leggings.**

Boys:

- Preschool through 8th Navy Blue Dennis uniform pants or Navy Blue Dennis uniform walking shorts with a plain black or brown belt.
- **Shirt:** Preschool through 8th hunter green short sleeve or long sleeve collared polo shirt with school logo from Dennis Uniform.
- Shirts **MUST** be tucked in.
- **No Earrings**
- Hair **MUST** be cut short enough not to touch the shirt collar

Boy and Girls:

- During cold weather, a white turtleneck or long sleeve shirt may be worn under the school uniform polo.
- **Spirit Shirts:** Wednesdays only, students are allowed to wear HAWKS uniform t-shirt. Wednesdays only student council may wear student council shirts.
- **Outerwear:** Hunter Green sweatshirt, Navy Blue vest, Navy Blue cardigan sweater, Navy Blue fleece, or Navy Blue jacket may be worn with school logo available through Dennis Uniform **ONLY**. Eighth grade students may wear class sweatshirts from current year only. HCS athletes may wear Athletic sweatshirts. **NO other sweatshirts or jackets are allowed, only Dennis Uniform Issued**
- **Shoes:** Rubber-soled tie or Velcro athletic-type shoes. Shoes must be a solid color black, white, blue, green, or gray
- **Socks:** **MUST** be solid white or black and **MUST** cover the ankle.
- **P.E 5th-8th** Blue basketball shorts and hunter green t-shirt both with school logo, available through Dennis Uniform.
- Hair must be conservative and non-distractive, No chemical alterations
- Rainy days and winter days, students may wear non-uniform coats to school but remove when in the school building during class time.
- **NO SHORTS ON MASS DAY**

ABSOLUTELY NO....

- NO bracelets, hats, beanies, or boots of any kind.
- NO cargo pants or cargo shorts
- NO skinny pants.
- NO red, purple, pink, neon green, etc., shoes or shoe laces.
- NO slip on shoes (TOMS or VANS)
- No Make-up
- No "trendy" or extreme hairstyles (no designer lines, stripes or tails, no mohawk, or shaven heads).
No altered hair color, No hair feathers.

**JCPenny's, Sears, Target, and Gap are alternate places to purchase both boys and girls Navy Blue uniform pants and shorts*

ALL STUDENTS PRESCHOOL THROUGH EIGHTH ARE REQUIRED TO FOLLOW THE HCS DRESS CODE AT ALL TIMES. PARENTS/GUARDIANS WILL BE NOTIFIED BY CLASSROOM TEACHERS WHEN STUDENTS ARE NOT IN CORRECT UNIFORM. AFTER THREE INFRACTION NOTIFICATIONS PARENTS/GUARDIANS WILL BE CONTACTED TO PICK-UP STUDENTS FROM SCHOOL OR BRING THE CORRECT CLOTHING.

B. ADMISSION AND ATTENDANCE

ABSENCE, TARDINESS & TRUANCY

Parent/Guardian is to call the school before 9:00 AM to report a student absence. This will be necessary only for the first day of a prolonged absence, unless there is a change in the reason for the absence. State law requires that a note be sent on the day the student returns to school. The note should include the following:

Dates of absence:

Reason for absence:

Signature of Parent/Guardian:

A similar note should be sent regarding tardiness. An admittance slip will be issued and the note will be kept on file in the office. ***An adult must sign-in a student if the student is over a half an hour late to school.***

Long-term absences for trips or vacations should be carefully considered or rescheduled for school breaks. No class work or homework will be given ahead of time to families who schedule time away from school for long periods of time. All work missed will be given to the student upon return to school; with a reasonable time line to complete the material. Daily attendance is important. Likewise, parents are asked to make dental and medical appointments for students outside of school hours. If such scheduling is not possible, ***students are required to bring a note from parent/guardian prior to the appointment. When picking up for an appointment, the parent must come to the office to sign out the student.*** No student will be permitted to wait in the parking lot to be picked up. If a student arrives at school ill, or becomes ill during the school day, the office will call the parent/guardian to pick up the student. Students are released after being signed out by the person picking him/her up. If your child is ill in the morning, please keep him/her home. We do not have the facilities or personnel to take care of sick children. Students may not participate in after-school care and/or activities if they did not attend school the same day.

COMMUNICATIONS PROCEDURES

Holy Cross has three forms of communication, our school website www.holycrossventura.org, grade book wizard, and our weekly, brown envelopes that are sent home with the youngest child in the family.

ARRIVAL/DISMISSAL PROCEDURES

Before School Arrival

- Students are supervised in the plaza beginning at 7:45 AM.
- Students are to be dropped off AT THE CURB.
- If parents/guardians are parked, they must accompany their children to the curb.
- Cars are to drop off and pick up students in a single line, no Double Parking.
- Cars are never to be parked and be left unattended in the car pool lane.
- Pre-K and Kindergarten children are to be walked to their classrooms.
- All students are required to be inside of school gates after drop off and remain inside.

- If a student is more than thirty minutes late, a parent/guardian must sign children in with a written excuse. Students will be given a pink slip for unexcused tardies.
- Students arriving late to school in excess of five times per quarter will meet with the Principal and parents to determine the cause and remedy this tardy behavior.

After School Pick-Up

- The same rules apply as in arrival.
- Car pools will be called -- if students are not ready in a reasonable time, the car will be asked to circle in the car pool lane or park -- in order to keep the car pool lane moving.
- If you are sending a person other than an immediate family member -- please write a note of permission.
- Again, the safety of our children is our primary concern -- thank you for your patience and cooperation in these matters.
- If you wish your child/children ride the city bus, ride or walk home, please send a note granting permission to the classroom teacher.
- Students, who ride the city bus, walk or ride bikes are not permitted to leave school grounds until care line is complete. All students are required to stay in class lines during dismissal until dismissed by their homeroom teacher.

Students, who arrive early – before 7:45 AM and/or are not picked-up within 15 minutes after dismissal, will be sent to After School Care, and will be charged the “Drop In” rate, After School Care is located in the school building.

SECURITY PROCEDURES

Holy Cross School has one main entrance to the school building during school hours, which is on a push button system. The front office staff greets all visitors at the door.

PARENT/GUARDIAN RIGHT OF VISITATION

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

SCHOOL FAMILY NAME _____

NAME OF CHILDREN & GRADES:

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Father's/Guardian Name _____

Address _____

Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____

Mother/Guardian Name _____

Address _____

Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____

Does your child(ren) have any special needs/fears/allergies? YES or NO

Please explain: _____

_____ **I authorize the Extended Care Program Staff to contact and or release my above named child(ren) to the adults listed below in the event the legal guardians listed above are unavailable.**

Emergency Names & Phone Numbers:

Name _____ Phone/Cell _____

Name _____ Phone/Cell _____

Name _____ Phone/Cell _____

X _____
Parent/Guardian Signature Date

HEALTH, ILLNESS, ACCIDENT, AND EMERGENCY PROCEDURES

The Archdiocese requires an emergency card for each student attending school. This card must be complete with up-to-date, accurate information. ***Any emergency numbers given -- doctor, dentist, and neighbor, relative -- must be within a radius of ten miles from school.*** Any parent/guardian entering school grounds must report to the office. For the safety of the children, all visitors to the school must wear ID badges issued by the office.

In the event of illness or injury:

- The parent or person designated on the Emergency Card will be contacted immediately.
- In the event the parent cannot be reached, the doctor to whom you gave permission to attend your child will be contacted.
- In the event of serious injury, the school will call the paramedics.
- If parents are planning to be out of town, they must send written instructions as to who should be called in case of an emergency.

Medication

To protect all children and to conform to the State Education Code, no student may bring any medication (prescription or non-prescription) to school. ***Only medication prescribed by a health care provider may be taken during school hours.***

If a student needs medication, either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication during School Hours" form must be requested from the school office. Physician/health care provider will write directions on the form, and it must be signed and dated.

Parents or guardians must deliver medications to the office in the original labeled prescription bottle. The Medication form must be signed by the health care provider and parent/guardian.

Students carrying inhalers must have a Physician/health care provider's release on file stating that he/she may have it with him/her while at school or at school activity. **Only under these conditions may any medication be given at school.**

Health

The Health and Safety Laws of California require a complete record of Diphtheria, Tetanus: Pertussis, Polio and Measles immunizations for each child attending school in the state. The following policies regarding communicable diseases are consistent with the Health and Safety Code of the State of California.

The school must be notified when a communicable disease is suspected.

Children recovering from the communicable diseases must be readmitted to school with a note from their family physician or the Health Department.

Effective March, 1995 the only acceptable T.B. skin test for children entering school for the first time, is the Mantox, (TU) PPD. Written evidence of a complete test consists of the date the skin test was given, the type of skin test, the date the skin test was read, the result of the test, and the signature of the physician.

Illness or Injury

In the event of illness or injury:

The parent or person designated on the Emergency Card will be contacted immediately.

In the event the parent cannot be reached, the doctor to whom you gave permission to attend your child will be contacted.

In the event of serious injury, the school will call the paramedics.

If parents are planning to be out of town, they must send written instructions as to who should be called in case of an emergency.

Fire and Disaster Drills

Regular drills are held and emergency procedures are posted in a conspicuous place in each classroom. Parents or other adults and children who may be in the building during a fire or disaster drill are expected to participate in the drill and/or evacuate the building and follow the same procedure as the teachers and students.

In the event of a natural disaster or terrorist attack, students will be cared for and kept at school until their parents or a previously designated person can pick them up safely. A special emergency card is to be on file each year, listing the parent/guardian and their alternates for emergency pick-up and care. Families are responsible for notifying the school of any changes in telephone numbers and names of persons designated. A barrel is kept in each classroom for storage of individual student emergency kits and material, which help the teacher in the event of a disaster contain batteries, emergency cards, emergency procedures, and containers of portable water.

Fire

In case of fire, the students are evacuated immediately to a safe area and do not return to class until the buildings are declared safe by the fire officials.

In event of injuries, students are transported by the Fire Department ambulance to the nearest available facility for medical treatment. Parents are notified immediately if there are any injuries.

If the school is declared unsafe, parents will be called to pick up students. Students will only be released to those designated on the Emergency Release card. If you wish to add someone to your Emergency Release Card, please call the school office immediately.

If you hear there has been a fire at school, do not call the school. Our phone lines must be kept open for emergency calls.

Lockdown

A lockdown situation occurs when the school determines, either by administrative decision or notification by law enforcement, that there is a possibility of danger at school or in the immediate neighborhood.

In the event of a lockdown a coded message **FATHER ROCK** will be given over the loud speaker or through classroom phones. If the students are in class, they will remain there until safe. If they are outside (recess, P.E., etc.), they will return to class or an adult-supervised location and remain there until safe.

In the event of a long-term lockdown, classrooms have necessary emergency water and toilet facilities available until the students are released.

Earthquake Procedure

If a major earthquake occurs, school will be closed. Please pick-up your children following our Disaster Release Program.

- a. You must park your car on nearby surface streets and walk to the designated release station. Do not park on the school grounds, this area must remain absolutely clear for emergency vehicles.
- b. Walk to our Release Station where teachers/staff members will help you. Release stations are located in the Mission garden and lower parking lot.
- c. Students will only be released to parents or those designated on the Emergency Release card.
- d. No Child will be allowed to walk or ride a bike home under any circumstances.

- e. Do not call the school. Phone lines must be kept open for emergency calls.
- f. If you are unable to pick-up your child/children after a disaster, they will be taken to the Knights of Columbus or City Hall.

Flood

In the event of a flood warning; students, teachers, and staff will evacuate the school, proceed upstairs to Poli Street, and walk East to the San Buenaventura City Hall unless given other instructions.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

CURRICULUM OFFERINGS

In grades TK through Eight, the approved curriculum of the archdiocese and California State Standards includes instruction in the following areas: Religion, Social Studies, Language Arts, Mathematics, Science, Physical Education, and Art, Music. All students in grades Preschool through eighth receive Spanish instruction.

RELIGION PROGRAMS & EXPECTATIONS

Regular religious instruction is an integral part of the educational program for all students at all grade levels. Parents/Guardians are asked to fulfill their primary obligation to attend Mass every Sunday with their children and share their faith by discussing the Scripture readings as a family. In addition, Holy Cross School provides an excellent standards-based educational curriculum that fulfills the private school requirements of the California Education Code and the directives of the Archdiocese of Los Angeles. The school is accredited by the Western Association of Schools and Colleges and is a member of the Western Catholic Education Association. The Archdiocesan Department of Catholic Schools approves all textbooks.

GRADUATION REQUIREMENTS

- The successful completion of all course work that is normally prescribed by the Archdiocesan Department of Catholic Schools.
- A culminating project which reflects the knowledge and internalization of the Schoolwide Learning Expectations and religion standards.

Service Learning

- Student Service Project: Students in grades 5-8 are required to serve in the school, church, or community. This requirement is intended to give children practice for a life of service and ministry in fulfilling their Baptismal Promises.

Minimum amount of yearly hours required are as follows:

- Grade 5 - 5 hours
- Grade 6 - 10 hours
- Grade 7 - 15 hours
- Grade 8 – 20 hours

Hours may be completed through class wide projects or school wide projects approved by classroom teachers or school principal.

ACADEMIC PROBATION/RETENTION/TRANSFER

Parent Conferences

Parent/guardians, teachers, and/or administrators may request a conference through a note or phone call. Office personnel will assist in scheduling. Teachers are not to be directly contacted at home. Formal conferences are scheduled for all families twice a year and as needed.

Conduct

Students enrolled in Holy Cross School are expected to assume personal responsibility for their conduct as a member of the school community; each student is to be considerate of fellow students, all teachers and other adults on and off campus. All actions and attitudes are to be centered in and based upon the rights and privileges of others. When there is a need for a correction, each student is to receive it with courtesy and respond as directed. Each teacher has specific rules for a positive learning environment posted in the classroom, using the guidelines of the Archdiocese of Los Angeles. A letter from each teacher is sent home on "Back to School Night", informing the students and parents of classroom expectations and consequences.

Academics

Students with grades lower than C- in any academic subject and with conduct or NI effort of NI will have one quarter to show improvement and maintain a higher grade for the rest of the year or enroll in another school.

If a student is absent for 15 days or more within a quarter, report card grades are not issued. A parent conference will be called, and a course of action will be determined.

If a student receives "F's" in an average of the year's work in two core subjects, the student will not be promoted to the next grade without a parent conference, and the successful completion of course work which will be determined by the teachers and the school administration.

"Promotion" indicates that a student has satisfactorily completed the work of a particular grade. Classroom teachers will provide, if needed, after school help in various subjects for small groups of individuals. (Please remember that nothing is as effective in improving grades as the students who pay close attention in class, and completing all assignments.) The Title I Government Program is also available to those who qualify and need remedial help in reading and/or mathematics. This Program is tax-supported. Contact the school office for more information.

Request for grade change will only be considered two weeks after school term.

When retention of a student in the same grade is a consideration, communication among teachers, principal, and the parent/guardians is of the greatest importance, and must include discussion of a plan to bring about the most positive results for the child. Parents/guardians will be notified of the possibility of retention through a teacher conference.

Progress Reports are given at mid-quarter of all four quarters to all students. Those students whose performance and/or conduct are below expectations will be given a progress report whenever necessary. Students enrolled in the Title I Government program receive progress reports from the Title I teacher at the end of the second, third and fourth quarters. The Family Educational Rights and Privacy Act (1975) give parents and students the right of access to their records. If a parent/guardian or student wishes to view a record, the request is to be in writing: and an appointment made with principal. The school abides by the provisions of the law with respect to the

rights of non-custodial parents. In the absence of a prohibiting court order, Holy Cross School will provide non-custodial parents with access to academic records and other school-related information. It is the responsibility of the custodial parent to provide the school with an official copy of the court order, if such exists; this applies as well to the Release / custody issues.

TESTING AND ASSESSMENT

Teachers consider class participation, student portfolios, class work, homework assignments, and oral and written tests in evaluating student progress. Report Cards issued quarterly, list grade symbols and percentage equivalents. Grades in effort, behavior and home study are also given and may signal problems that can affect the subject area grades. Standardized test scores (ITBS), which are discussed at the parent-teacher conferences are used and are indicators of the level of work at which each student is able to perform.

HOMEWORK

Homework is an essential factor in creating good habits of study in children. Our school staff follows the regulations stated in the Archdiocesan Handbook:

- Homework should not be assigned as a punishment.
- No late work will be accepted and it will be considered a **zero**.
- Kindergarten will not have individual nightly homework assignments other than reading, sight word practice, and spring book reports.
- Pupils with documented learning disabilities are given differentiated instruction.
- No homework will be provided for extended family vacations. Students will receive and complete missed work upon return. Students will receive one day for every day absent to complete and turn in work.
- All students who are absent have one day, for every day absent, to make up work that was missed on the day or days they were absent. Students who are going to be absent on days major projects are due must turn it in prior to the project due date or by 8:00am the day it is due, or the day the student returns to school **with a doctor's note** to receive credit.

Suggested homework schedules are as follows:

- Grades K-2 Optional: not to exceed one-half hour
- Grades 3-6 not to exceed one hour
- Grades 7-8 not to exceed two hours

If your child cannot complete the homework assignment in the allotted time, he/she should write a note of explanation on the assignment and have the parents sign it. If a student consistently spends more than the allotted time on assignments, parents should make an appointment to discuss the problem with the teacher.

It is suggested that each student has an assignment planner and it is used faithfully. Parents are strongly encouraged to check on the daily homework assignments. ***In addition to nightly homework each student should read at least 30 min. each day, whether school is in session or not.***

GRADING

Grading is individually done by each teacher. Information is given out at Back-to-School-Night. Also, students' grades are available on our grading website through Gradelink. **Along with communication from the individual classroom teachers, it is the responsibility of the parents to keep up on their students' grades and missing work.**

HONORS/AWARDS ASSEMBLY'S

Honors

Students in grades K-8 are eligible for honors at the end of each semester. A or 0 in General Behavior and Effort on the report cards merits Principal's List Award each quarter.

Students in grades 4-8 who earn a grade point average of 3.5 or higher in the core subjects are awarded First Honors each semester. Grade point average of 3.0 to 3.49 in the core subjects merit Second Honors each semester.

Christian Service Awards:

Christian Service Awards are given to students in Preschool-8 who show love and concern for others and give charity and service to the school and community with initiative and responsibility. Individual teachers give honor certificates to students for attendance, citizenship, and other academic accomplishment. **All individual subject awards will be given in the homeroom classes.**

FIELD TRIP AND EXCURSION POLICY

Class trips of educational value are permitted. Variety is encouraged and duplication is avoided. Each trip will include preparation, follow-up, and specific goals for the students. Students can be denied participation if they fail to meet academic or behavioral standards. Only Holy Cross school students and students from San Buenaventura Mission Parish are allowed to participate in the field trips.

If a student is not going on a field trip, he/she must report to school. The costs of the field trip are the responsibility of the parents or guardians.

Permission slips are sent home prior to the scheduled trip. A signed permission slip must be on file before a student can participate. Parents driving for the field trip must comply with Archdiocesan insurance regulations by completing a driver's form and submitting current proof of insurance, driver's license, live scan, and VIRTUS training to be on file in the school office. There must be sufficient seatbelts or car seats for the passengers and driver, and the students may not be transported in the back of a pick-up truck or motor home/trailer. Drivers may not stop for refreshments while transporting students. Adult chaperones/drivers are expected to assist the teacher in the supervision and guidance of the students in their care while on the field trip. **All field trip fees MUST be paid for in advance before actual day of travel for the students to participate.**

EXTRA- CURRICULAR ACTIVITIES

Extra-Curricular Activities are an integral part of our school. Some of the activities offered at Holy Cross are as follows: Athletics, Student Council, Year Book, and Altar Servers.

Student Council

The Student Council is an organization which can be an effective means of developing leadership, a sense of responsibility, school spirit, and good citizenship among the students. Teachers assist in the development and maintenance of activities suitable for the student body. Students are elected to the council each year, and attend regular meetings under the direction of the teacher moderator.

Athletic

An optional after-school sports' program may be available for students in grades 6-8, if there are volunteer adult coaches who have completed the mandated coaching classes. Parents must provide transportation to all events. Students must be 14 years of age or younger to participate in HCS sports.

Altar Servers

Student's grade 4-8 may participate throughout the year serving for school masses and parish events. Students must be trained through the parish.

In order to participate in these activities the students must:

- Attend school during the day of the activity.
- Maintain a minimum C- average and be consistent in homework.
- Be respectful and display appropriate behavior during and after-school.
- Not leave school grounds for any reason, then to return.
- Always be under the supervision of an adult.
- Students may not attend games without parental supervision.

SUMMER SCHOOL

We will send out an interest notice this spring to determine availability of our program. We may also require academic summer school for students who need academic support to advance to the next grade level, additional fees may apply.

HOLY CROSS SCHOOL
STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity: Field Trip Other (specify) _____

Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

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

Teacher/Adult Leader: _____ Attire: _____

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

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

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

Parent/Guardian: _____ Date: _____

_____ Home Phone

Cell Phone _____ Work Phone _____

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____

Day phone: _____ Cell: _____

D. TUITIONS AND FEES

FAMILY NAME _____

Student's Name: _____ **Grade:** _____ **Shirt Size:** _____

Student's Name: _____ **Grade:** _____ **Shirt Size:** _____

Student's Name: _____ **Grade:** _____ **Shirt Size:** _____

Student's Name: _____ **Grade:** _____ **Shirt Size:** _____

Preschool-Eighth Grade NON-REFUNDABLE REGISTRATION FEES PER CHILD (Paid in full upon registration)

Registration FEE: Books, Art Supplies, Technology, HCS Spirit Shirt, Yearbook.

\$375.00/student # of children _____ Amount Due: _____

Additional Payment Option Form _____ **Cash** _____ **Check #** _____ **Date Received** _____

PRESCHOOL TUITION RATES (7:15-2:30pm)

TK- 8 TUITION RATES (7:15-2:30pm)

Description	Cost Per Year	12 Payments July-June
1 child (5 days)	\$5,906.00	\$492.00
1 child (3 days)	\$4,724.00	\$394.00

Description	Cost Per Year	12 Payments July-June
1 Child	\$4,410.00	\$368.00
2 Children	\$7,823.00	\$652.00
3 Children	\$9,923.00	\$827.00
4+ Children	\$11,025.00	\$919.00

MIDDLE SCHOOL STUDENTS (required)

Grade	Cost Per Student	Amount Due
Outdoor School Nature Bridge 5 th grade	\$130.00	\$
Overnight Educational Trip 6 th , 7 th , 8 th	\$310.00	\$
Disneyland 8 th grade	\$100.00	\$

OFFICE USE ONLY

Total Tuition amount billed to FACTS (Tuition Rate + applicable Middle School + applicable "opt-out fees" where indicated)	\$
CEF reward amount received	\$

ADDITIONAL OBLIGATIONS (please initial all of the following)

SCRIP CARDS

_____ To help keep the tuition rate affordably competitive, each family is required to purchase \$1,600 worth of SCRIP (\$400 per school quarter); there are four quarters with approximately 50 days in each quarter. SCRIP is gift cards to purchase gas, groceries (Vons and Albertsons), department store merchandise (Target, Sam's) and many restaurants. Your family and friends may also purchase SCRIP to help meet your family requirement. SCRIP purchases must be completed by May 31st of the contracted school year. SCRIP cards are sold at the school office.

_____ **Opt-out; add \$320.00 to my yearly tuition**

PARENT SERVICE HOURS

_____ I understand that I am obligated to fulfill the parent participation requirements by volunteering a MINIMUM of 35 hours. If I do not wish to meet the volunteer requirements, I understand that I can add an additional \$350 (\$10 dollars per hour) to my tuition payments and paid in full by May 31st of the current school year.

_____ **Volunteer** _____ **Opt-out; add \$350.00 to my yearly tuition**

FUNDRAISING

_____ **JOGATHON:** Each child is responsible to raise a minimum of \$65.00 or pay \$65.00. One check Payable to HCS.

_____ **WORLD’S FINEST CANDY:** Each family is responsible to sell a minimum of one box or pay \$60.00. Pleaser remit one check payable to HCS for the total amount sold.

_____ **AUCTION:** Each family is responsible to sell one book of Auction Raffle tickets. The cost of will be billed to FACTS.

REQUIRED: NO FAMILY MAY OPT-OUT

_____ **FALL FESTIVAL:** Each family is responsible to volunteer a minimum of 4 hours on the day of the event or the days leading up to the event. Two of the hours may be money equivalent (\$20) through donation of an item needed for the event.

_____ **4TH OF JULY FESTIVAL:** Each family is responsible to volunteer a minimum of 4 hours on the day of the event or the days leading up to the event. Two of the hours may be money equivalent (\$20) through donation of an item needed for the event.

1. I agree to fully read and abide by the contents of the Parent-Student Handbook published online at www.holycrossventura.org to ensure parent and
2. By signing this Financial Admissions Agreement I understand and agree to pay the registration and tuition fees set forth by HCS for each student. I choose to withdraw my student(s) at any time during the school year I am responsible for the full school year tuition and it will not be prorated.
3. I agree to cooperate with and support the school’s Mission and Philosophy statements and will abide by the General Parent requirements as outlined in the Student Handbook.

4. PAYMENT POLICY

Monthly tuition payments are paid by electronic withdrawal through **FACTS**. All incidentals will be billed through Facts Tuition Management. All payments will be withdrawn on the 5th and/or the 20th business day of each month. Holy Cross invoices for all absences, holidays, in-service days and school calendar changes will be assessed by FACTS tuition. **When tuition is in arrears by 15 days the parent MUST meet with the principal to set up a payment plan. When tuition fees are in the arrears by 30 days the school will withdraw services and the student(s) may not attend classes until payment is made in full.**

5. All field trip fees MUST be paid in advance prior to actual day of travel for the student to participate.
6. I will keep the administration informed of any changes in our address or family status that will affect the enrollment and satisfactory completion of school for our student(s).
7. I agree and understand as the parent/guardian it is my responsibility to keep myself informed of my student(s) grades, absences and tardies via the online system.
8. I accept liability for any damages resulting from vandalism or misuse of school equipment or property on behalf of my child.
9. Holy Cross School will give a 30 day written notice prior to any rate change.

I agree to abide by the conditions of enrollment and attendance listed above and published in the Parent-Student handbook. My signature binds me to this agreement with this contract regardless of marital status.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ School Official Initial: _____

TUITION COLLECTION, PAYMENT PLANS, AUTOMATIC DEDUCTIONS

Collection of tuition is accepted only by FACTS Tuition through automatic deduction which is an automatic deposit of funds into the schools account. Payment dates are the 5th or the 20th of every month, beginning in July and ending in June 30th. **Please note your FACTS account which includes but is not limited to tuition, book and supply, and all incidentals fees must be paid to current status to re-register for the following school year. All FACTS account holders who exceed 90 days past due will be required to meet with the administration to discuss and sign a new financial contract. Collection services will be sought out for all account holders who do not meet their financial responsibility.**

When tuition is in arrears by 15 days the parent MUST meet with the principal to set up a payment plan. When tuition and fees are in the arrears by 60 days the school will withdraw services and the students may not attend classes.

TUITION ASSISTANCE

For those who qualify, assistance is offered through the Archdiocese of Los Angeles; please inquire at the school office in February.

PARENT SERVICE AND FUDRAISING REQUIREMENTS

Holy Cross School has been able to maintain its excellent educational program because of the combined efforts of our parish, school staff, and school families.

*Please see Addition Obligations on Financial Obligations pg. 32

COSTS/FEES FOR FIELD TRIPS, LABS, SUPPLIES, SPORTS, ETC.

Class trips of educational value are permitted. Each trip will include preparation, follow-up, and specific goals for the students. Students can be denied participation if they fail to meet academic or behavioral standards.

If a student is not going on a field trip, he/she must report to school. The cost of the field trip is the responsibility of the students' parents or guardians. (Please see section on field trip Pg. 25)

Permission slips are sent out prior to the scheduled trip. A signed permission slip must be on file before a student can participate. Parents driving for field trips must comply.

E. BEHAVIOR MANAGEMENT

RULES AND REGULATIONS

- 1) Proper school uniform must be worn; specifically, skirts are to be of proper length, no more than 2" above the knees, shirts are to be tucked in; pants are to fit properly and proportionately. At the discretion of the principal, parents will be called to bring proper uniform apparel before a student is admitted into class. On non-uniform days, clothing: is to be appropriate for school - modest, clean - and not including shirts or sweaters with appropriate designs or sayings. No "fad" clothing will be permitted. Students are to leave the campus in uniform, unless they are participating in after school-sponsored sports.
- 2) Students are to walk at all times in the classrooms and hallways. Running is only allowed at PE or Recess time. When using the stairways, students are to use their right hand to hold on to the rails whenever ascending or descending.
- 3) Chewing gum, sunflower seeds, etc., are never permitted on campus.
- 4) Everyone has a responsibility to help keep our campus clean. Vandalism or any kind of defacing of school or personal property is considered to be a most serious offense, and will result in an immediate parent conference and a course of action to be determined.
- 5) Ipods, games, toys or "fad" items, (including but not limited to laser pointers, hand-held computers, trading cards), are not to be brought to school or they will be confiscated and retained until parents pick up said items.
- 6) Cell phones may be brought to school only with written permission from the parents. They may not be on or used during school hours. All cell phones **MUST** be turned into their homeroom teachers on a daily basis.
- 7) Students may not gamble, bet, trade, sell or possess any items, including controlled substances, alcohol, and/or tobacco.
- 8) Food and drinks are to be consumed only in designated areas. Loitering or playing in the restrooms is never permitted.
- 9) Bicycles are to be walked on and off the school grounds and are to be locked during school hours. The school is not responsible for stolen bicycles. Students are to stay away from locked bicycles during school hours.
- 10) Skateboards and roller skates (including in-line skates) may not be brought to school.
- 11) There may be no throwing of sticks, rocks, dirt or any other object that might cause harm.

- 12) Students are to use language and actions appropriate for good Christian behavior. The Harassment Policy for students in Catholic Schools in the Archdiocese of Los Angeles is included in this Handbook and will be followed exactly.
- 13) Fighting is never permitted or there will be serious and immediate sequences.
- 14) No student may leave and return to the school grounds before or during games and practices.
- 15) Students are to remain on school property after arriving for the day.
They may not leave to pick up food or for any other reason.
- 16) Students are to leave school property within 15 minutes after dismissal or be registered for the after school program,
- 17) The school phones are only to be used in an emergency. Students may not call for homework assignments to be brought to school or for after school social arrangements. Students may only use the phone with permission of the principal, secretary or teachers. Cell phones may not be brought to school unless the principal gives special permission.
- 18) Proper behavior is expected in Church and in the Blessed Sacrament Chapel at all times.
- 19) For safety's sake, students may not be in a room, hallway or outside area unless they have permission and there is adult supervision.
- 20) Mixed parties whether at home or elsewhere are discouraged. They anticipate a social situation that is better left to high school. Parents of upper grade students in particular are asked to give this recommendation serious thought.
- 21) Under reasonable cause and with consultation of the administration, backpacks, gym bags, purses, and pockets may be searched and emptied. Teachers and parents are asked to check all students' notebooks to evaluate and help students to organize their work.
- 22) Conduct inside or outside of Holy Cross School, that is detrimental to our reputation or contrary to our Catholic Philosophy may be grounds for disciplinary action.

BEHAVIOR MANAGEMENT

Discipline in the Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To provide a classroom situation that is conducive to learning.
- To promote character training; to cultivate the virtues that ensure right living and to redirect disorderly pupils.
- Positive correction of faults.

Grade TK-4: Students monitor their behavior by using the card system of colors. Students strive to stay on “green” as denoted good behavior.

Grade 5-8: Each violation will result in the issuance of a conduct referral by the person witnessing the violation. On receipt of the third referral, the student will be issued a detention slip and spend one hour in detention at the convenience of the teacher. Weekday detentions will be one hour in length. If a detention is missed it will count as a double detention. If the student has served three detentions in one quarter, a conference should be requested.

If a student does not improve, she/he may be placed on academic or behavioral probation.

Consequences for behavioral infractions will be handled in the following manner:

Level 1 BEHAVIORS	LEVEL 1 CONSEQUENCES
<ul style="list-style-type: none"> • Pushing/kicking/hitting/spitting • Gossiping/spreading rumors • Embarrassing or making someone look foolish • Mocking or mimicking • Name-calling • Dirty looks • Taunting • Teasing • Threatening to reveal personal information • Publicly challenging to do something • Playing a dirty trick • Rude or disrespectful behavior towards anyone on campus • Being in a classroom unattended • Behavior that distracts from learning • Chewing Gum • Throwing food • Not completing homework • Use of cell phone, text messaging or other electronic devices during school hours • Uniform Infraction 	<p><i>One or more of the following consequences:</i></p> <ul style="list-style-type: none"> • Making Amends • Class meeting on the topic • Color Card Change • Conduct Referral/Pink Slip • Loss of privileges • Parent notified <p>*Pattern of Level 1 behaviors may result in consequences for Level 2 Offences</p>

LEVEL 2 BEHAVIORS	LEVEL 2 CONSEQUENCES
<ul style="list-style-type: none"> • Demeaning physical acts that are not physically harmful • Locking someone in a confined space • Setting someone up to take blame • Repeatedly excluding someone from the group • Accessing another students desk, cubby, or property without permission • Cheating or copying • Using Technology inappropriately 	<p><i>One or more of the following consequences:</i></p> <ul style="list-style-type: none"> • Making amends • Parent notified • Loss of privileges (progressively more severe than Level 1) • Color card change • Conduct referral/Pink Slip • Detention <p>• Pattern of Level 2 Behaviors may result in consequences for Level 3 Offences</p>

LEVEL 3 BEHAVIORS	LEVEL 3 CONSEQUENCES
<ul style="list-style-type: none"> • Physical violence/inflicting bodily harm • Reckless behavior • Maliciously excluding someone from the group • Spreading malicious rumors • Prank phone calls • Ethnic slurs • Sexual/racial taunting/harassment • Verbal threats of aggression against property or possessions • Verbal threats of violence or inflecting bodily harm • Theft • Damaging the property of the school or others • Posting information related to Holy Cross School, teachers, or other students on the web 	<p><i>Required parent conference with the teacher and principal and one or more of the following consequences:</i></p> <ul style="list-style-type: none"> • Loss of privileges (progressively more severe than Level 2) • Suspension • Student behavior contract <p>*Pattern of Level 3 Behaviors may result in consequences for Level 4 Offenses</p>

LEVEL 4 BEHAVIORS	LEVEL 4 CONSEQUENCES
<ul style="list-style-type: none"> • Possession or use of illegal drugs or alcohol on or off campus • Bringing a weapon to school or school functions • Failure to meet individual behavior contract • Repeated suspension 	<p><i>Required parent conference with the teacher and principal and one or more of the following consequences:</i></p> <ul style="list-style-type: none"> • Expulsion <p>*Criminal behavior will be referred to law enforcement for further action.</p>

Daily Behavior Plan Rubric

The following point system will allow for parents to have a daily understanding of their student's conduct and behavior in and out of the classroom. The point system will be accessible through Gradebook Wizard.

TK through 6th Grade (using the card system along with the points system)

3 points = No card change

2 points = 1 card change

1 point = 2 card changes

0 points = more than 2 card changes or sent out of the classroom to conference with the Principal or Dean of Discipline

7th through 8th Grade

3 points = no corrections

2 points = 1 or more corrections

1 point = pink slip (30 min detention)

0 points = sent out to another classroom, sent to Principal or Dean of Discipline, or detention notice

ARCHDIOCESAN POLICIES AND PROCEDURES

F.GENERAL INFORMATION

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 of the School.
- 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. In particular, no parent/guardian shall disrupt the learning environment or interfere with co-curricular activities overseen by school personnel.
- When a parents or guardian has a concern about a teacher or staff member, the parent should first meet with the person to dialogue and seek a resolution. If the concern is not resolved, then the parent should consult with the principal.
- 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.

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.

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.

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

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*.

Parent/Student Complaint Review Process

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

School Level

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

Department of Catholic Schools Level

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

Parent or Parent-Teacher Organizations and Consultative School Council

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

Parent or Parent-Teacher Organizations

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

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

Consultative School Council

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

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

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

G. ADMISSION AND ATTENDANCE

School Student Non-Discrimination Policy

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

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

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

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.

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

Privacy and Access to Records

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

Pupil Records

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

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

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

Directory Information

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

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

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

Parent Authorization to Use Child's Personal Information

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

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

Verbal/Written Confidences

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

Transfer of Records

Student Transfers, Withdrawals and Graduation

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

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

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

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

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts

of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Cumulative Pupil Record

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

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

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.

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.

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

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

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.

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.

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 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.

Work Permits

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or

guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

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

For additional information and forms see

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

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.

H. ACADEMICS AND CO-CURRICULAR ACTIVITIES

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.

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.

I. DISCIPLINE

DISCIPLINE

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

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

Maintenance of Effective Discipline

Effective discipline is maintained when there is

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

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

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

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

Expulsion

Reasons for Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

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

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

Written Record

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

Cases Involving Grave Offenses

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

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed

- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

Reporting of Expulsions

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

Right to Make Exceptions

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

Home Study

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

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.

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.

School Searches

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

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

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the

student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

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

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

J. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS ["ARCHDIOCESAN AUP"]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the

Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

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

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

Definitions

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

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

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

Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.

- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

Ownership and Control of Communications

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

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

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

Guidelines for Email Correspondence and Other Electronic Communications

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

- systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
 - h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
 - i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
 - j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
 - k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
 - l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
 - m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
 - n. Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

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

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.

- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

Consequences of Violations of Electronic Communications Policy

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

K. HEALTH AND SAFETY

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*.

Examinations and Inoculations

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

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

Immunization

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

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

Health Records

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

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.

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.

Communicable Diseases

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

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

Allergies

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

Student Sexual Conduct and Pregnancy

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

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

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

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

Closed Campus

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

Research Projects and Rights of Parents

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

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

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

Removal of Students from School during School Hours

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

Exceptions to this rule may be made only:

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

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

Interview and Removal from School of Students by Police Officers

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

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

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

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

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

Interview of a Student during School Hours by a Police Officer

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

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

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

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

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

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

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

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

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

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

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not

publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

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

Procedures in the Case of Suspected Possession or Use

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

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

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

We, the undersigned, have read and understand the Archdiocese of Los Angeles *Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or*

Print Name of Youth: _____
Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____ Date: _____

Name and Signature of Parent or guardian: _____ Date: _____

Name and Signature and Title of Witness: _____ Date: _____

PARENT/STUDENT POLICIES AGREEMENT FORM

Holy Cross School
Parent/Student Policies Agreement Form
(Please print except where signatures are required)
2015-2016

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family (Name) _____ has received
and read the Parent Handbook. We are aware of, understand, and agree to follow the policies and

procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

Father's Signature _____ Date _____

Mother's Signature _____ Date _____

Print student names:

Student's First Name _____ Age _____

Student's First Name _____ Age _____

Student's First Name _____ Age _____

Student's First Name _____ Age _____

Holy Cross School, Principal _____ Date _____

***The school and/or principal retain the right to amend this Handbook for just cause.
Parents/Guardians will be given prompt notification if changes are made.***