

ST. LOUISE DE MARILLAC SCHOOL HISTORY

St. Louise De Marillac Parish was officially established in 1963 with Father James Walsh assigned as the Pastor.

In 1964, construction began on the eight-classroom school and the parish hall, which served as a temporary church. St. Louise de Marillac School opened its doors on September 20, 1965 with an enrollment of 200 students in the first four grades. Four sisters from the order of Notre Dame de Namur staffed the school. Fifth and Sixth grades were opened in 1966, Seventh grade in 1967 and Eighth grade in 1968.

The permanent church was completed in 1972. The Sisters of Notre Dame withdrew from St. Louise in 1976. A layman assumed administration of the school, and two Sisters of St. Joseph joined the staff that year.

In the fall of 1986, St. Louise de Marillac School proudly opened its new computer lab, offering this new technology to students with the purchase of ten computers.

In 1988, plans were finalized for the addition of a new parish hall, new school library, kindergarten classroom, and expansion of the computer lab. The old parish hall was renovated to house the parish offices and various meeting rooms. In February 1998, a development campaign was launched to build a new Multipurpose Building with a large kitchen, meeting room, restrooms, covered lunch area, new playground, new basketball courts, and storage areas. On November 1, 1998 the new playground and Multipurpose Building were dedicated.

In September of 2008 the computer lab was upgraded with the purchase of 14 new computers, networking of the computers and improving Internet access.

Today, St. Louise de Marillac School has an enrollment of 310 students in grades K-8. The school staff includes a lay principal, ten teachers, a music teacher, a reading teacher, a math teacher, a computer teacher, a school counselor two days a week, four classroom aides, and two P.E. teachers.

MISSION STATEMENT

We, the faculty and staff of St. Louise de Marillac Parish School, strive to assist parents in their role as primary educators seeking to prepare children to proclaim the Good News imparted by the Gospel of Jesus Christ.

We foster academic excellence while recognizing each student's unique abilities toward achieving age-appropriate mastery through an integrated curriculum.

Our goal is to see that the children of St. Louise grow in fellowship as persons of faith and charity, enabling them to take part in the church's mission to the world through service.

PHILOSOPHY

St. Louise de Marillac School is a parish school that strives to maintain the rich Catholic tradition imparted by the Gospel of Jesus Christ through an integrated curriculum. In order to maintain this tradition, the clergy, faculty, and students are united and continually renewed by the gospel, which is transmitted through community and expressed in service. This expression of unity is primarily found in the celebration of the Sunday Eucharist that binds each of us together.

**ST. LOUISE DE MARILLAC SCHOOL
2009-2010 FACULTY AND STAFF**

ADMINISTRATION

PASTOR.....	Rev. Larry Dowdel
PRINCIPAL.....	Mrs. Elizabeth La Dou
VICE PRINCIPAL.....	Mrs. Sandy Parise

FACULTY

KINDERGARTEN.....	Mrs. Gina Stern
FIRST GRADE.....	Mrs. Pat Martel
SECOND GRADE.....	Mrs. Sharon Durkan
THIRD GRADE.....	Mrs. Eleanor Lysecky
FOURTH GRADE.....	Mrs. Mary Lou Fimbres
FIFTH GRADE.....	Mrs. Sandy Parise
SIXTH GRADE.....	Mrs. Librada Barragan
SEVENTH GRADE.....	Mrs. Adrienne Ferguson
EIGHTH GRADE.....	Mr. Jason Brown
MATH TEACHER.....	Mrs. Tami Gotto
READING TEACHER.....	Mrs. Therese Anne Wanstrath
MUSIC TEACHER.....	Miss Marie Bucoy
COMPUTER LAB.....	Mrs. LeeAnn Ramirez
ATHLETIC DIRECTOR.....	Mrs. Chris Avila
P.E. – Grs. 1-8.....	Mrs. Laurie Gallegos
P.E. – Grs. 5-8 (Boys).....	Mr. Sergio Gutierrez

STAFF

TEACHER AIDE – Kindergarten.....	Mrs. Diana Sandgren
TEACHER AIDE – Grade 1.....	Mrs. Teresa Sauvageau
	Mrs. Carmen Henry
TEACHER AIDE – Grade 2.....	Mrs. Reyna Perri
TEACHER AIDE – Grade 3.....	Mrs. Laurie Gallegos
LIBRARIAN.....	Mrs. Teresa Sauvageau
YARD SUPERVISOR.....	Mrs. Laurie Gallegos
HOT LUNCH SUPERVISOR.....	Mrs. Theresa Rivera
DAY CARE.....	Mrs. Linda Witherby
	Mrs. Reyna Perri
	Mrs. Dolores Miranda
SECRETARY.....	Mrs. Laura Prado

VOLUNTEER PROGRAM

HEALTH ROOM CHAIRPERSON.....	Mrs. Mary Ann Vale
BINGO CHAIRPERSONS.....	Mr. Jim Corbitt
	Mrs. Jerlyn Bryant-Evans

ST. LOUISE DE MARILLAC SCHOOL

SCHOOL CALENDAR

2009-2010 SCHOOL YEAR

August	25	School Opens	Dismissal 12:00 noon
August	25-28	Half Day	Dismissal 12:00 noon
August	31	Grade 1	Dismissal 12:00 noon
August	31	Grades 2-8	Dismissal 2:30
September	01	Kindergarten Begins	8 a.m. – 1:30 p.m.
September	01-04	Grade 1	Dismissal 12:00 noon
September	01-03	Grades 2-8	Dismissal 2:30
September	04	Grades 2-8	Dismissal 2:00
September	07	Labor Day	NO SCHOOL
September	09	Back-to-School Night	7 p.m. – 9 p.m.
September	21	Teacher In-Service	NO SCHOOL
September	25	Teacher In-Service	NO SCHOOL
November	11	Veterans' Day	NO SCHOOL
November	13	End of First Trimester	School is in Session
November	23-24	Parent-Teacher Conferences	NO SCHOOL
November	25-27	Thanksgiving Vacation	NO SCHOOL
December	18	Christmas Vacation Begins	Dismissal 12:00 noon
January	04	School Resumes	
January	18	Martin Luther King Jr. Day	NO SCHOOL
January	31	Catholic Schools Week	
February	15	Presidents' Day	NO SCHOOL
March	05	End of Second Trimester	School is in Session
March	19	Religious Ed Congress	NO SCHOOL
April	01	Holy Thursday	Dismissal 12:00 noon
April	02	Good Friday	NO SCHOOL
April	04-09	Easter Vacation	NO SCHOOL
April	11	School Resumes	
May	31	Memorial Day	NO SCHOOL
June	10	Last Day of School	Dismissal 11:00 a.m.
June	11	Frontier Days Carnival	
June	12	Frontier Days Carnival	
June	13	Frontier Days Carnival	

ST. LOUISE DE MARILLAC SCHOOL
2009-2010
SCHOOL YEAR SCHEDULES

SCHOOL SCHEDULE

7:50	First Bell Rings
8:00	School Begins
10:00 – 10:20	Recess Grades 1-5
10:30 – 10:45	Recess Grades 6-8
12:00 – 12:35	Lunch Grades 1-3
12:10 – 12:45	Lunch Grades 4-5
12:20 – 12:55	Lunch Grades 6-8
2:30	Dismissal –Monday-Thursday
2:00	Dismissal – Friday

P.E. SCHEDULE

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
10:20 - 10:50	1 st	2 nd	1 st	2 nd
11:30 - 12:00	3 rd		3 rd	
11:40 - 12:10		4 th		4 th
12:45 - 1:15	5 th	6 th	5 th	6 th
2:00 - 2:30	7 th	8 th	7 th	8 th

MUSIC SCHEDULE

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:30 - 10:00					4 th
10:30 - 11:00					1 st
11:00 - 11:30					3 rd
11:40 - 12:20					6 th
12:40 - 1:10		1 st			
12:45 - 1:15			2 nd	5 th	K
1:15 - 1:45		5 th			
1:20 - 1:50				2 nd	
1:25 - 1:55			7 th		
1:30 - 2:00					Choir (7 th & 8 th)
2:00 - 2:30		4 th	8 th	3 rd	

MASS SCHEDULE

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	1 st 2 nd 7 th		3 rd 5 th	4 th 6 th 8 th

**ST. LOUISE DE MARILLAC SCHOOL
PARENT CLUB BOARD 2009**

President

Josie Diaz

Pastor

Rev. Larry Dowdel

1st Vice President

Monica Varela

Principal

Elizabeth La Dou

2nd Vice President

Marisela Sahagun

Treasurer

Michelle Gonzalez

Corresponding Secretary

Mary Ann Mulvihill

Incoming Treasurer

Emily Guzman

Recording Secretary

Griselda Calistro

CURRENT WAYS & MEANS

Arturo & Maria Dominguez

Belinda & Ramon Lian

Arlene & Saul Gracian

INCOMING WAYS & MEANS

Celia & Ron Williams

Alicia & Peter Popoff

Monica & Anthony Corona

**ST. LOUISE DE MARILLAC SCHOOL
BOOSTER BOARD 2009**

PRESIDENT

Malinda Brutocao

SECRETARY

Patricia Dunn

VICE PRESIDENT

Tina Hartnett

SPECIAL PROJECTS

Bob Lind

Justin Llorens

TREASURER

Suzanne Rickards

ATHLETIC DIRECTOR

Chris Avila

WAYS & MEANS

Anissa Tetreault

Karen Stone

ST. LOUISE DE MARILLAC SCHOOL
ROOM PARENTS – 2009– 2010

CHAIRPERSONS

Monica Varela	626 967-7754
Marisela Sahagun	626 974-5667

KINDERGARTEN

Veronica Casillas	909 243-0398
Yvette Hernandez	626 966-8784

GRADE 1

Jennifer Gaul	626 331-7992
Bernadette Loera	626 391-8503
Marisela Sahagun	626 974-5667

GRADE 2

Elizabeth Castro	909 305-0506
Araceli Loera	626 335-9489
Francesca Rodriguez	626 589-5014

GRADE 3

Sandra Ingraham	626 732-9670
Monica Lazo	626 252-5939
Andrea Thornell	626 712-0793

GRADE 4

Cecilia Areas	626 966-7936
Marlina Correa	626 852-0253
Christine Prata	626 966-4433

GRADE 5

Susie Abad	626 917-1090
Marisol Romero	626 320-5268
Maryann Vale	626 915-2173

GRADE 6

Kathy Cavanaugh	909 394-3089
Emily Guzman	626 335-1081
Barbara Kelsall	626 339-5343

GRADE 7

Elizabeth Lazo	626 339-1691
Felicia Morales	626 484-7095

GRADE 8

Marie Ebner-Gavit	626 915-5779
Stephanie Flores	626 339-5930
Jennifer McGee	626 967-2485

LEARNING EXPECTATIONS

Graduates of St. Louise de Marillac School will be:

1. Morally and spiritually involved individuals who:
 - possess knowledge of Catholic faith based on scripture and tradition
 - practice their faith through participation in church, Mass and sacraments, and social justice issues
 - demonstrate a strong character by acting with integrity and honesty, and being morally responsible
 - enjoy a personal relationship with God in daily prayers and meditation

Academically prepared individuals who:

- possess a strong foundation in academic subjects
- exhibit/use critical thinking and problem solving skills, enabling them to produce quality work
- utilize research and study skills effectively
- apply acquired knowledge to new situations

3. Involved citizens who:
 - show sensitivity to and respect for the differences in individuals and/or cultures and to the opinions of others
 - demonstrate an awareness of citizenship of the world through Social Justice projects within the community and the world

4. Lifelong learners who:
 - demonstrate a strong work ethic and perseverance
 - emanate a desire to use their talents to reach their highest potential
 - take responsibility for their choices and subsequent consequences
 - display confidence in resolving conflicts peacefully
 - use technology effectively

5. Effective communicators who:
 - demonstrate active listening skills
 - effectively express ideas and opinions, both orally and in written form
 - display appropriate social life skills in a variety of situations

6. Integrated individuals who:
 - recognize their talents and develop them to their fullest potential
 - demonstrate sportsmanship and work well with others
 - appreciate the fine arts
 - understand, respect, and embrace a healthy lifestyle

ADMISSION POLICY

St. Louise de Marillac Parish School will enroll all eligible Catholic children when space is available, regardless of sex, race, color, racial and ethnic origin according to the following priorities:

1. Testing results.

2. Siblings of Current St. Louise Students.

Families already in school, who are registered, and are actively supportive parishioners. Actively supportive means many things, but most importantly the family attends Sunday Mass (Liturgies) here at St. Louise de Marillac Church, uses the Sacrament of Reconciliation, often participates in the school and in the larger parish family activities. Financial support of the parish family is also required. This will be done through the use of parish envelopes each week.

3. Actively Supportive Parishioners

Families not already in school, but who are registered and are actively supportive parishioners. Actively supportive means many things, but most importantly the family attends Mass here at St. Louise de Marillac Church, uses the Sacrament of Reconciliation, often participates in the school and in the larger parish family activities. Financial support of the parish family is also required. This will be done through the use of parish envelopes each week.

Catholic School Transfers

Students who transfer from another Catholic School must be in good standing in the following areas: behavior, academics, parent participation, and finances.

5. Non-Supportive

If room is available, Catholic students from families who are not supportive of St. Louise de Marillac Parish Church will be accepted and will pay a higher tuition rate.

6. Non-Catholic

If room is available, non-Catholic students who, by past behavior and attitude, have demonstrated that they would accept the St. Louise de Marillac Parish School Philosophy and whose parents will support the school will be accepted. These students will pay a higher tuition rate.

A student is not actually enrolled until the school receives all required documents:

1. Birth Certificate, baptismal certificate, current report card, immunization records.
2. Parents sign the contract and commit to service hours and fundraising.

Acceptance of any student is decided by the principal in consultation with the pastor.

General Guidelines for Admission

- Preference shall be given to active members of the Parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- St. Louise School requires kindergarten students to be 5 years of age before September 1st of the year they enter Kindergarten.
- St. Louise School requires first grade students to be 6 years of age before September 1st of the year they enter first grade.
- All students must comply with current California immunization and health requirements prior to enrollment.
- St. Louise 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 serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the Parish school.

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.

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.

ABORTION

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

ACTIONS/ATTITUDES OF PARENTS/GUARDIANS

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

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child(ren)'s continuation in St. Louise de Marillac Parish School.

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

ATHLETICS

St. Louise de Marillac Parish School maintains an active Athletic Program through the Physical Education Program for Grades 1-8 and after school sports for Grades 5-8. Boys and girls teams compete with other schools in the leagues and tournaments through the Catholic Youth Organization (CYO) Program. The purposes of our After School Sports Program are (Archdiocesan Code 5700.1)

- a. to teach sportsmanship;
- b. to overcome tendencies toward excessive competition;
- c. to acquire ability and physical coordination;
- d. to learn to keep rules;
- e. to practice self-control

Students who wish to participate in after school sports (volleyball, basketball, football, cheer and drill) must try-out during the designated times, sign and agree to the terms of the Sports Contract (**Appendix XIII**) and maintain a C or above in all subjects.

ATTENDANCE

Absences:

1. If a student is absent, it is the parents' responsibility to call the school Health Room. (626) 332-2410, by 9:00 a.m. each day the child is absent.
2. It is required that a written excuse be sent with the child upon returning to school after any absence.
3. If a child has been diagnosed as having a contagious disease, please notify the office so that precautions can be taken and notifications sent home. No student having had a contagious disease will be admitted to school without a doctor's release.
4. Every attempt should be made to schedule medical and dental appointments during vacations or after school hours.
5. In the event that an appointment must be made during school hours, the student will be called to the office when the parent arrives. No student may leave or return to school without the signature of a parent, guardian, or other delegated adult.
6. In the case of an absence, a student will have the opportunity to make up work missed. It is the student or parent's responsibility to request the work.
7. If a pupil is absent for 15 days or more in one quarter, the student will receive an "Incomplete" in all subjects. The student will then have a given time to make up the missed work for a grade. If the work is not made up, the "Incomplete" grades will become "F's".
8. Absence because of vacations, trips, or because the child is needed at home to baby-sit, etc. are **not** acceptable excuses, nor are they legal excuses of absence. Three such absences in one year will be reported to the truant officer according to the California Education Code.
9. Teachers are not required to send work with students who are absent because of a vacation.

Tardiness:

Please note that students should be in line with their class at 7:50 a.m.

A pupil is tardy if he/she arrives after the second bell (8:00 a.m.). If he/she comes after 10:00 a.m., he/she is marked absent half a day. (See Discipline Code) When a student leaves before 1:15 p.m., it will also be recorded as a half-day absence.

If you wish an absence or tardy to be recorded as a medical excuse, you must send a form signed by the doctor or his representative to the homeroom teacher when the student returns to school. Only time spent in a hospital or at a doctor’s office can be considered for “medical excuse”.

During school hours, 8:00 a.m. to 2:30 p.m., any student coming to school late or leaving school early must report to the school office before being admitted to class or leaving school.

Truancy:

A pupil who is absent from school without a valid excuse more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in one school year or chooses to participate in the Disneyland trip when it wasn’t *earned* is truant and will be reported to the attendance officer of the local public school district. (Archdiocesan Code 5200.3)

BARRIERS

Barriers are placed for everyone’s safety and may never be moved or rearranged by a student or parent for their own convenience.

BICYCLES - SKATEBOARDS - SKATES - ROLLERBLADES

1. Bicycles are to be walked onto and off the school grounds. Children who violate this rule will be subject to the School Discipline Code. Please see that your child’s bike has a lock.
2. Skateboards, scooters, skates or roller blades are never to be brought to school. They will be confiscated.

BOOK BAGS - BACKPACKS

All students are required to have a book bag/backpack of some type to protect books and materials. To ensure that the school campus remains safe for students, searches for drugs and weapons are conducted by necessity without warrants. All backpacks/book bags, which are used by students and brought onto St. Louise de Marillac Parish School campus are subject to search by school personnel in cases where imminent danger is present. When there is no imminent danger parents may be contacted before the backpack/book bag is searched.

BOOKS

Textbooks are numbered and assigned to students who are expected to be responsible for their proper care. Books are to be covered at all times and carried to and from school in a book bag or backpack to minimize wear and tear. Lost or damaged books should be reported and paid for immediately.

BOOSTER CLUB

The Athletic Program is fully supported by the St. Louise de Marillac Booster Club. The Booster Club has a membership fee and a fundraiser each year, which are required for all families with children playing sports and those who participate in Drill Team or Cheerleading. Membership is optional for all other families. We appreciate your support of our athletic program.

CARS

You are asked to refer to the map on **Appendix III** regarding drop-off, pick-up and parking. It is essential for safety and traffic flow that you follow these instructions. Please drive slowly when entering and/or departing from the parking lot. **Do not exceed a speed limit of 5 miles per hour when entering or leaving the school campus.** With morning Mass, it can be a hazard if you drive fast. Always pull forward in the car line. Never drop off near the faculty parking lot or in front of the school. At all times be aware of children, yours and someone else's.

CCD

The St. Louise de Marillac Parish Religious Education Program operates on Monday, Tuesday and Thursday afternoons and Monday evenings. School students and/or parents may not disturb the CCD classes to go into the classroom to pick up forgotten items *before, during or after CCD classes.*

CELL PHONE POLICY

Cell phones are brought to school at the student's own risk and must be kept out of sight in a backpack. They may not be used on campus before, during or after school except in cases of extreme emergency as identified by school personnel. (i.e., earthquake, fire, disaster) Violation of the cell phone policy will result in confiscation of the phone.

This means:

- *Any cell phone brought to school must remain "turned off" and be in the student's backpack in the classroom closet.*
- *Cell phones may not be used anywhere on the St. Louise Parish School grounds before, during or after school. This includes daycare and any other school sponsored activity.*
- *A student may never call or text without permission from a supervising adult employee of the school.*

Consequences:

Students who disregard this policy will have the cell phone immediately confiscated and receive a citation. The student's parent must pick up the phone from the principal's office. A second offense will result in a consequence up to and including suspension for defiance of school rules and loss of the phone until the last day of school of the given school year. It may then be retrieved from the principal's office.

Students may never use cell phones to be mean, rude or to bully another person. This includes texting. Off campus use of technology including cell phones is covered in the Archdiocesan policy in this handbook.

Consequences:

Using a cell phone to cheat during a test by texting: Suspension

Any type of cyber-bullying including sexual harassment: Suspension and possible criminal investigation.

Principles of Christian Behavior, St. Louise School Handbook Policies and Student Learning Expectations are to be followed throughout the entire day not just when at school. Our faith is to be lived out in practice in all of our words and deeds.

CHEATING

St. Louise School values academic honesty and integrity. We encourage students to perform to the best of their ability. Cheating is never permitted. No type of cheating is ever permitted on exams, projects, papers, or other assignments. Any student involved in cheating will receive a citation and a lowered grade as a minimum consequence. Please check Appendix XVI for a description of disapproved behaviors as published by 2004 Character Counts and adopted by St. Louise School.

CHEWING GUM

There will be a \$5.00 fine for students chewing gum at school or at a school function. Chewing gum is strictly prohibited.

CHILD ABUSE REPORTING POLICY

The California Penal Code Section 11166 requires that any employee of a school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone.

Child abuse or neglect is defined as any act or omission that endangers or impairs a child's physical or emotional health and/or development.

This includes:

Physical abuse and/or corporal punishment
Emotional abuse and/or deprivation
Physical neglect and/or inadequate supervision
Sexual abuse and/or exploitation

Persons required to report child abuse are not liable either for civil damages or for criminal prosecution for reporting child abuse.

CLASSROOM ACCESSIBILITY

If your child forgets anything out of the classroom at the end of the school day, under no circumstances are they allowed to ask the office, day care or any school/church employee to open the classroom for them. This applies to any day of the week (whether CCD is in session or not). Please tell your children to double check their backpacks before they leave their classroom for the day.

CLOSED CAMPUS

No student is permitted to leave the school grounds during the school day without written permission from a parent or guardian. During any activity, a student may not leave the grounds without a written permission note from a parent. *If a student has written permission to walk home after school, they must check in with the school office before leaving and exit through the front gate by the office.* Any student leaving school before the school day ends must be signed out in the office by an adult. There are no exceptions. All parents dropping off lunches must leave them in the office. Students are not permitted to be in classrooms or playground areas without supervision, including before and after school. All visitors to campus, including parents, must sign in at the school office and obtain a visitor's badge. Parents may never enter a classroom without permission. Parents are not allowed to "visit" during the school day.

CODE OF CHRISTIAN CONDUCT

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children. It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the St. Louise de Marillac Parish School.

It shall be an express condition of enrollment that the parents/guardian of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies or procedures set forth in any student/parent handbook of the St. Louise de Marillac Parish School.

These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their own 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.

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

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

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

St. Louise de Marillac Parish School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or an intermediate step short of withdrawal.

COMMUNICABLE DISEASE

Parents must call the school office when their child has a communicable disease. The information is needed to notify other children who may have been exposed to the disease.

COMPUTERS

All students will read and sign the Computer Network User Agreement (**Appendix XII**) before being allowed to use school computers. Any damage to or misuse of school equipment or inappropriate use of the network and Internet access will result in serious consequences including expulsion from St. Louise School.

E-Mail Policy

Staff members' electronic correspondence with students shall be limited to purposes related to education.

Parents are responsible for the electronic messages sent by their children to classmates, fellow students and staff from their home/personal computers. Parents should monitor computer use in their own homes.

CONFERENCES

Formal conferences between parents and teacher are scheduled in November following the first quarter report card. Parents will sign up for the November Conference at Back to School Night. Parents may request conferences at other times during the school year.

If at any time you feel it necessary to talk to any teacher, please make an appointment by calling the office or writing a note to the teacher. It is not acceptable to confer with a teacher at unannounced times, because of his/her responsibilities before, during and after school.

The principal is available for conferences. It is best to make an appointment, but we hope that each parent feels free to appropriately express his/her concerns and suggestions at any time.

Often it happens that a parent or student has a difficulty or challenge that needs attention. Sometimes the parent will contact the Pastor of the parish. While the Pastor is the Administrator of the parish school, the ordinary way to resolve conflict is to speak with the teacher first. If no resolution is found, please contact the principal. This ordinary and standard way should resolve all conflict. However, if after the ordinary way has been exercised and resolution to the problem is not satisfactory, please contact the Pastor.

COUNSELING POLICY

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

St. Louise de Marillac School has on campus, *two* days each week a counselor from *Azusa Pacific University Community Counseling Center*. Parents must sign a release for telling the school if their child(ren) will be allowed to participate in one on one counseling with the counselor. Counselors will conduct group education sessions approved by the principal. All students will participate in those classroom, whole group learning experiences.

CRIMINAL PROCEEDINGS

Any student involved in a criminal court proceeding may be placed in home study for the duration. Pending the outcome and the court's decision, the student may be subject to disciplinary action up to and including expulsion.

DETENTION

Detention for junior high students (grades 6th, 7th and 8th) is for one hour and held on Mondays, Wednesdays and Fridays. Detention for lower grade students (grades 1st through 5th) is fifteen minutes and is to be served on the following day. Parents are given 24-hour notice. Detention slips are to be signed and returned to the teacher. Any missed detentions are doubled.

Grades 1-5

Detentions are given for misbehavior and disobedience as the last step of the teacher's behavior plan. Detentions are given for missing homework and brown envelopes.

Grades 6-8

Detentions are given for misbehavior, disrespect, disobedience and uniform violations as the last step of the teacher's behavior plan. Detentions will not be given for missing homework. Students are expected to complete all assignments. Missing work affects the students' grade and progress. Students will receive 10% less credit for each day any assigned work is late. Detentions are given for missing/late brown envelopes.

Misbehavior is defined as any action which is inappropriate in the classroom, in church or on the playground. The classroom is anywhere a lesson is taking place. i.e. the hall or a field trip.

A citation may be issued when three detentions are received in grades 6-8 and for five detentions in grades 1-5. Citations may be issued for a first offense if it is deemed serious.

A student receiving three citations may be placed on a contract, home study or expelled. Refer to **Appendix II** for the complete Discipline Code.

DISASTER (EARTHQUAKE) **(See Appendix I for details)**

1. The disaster signal is a command from the teacher or Principal to "DROP".
2. Everyone immediately takes cover under his/her desk; face down, and away from the windows.
3. Absolute silence is required while awaiting instructions.
4. At the given signal, students will vacate the building and go to the field area.

Procedures

- The role of the school staff in an emergency is to care for student safety.
- The school will instruct students in emergency procedures: fire, earthquake, etc.
- Students will be kept in the school environment until they can be reunited with a parent/guardian.
- School entrances will be closed. Signs will be posted indicating the gate where students may be picked up. Parents may not drive into the parking lot.
- Parents must be certain the Emergency Cards is accurate and completely filled out each year and returned to the school. Please inform the school of any changes.
- Students should know the person designated on the Emergency Card who will care for them or possibly take them from school. Students will only be released to adults listed on the Emergency Card.
- Parents should not call the school as that ties up our phone line.
- Parents should listen to the Emergency Broadcast System for emergency information.
- *Students will be released to their parent/guardian when the school deems it is safe.*

DISCIPLINE

Teachers are not expected to tolerate disrespect or verbal abuse from any student or parent. Neither do we expect a class to regularly put up with a disruptive force. If a teacher deems it necessary, any problem student may be sent to the office to speak with the principal who will counsel the student and may notify the student's parent. Continuous offenses will necessitate parental conference and/or suspension. Documentation of a student's behavior may become a part of a child's permanent record file. If a parent refuses to sign a detention or a citation, this will warrant a conference with the teacher and the principal *and may be considered non-supportive of school policies.* .

1. Discipline in the Catholic Schools is to be considered 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 provides character development.
2. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teacher, and their classmates towards the attainment of the class and school objectives. However, it should be noted that legitimate interest of the school extends beyond the school day and beyond the school hours.
3. See **Appendix II** for details of St. Louise Discipline Code.
4. The school reserves the right to ask any student involved in criminal proceedings to study at home pending the outcome of the investigation/trial.
5. In cases where the parental attitude is uncooperative, destructive, or non-supportive of the school, its personnel or policies; the principal will request that the student be transferred to another school.
6. The principal, in consultation with the Pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

Conditions of Suspension:

Any of the reasons listed for expulsion with mitigating circumstances is adequate cause for suspension of a pupil (Archdiocesan Code 5400.7).

1. Fighting and/or pretending to fight
2. Any type of truancy
3. Involvement in a criminal proceeding
4. Consistent defiance of school rules, personnel, or administration
5. Disrespect
6. Lack of cooperation
7. Receiving three citations
8. Harassment
9. Public and overt breaches of Catholic moral teaching
10. Kissing or other inappropriate behavior of a similar nature between students on the school campus, or any school activity including sports and field trips.

The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present t the conference.

Two or more suspensions during a school year may be grounds for expulsion.

Conditions for Expulsion:

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

1. Actions gravely detrimental to the physical, moral and spiritual welfare of others.
2. Habitual profanity or vulgarity.
3. Bullying or harassing school personnel or other students.
4. Assault, battery or any threat of force or violence directed toward any school personnel or student.
5. Open persistent, defiance of authority or the teacher or the principal.
6. Continued willful disobedience.
7. Use, sale, distribution or possession of narcotics, drugs or any other controlled substance.
8. Use, sale, distribution, or possession of any alcoholic beverages purposes on or near school premises.
9. Smoking or possessing tobacco.
10. Willful destroying, cutting, defacing, or otherwise injuring in any way, property, real or personal belongs to school, staff, or student.

11. Habitual truancy (Art.6102.1c)
12. Possession of weapons or materials that can be used as weapons.
13. Theft
14. Misuse, inappropriate use of school computers and/or Internet access.
15. Threatening school personnel or fellow students.
16. Public and overt breaches of Catholic moral teaching.

17. Membership in, active involvement in or affiliation with a gang or group responsible for coercive or violent activity is grounds for expulsion.
18. Forging signatures.
19. Cheating or plagiarism.
20. Actions in or out of school which are detrimental to the school's reputation.
21. Violation of the Electronic Communications Policy policies and guidelines.
22. Inappropriate conduct or behavior unbecoming a student in a Catholic School.

In cases where students show no signs of cooperation and are a continual disruptive force – the principal reserves the right to request that parents withdraw their child/children from the school immediately. In the event the parent refuses to withdraw the student, the principal has the right to expel the student from St. Louise de Marillac School.

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. The principal, in consultation with the pastor, reserve the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

DISNEYLAND TRIP

The school Disneyland trip is a fun day for those who **earned** the trip by supporting St. Louise School through raffle ticket sales. Families who take students who **didn't earn** the right to go to Disneyland that same day are considered in violation of school policy. Those students are considered to be truant. Please think about the lesson you are teaching your children when you disregard school rules and policies.

ELECTIONEERING AT SCHOOL

Since the Church and the schools are tax-exempt, the overall Federal law applies and precludes the institution or any students and staff from participating in political activities at the school or parish. This includes wearing any political buttons, T-shirts, etc. while at school. This is not to be confused with the proper role of the school in training citizens, which could include mock elections, student council elections, etc.

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web 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, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.

- **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, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. Ownership and Control of Communications

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, 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.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, 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 pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- 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 parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail correspondence and other electronic communications

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.

- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules
- Post or distribute personal contact 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 contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications 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.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan 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).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.

- 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.

6. Consequences of violations of electronic communications policy

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

7. General guidelines for video, DVD, computer systems, software, internet policy

Videotapes, DVDs or films, live broadcasts, computer software, and the Internet viewed at a school must be linked to a valid “educational purpose” and be relevant to the curriculum being taught. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities. The adults in charge are held accountable in this area.

Videotapes, DVDs or films, live broadcasts, computer software, and use of the Internet must be consistent with acceptable standards of professional responsibility. Caution and prudence must be used when showing and/or discussing materials that reflect opinion, advocacy, bias or partnership inconsistent with Catholic beliefs and doctrine. Teachers should always present what the Catholic Church’s teachings are regarding these issues. Teachers should avoid use and discussion of materials which have been identified as objectionable or rated unfit (inappropriate) for students by the Catholic Bishops.

Use of media items should be placed in the teacher’s lesson plan book under its appropriate content area for review by the principal prior to showing the item to students. Some teachers may be required to show the principal the items to be shown and receive approval prior to planning the lesson.

During school hours teachers are responsible for guiding students towards appropriate materials on the Internet. Students will lose their Internet access privilege if they are found in violation of school policies regarding responsible use of the school’s computer networks. Outside of school parents bear the responsibility.

Principal, teachers and staff must comply with all regulations regarding fair-use period, licensing and copyright laws for all media.

Educators must be aware that quality and integrity of the content on the Internet is not guaranteed. Teachers and students must examine the source of the information and ask the following: Is the source clearly identified? Is it an individual, an organization or a publisher? When was it posted? What are the qualifications of the writer(s)? Is author bias evident?

Students must not be allowed to “surf” or access the Internet without guided instruction and oversight. Teachers must provide specific directions, specific URL addresses, and design appropriate collaborative activities to ensure maximum learning and quality use of time.

Evaluation of Educational Media

The decision to show educational media should be made carefully. Media used in the classroom should be valuable teaching tools. The following should be considered when selecting media for classroom use:

- *Media should directly apply to the curriculum approved for the level that you teach.*
- *Media should be previewed in its entirety.*
- *Media should be appropriate to a present or future classroom lesson.*
- *Media should be considered valuable and the best use of classroom time.*
- *There should be pre and post viewing instruction by the teacher so as to ensure that students understand the content of the media.*
- *Media should not be used for a teacher break or because the teacher is not prepared for class.*
- *All supervisory personnel (e.g. substitute teacher, lunch supervisors, daycare personnel) shall be informed of these guidelines.*

Rated and Un-rated Videos and Films

All videotapes, DVDs and films are to be previewed in their entirety by the teacher before being used with students. Guidelines regarding the use of media rated by the Motion Picture Association of America (MP) are as follows:

- G Needs teacher review for appropriateness*
- PG Needs teacher, principal and parental approval*
- PG13 May not be shown. There are no exceptions.*
- R May not be shown. There are no exceptions.*
- NC17 May not be shown. There are no exceptions.*

The teacher and/or principal should view any unrated material to determine its relevancy to the curriculum and its appropriateness for the age and maturity level of students being taught.

Parental approval must be obtained when a PG film, video or DVD is to be viewed by the class.

Failure to comply with the media policies may result in disciplinary action, up to and including termination.

Movies have been evaluated by the U.S. Conference of Catholic Bishop's Office for Film and Broadcasting according to artistic merit and moral suitability. The reviews include the USCCB rating, the Motion Picture Association of America rating, and a brief synopsis of the movie.

The classifications are as follows:

- *A-I general patronage*
- *A-II adults and adolescents*

- *A-III* adults
- *A-IV* **
- L* limited adult audience, films whose problematic content many adults would find troubling. *L* replaces the previous classification, *A-IV*.
- O* morally offensive

** Discontinued classification. All archived movies that were originally in the *A-IV* category are now classified as *L*.

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EXPECTED LEARNING BEHAVIORS

As a way of promoting discipline and growth in self-discipline we expect St. Louise students to display the following Learning Behaviors:

- *Pay attention—listen*
- *Follow directions*
- *Work hard/show effort*
- *Complete and turn in assignments as directed*
- *Respect others—classmates, teachers, adults*
- *Use appropriate language and actions*
- *Be self-monitoring*
- *Show self control*
- *Make good choices*
- *Take ownership of behavior*
- *Follow the uniform dress code*
- *Show a positive, courteous, respectful attitude*
- *Work cooperatively with others*
- *Respect classroom, learning and playground materials/equipment and restrooms*
- *Have needed supplies*
- *Be on time*
- *Use time wisely*
- *Problem solve with fellow students*
- *Ask adults (St. Louise employees) for help*
- *When absent, work is made up as directed*

EXTENDED DAY CARE

Day care is provided for children of school families from dismissal time to 6:00 p.m. every day school is in session. All fees are to be turned into the office by the 10th of every month. An immediate late fee is due if a child is picked up after 6:00 p.m. Use of Extended Day Care is a privilege. Any misuse of its services or abuse of its personnel will result in loss of the use of day care or other disciplinary action.

EXTRA CURRICULAR ACTIVITIES (Eligibility)

All students participating in any extra-curricular activities must meet the following requirements:

1. At least a "C" in conduct on the Report Card.
2. At least an average grade in each major academic subject area.
3. Visible effort in academic endeavors.
4. Eligibility for an individual student may be determined at the discretion of teacher and principal. Temporary suspension from activities may take place at any time, until the next Progress Report or Report Card, for lack of one of the above requirements.
5. Homeroom teacher will notify parents directly of any necessary suspensions. Those students wishing to run for and hold a Student Council Office must meet the special academic and character requirements for that office.

FACULTY PARKING LOT

The faculty parking lot is for the use of St. Louise faculty and staff only. School families may not have access to this parking lot. Please park in the designated parking lot near the hall or in front of the school when taking care of school business.

FACULTY ROOM

The school Faculty Room is for the use of the faculty and staff only. Parents and students may not have access to this room without first obtaining permission from the school office.

FAMILY/CUSTODY – The Non-Traditional Family

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 known in writing. The school remains a neutral party in all disputes.

FIELD TRIPS

When a class plans an educational field trip during the year, there may be a fee for admission and/or transportation. Parents may also be asked to chaperone. Parents do not receive service hours for going on field trips. All school rules are in effect on field trips. All Archdiocesan policies on safe environment are in effect.

Transportation for field trips may be by private car if the trip is within 3 miles of the school and no freeways are used. Parents who drive private cars on field trips must present a valid drivers license and valid California auto insurance with limits of at least 100,000/300,000 to the school office prior to providing transportation for a field trip.

St. Louise School only allows day trips. No overnight trips are sponsored or supported by the school.

Important Notice for Non-School Sponsored Trips

St. Louise School is not liable for any student participation of trips to Washington D.C. and New York. These activities are solely the responsibility of the sponsoring person or group. Correspondence/communication *or meetings* of any kind may not take place at St. Louise School, *at any St. Louise School sponsored activities* or Church for these types of trips. School sponsored events, such as retreats, sports events or class field trips will always include the standard Parent Consent form that clearly indicates the School's support and approval of the event or trip.

FINANCIAL AID

Any financial aid arrangements made by St. Louise de Marillac School or the Catholic Education Foundation of the Archdiocese of Los Angeles are for one school year only. Aid is not given on a continual basis. Any family in need of financial assistance should speak with the principal.

FINGERPRINTING

Background checks are one way to safe guard our students. Any one guilty of sexual misconduct with a minor is prohibited from work, as an employee or volunteer, with minors directly and in an unaccompanied setting where they have more than incidental contact or have supervisory or disciplinary power over the child.

Staff

All staff members are fingerprinted and clear both the California Department of Justice and Federal Bureau of Investigation database before being employed.

Volunteers

All parent or other volunteers involved in the Classrooms (kindergarten & first grade helpers), the Health Room, Yard Duty, Computer Lab, Library, Field Trip drivers, Room Parents and Chaperones must be fingerprinted before beginning their duties. Fingerprinting is available by the Archdiocese of Los Angeles for free at various sites. A form for the live scan fingerprinting process may be obtained from the school office. A copy of the completed form is to be returned to the school principal.

As of the 2007-2008 school year, no parent or volunteer will be allowed to perform volunteer functions on the St. Louise Campus unless the fingerprinting process has been completed and the volunteer has been cleared by the Archdiocese of Los Angeles as volunteers in good standing. Parents should complete the fingerprint process now to avoid exclusion.

FIRE DRILLS

1. The fire signal is a continuous blast of the bell.
2. Everyone in the school building is to exit quickly, and walk quietly to his or her designated area and remain until the principal dismisses the class.

GRADING POLICY

Academic Grading Policy

Letter grades are given for academic achievement in grades one through eight, except the first quarter of first grade. All students are expected to make satisfactory progress. Any student who does not maintain a "C" average may be asked to leave St. Louise de Marillac School. We expect students to complete their work, cooperate with the staff, and make every effort to learn. Students are to have all required supplies and be prepared for every class, including Music and P.E.

GRADE “A” Outstanding Achievement (93-100%)

1. Scholarship
 - a. Recitations and answers thoroughly presented.
 - b. Information volunteered frequently and evidence of outside learning.
 - c. Constant and lively interest in discussions.
2. Written and oral assignments on time and original in thought and execution
3. Progress very noticeable.

GRADE “B” Above Average Achievement (85-92%)

1. Scholarship
 - a. Recitations and answers better than average.
 - b. Information volunteered frequently.
 - c. Moderate interest in discussions.
2. Written and oral assignments on time and of good quality.
3. Progress noticeable.

GRADE “C” Average Achievement (70-84%)

1. Scholarship
 - a. Recitations and answers average.
 - b. Information occasionally volunteered.
 - c. Moderate interest in discussions.
2. Written and oral assignments on time, but not always exact.
3. Progress satisfactory.

GRADE “D” Below Average Achievement (65-69%)

1. Scholarship
 - a. Recitations and answers below average.
 - b. Information contributed rarely - even upon stimulation.
 - c. Slight interest in discussions.
2. Written and oral assignments sometimes tardy and sometimes inexact.
3. Progress poor.

GRADE “F” Failing (below 65%)

1. Scholarship
 - a. Recitations and answers poor.
 - b. Information never contributed
 - c. Lack of interest in discussions.
2. Written and oral assignments often late and often inexact.
3. Progress too little to give adequate preparation for work of the following grade.

Grade Scale

A	100 - 97	C	79 - 75
A-	96 - 93	C-	74 - 70
B+	92 - 90	D+	69 - 68
B	89 - 87	D	67 - 66
B-	86 - 85	D-	65
C+	84 - 80	F	64 or below

Conduct Grading Policy

The student’s conduct grade will be based on the degree to which he/she adheres to the School Discipline Code at all times and places.

GRADUATION REQUIREMENT

The graduation requirement for St. Louise School is as follows:

1. *Passing grades in all subjects and in conduct and effort.*
2. *Twenty hours of service in 2 areas completed between June 11, 2009 and May 13, 2010.*
3. *All financial obligations are met by the parents.*
4. *Proof of growth in meeting the St. Louise School- wide Learning Expectations.*

HARASSMENT, BULLYING AND HAZING POLICY

St. Louise 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. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

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 based upon a legally protected class, such as race, sex, ethnic origin or religion. 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 impending 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.

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 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 or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report 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 thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

HEALTH

Forms (Health Department Regulations)

1. Emergency Information Card – All students. Three different phone numbers required in the event of an emergency.
2. Child Health and Disability Prevention Form (California Health Regulation A.B. 2068) – All students who enter school on or after September 1, 1976.
3. Archdiocese of Los Angeles Health Questionnaire – All students. Must include comments concerning any special health precautions.
4. All students entering first grade must have a completed Report of Health Examination for School Entry signed by a physician on file.

Illness during School:

1. The Health Room is primarily a FIRST AID operation.
2. It is not equipped to accommodate sick children for any length of time.
3. After about 15 minutes, if a child is too ill to return to class, a parent or his representative as designated on the Emergency Disaster Card, will be called to take the child home.
4. Any child with a temperature will be sent home.
5. Any child who vomits on the school campus will be sent home.

Immunizations Required (Health Department Regulations for all students)

1. Four (4) POLIO (TOPV) – three (3) doses meet requirements for ages 4-6 if at least one was given on or after the 4th birthday.
2. Five (5) DPT and/or TD (Diphtheria, Pertussis or Whooping Cough, Tetanus) or (Tetanus and Diphtheria only) – four (4) doses met requirements for ages 4-6 if at least one was on or after the 4th birthday. For 7th grade, one (1) dose recommended if more than five (5) years since last dose.
3. Two (2) MEASLES (Rubeola – 10 day, red measles) received after 1st birthday.
4. Two (2) RUBELLA (German Measles – 3 day measles) received after 1st birthday.
5. Two (2) MUMPS received after 1st birthday.
6. One (1) MANTOUX (5TU PPD) for first time entry to California school.
7. Three (3) HEPATITIS B (also effective 7/1/99 for entry into 7th grade)
8. 1) does of VARICELLA for kindergarten entry effective 7/1/01 or Health Care Provider documentation of Varicella disease or immunity.
9. Health exam completed within 18 months prior to start of first grade.
10. TB SKIN TEST completed 12 months prior to the start of kindergarten.

Medication:

1. No medication, including cough syrup, cough drops, *chapstick (lip balm)*, Tylenol, etc., may be given to any student unless there is a Doctor's signature, with the name of medication, dosage and time to be given. This information along with the medication is kept in the Health Room. The form is available in **Appendix IX**. Please copy it as necessary.
2. No medication may be kept in the classrooms, book bags or with a student.

Readmission After Illness:

A pupil who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before he is readmitted to school. The principal may readmit a pupil absent because of non-reportable communicable diseases such as chickenpox, rubella and influenza.

HIV/AIDS

Curriculum concerning HIV/AIDS is presented to students once each school year. Students are taught a Gospel response and emphasis is placed on the fact that this virus is not spread by casual, everyday contact. The school keeps strict confidence all information it receives from any source regarding any one infected with HIV/AIDS.

HOMEWORK

The purpose of homework is to reinforce material already taught, and to foster habits of independent study.

Time Allotments:

Grades 1 – 2:	Not to exceed one-half hour
Grades 3 – 4:	Not to exceed one hour
Grades 5:	Not to exceed one and a half hours
Grades 6 – 8:	Not to exceed two hours

1. Homework is normally assigned each day except for Friday and the eve of holidays.
2. Projects may be assigned at any time. Because of the workload, students may need to work weekends and holidays from time to time.
3. Homework is for reinforcement purposes. However, we ask that parents be mindful of the fact that homework assignments are not always written. Research and reading assignments should be done with as much care as the written assignments. Some long-term projects may be assigned, and are considered part of the homework.

NOTE: The ability of the individual child may cause a variation in the time needed to complete an assignment.

HONORS

First Honors*

1. “A” in all major academic areas (Grades 4-8)
2. “A” in all major academic areas (Grades 1-3)
3. At least a “B” in conduct.
4. At least a “B” in minor subjects – Computer, Music & P.E. (Grades 4-8)

Second Honors*

1. At least a “B” in all academic areas (major and minor) (Grades 4-8)
2. At least a “B” in all major academic areas (Grades 1-3)
3. At least a “B” in conduct

Citizenship:

1. Exemplifies Christian values through his/her behavior.
2. Shows a concern for the welfare of his/her classmates.

Principal’s List:

1. Exemplifies the philosophy and goals of St. Louise de Marillac School
2. A different aspect of character development will be recognized each quarter.

*Those areas considered major academic areas for honors in Grades 1-8 are:

Religion	Spelling
English	Reading
Social Studies (Grades 2-8)	Science (Grade 3-8)

Attendance Award:

An award for perfect attendance will be presented at the end of each school year. If a child is tardy during the school year, he/she will not be eligible for the perfect attendance award.

Gold Tassels at Graduation:

In order to qualify for a gold tassel at graduation, a student must meet the following requirements:

1. Must have a “B” (85% on the Archdiocese grading scale) average for the year in each of the major academic areas, in **both seventh and eighth grade.**
2. Must have at least a “B” in conduct for the year in **both seventh and eighth grade.**
3. Must have participated in at least one extra-curricular activity (minimum of one quarter) in **both seventh and eighth grade.**
4. Must have completed 20 hours of service in **both seventh and eighth grade.**

Scholarships at Graduation:

In order to qualify for consideration for a scholarship at graduation a student must meet the following criteria:

1. Must be in good academic standing and maintain a high grade point average the 8th grade year.
2. Meet the requirements for a particular scholarship (i.e. valedictorian, athlete, Christian Service, etc.).
3. Conduct grades not lower than “C”.

HOT LUNCH

St. Louise de Marillac School has a complete Hot Lunch Program. The program is optional and may be ordered monthly or weekly. Deadlines for ordering are reported in the Happenings and must be followed. Parents are responsible for supplying lunch to their child (children) who do not purchase hot lunch.

HOURS

Excess Bingo hours may not be carried over to your 40 hour commitment and you may not carry your 40 hour commitment over to your Bingo hours during the current school year. Also, your commitment of hours may not be carried over from one school year to the following school year.

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 students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

INVITATIONS/BIRTHDAYS

Any party invitations given out on school grounds must:

1. Include the entire class, or
2. Include all the boys or all the girls in a given class.

Parents, please be considerate of all children’s feelings. Restaurant lunches (pizza, hamburgers, etc.) are not permitted as a class lunch when celebrating your child’s birthday. Donuts and cupcakes are appropriate. Ice cream is not permitted. All invitations ***must*** be approved by the school office first.

LITURGY – PRAYER

Since religious education is an integral part of a child's growth, each class will attend weekly Mass as the schedule and calendar permits. Liturgical celebrations on a seasonal basis will be observed, as well as class prayer services and penance services. The school will celebrate a special student body Mass once each month.

Prayer observance: Since this is a Catholic parish school, the greatest emphasis is to be placed on providing a Catholic Christian education for all students. In order for this to be done we ask God to bless our work, guide our teachers and parents in their own faith journey, and teach our children how to touch God and be in a relationship with God.

Families are expected to attend Sunday Mass and to be active parishioners as parents are partners with St. Louise de Marillac School in nurturing a faith life in the students.

LOST AND FOUND

The "Lost and Found" box will be outside the school office during office hours. All students' belongings should be clearly labeled by name. Any article with no name will be given to a charity organization after a few weeks.

MEGAN'S LAW

St. Louise de Marillac School follows the policy set by the Archdiocese of Los Angeles and the Department of Catholic Schools concerning Megan's Law. Any individual identified as a sex offender is prohibited from working as an employee or volunteer, with minors.

MIXED PARTIES

Mixed parties involving students of the upper grades even when they are held at home or at school are strongly discouraged. Parents/guardians are asked to cooperate with this regulation, even though strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. The exception to this regulation would be a school-sponsored party having the approval of the pastor, the principal, and the parents, and supervised by school personnel.

OFF-CAMPUS PERMISSIONS

At no time during the daily school session should pupils be allowed to leave the school grounds, even during the recess or lunch period, except by previous arrangement with the parent or guardian, by means of a written permission signed by the parent. Students leaving campus for medical appointments or due to illness must be signed out in the office by a parent.

PARENTS CLUB

The Parents Club includes all parents, and every parent is expected and strongly encouraged to attend the four general meetings during the year.

The main functions of the Parent Club 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.

The Parents Club Board represents the parents in planning the Parish Carnival and most importantly, by assisting communication between parents and administration.

Minutes of the Parent Board Meetings are summarized and distributed through the brown envelope. Board members are elected each fall.

PARENT NEWSLETTER

A parent newsletter, "Happenings", is sent home each Tuesday via the brown envelope to keep you informed of school activities. The oldest child in each family is given the newsletter to bring home. We ask your cooperation in returning the brown envelope by Thursday of each week. If the school office does not receive the brown envelope by Thursday of each week, then the oldest child will receive a detention. There will be a \$5.00 fee to replace a lost envelope.

PARENT VOLUNTEERS

The following rules must be observed when a parent is doing volunteer work at St. Louise School:

1. Cell phone use is not permitted. They are only permitted for emergency use only.
2. Visiting with other parents is not permitted.
3. Sign the "Acknowledgement of Receipt of Guidelines For Adults Interacting With Minors at Parish/School Activities or Events" form. This form is found in **Appendix XVII**.

Please remember that you are at the school to do your commitment. Our primary concern is the children of St. Louise School.

PETS

For the safety of your children as well as their pets, no pets of any kind are allowed on campus. This applies whether they are on a leash, cage, held in your arms, etc.

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/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.

Verbal/Written Confidences

Confidential information may be provided by students or parents/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 must 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.

PUPIL PREGNANCY

A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values.

However, when pregnancy occurs outside of marriage, the total school community should offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian manner.

Elementary students involved with a pregnancy have changed their status and thus their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new human life into the world. Such responsibility necessitates a change in status. The school will assist the pregnant student to make arrangements for continuing her education by referring the student to an alternate program. The principal in consultation with the superintendent of schools and the pastor shall review all aspects of the case and make a determination based upon its unique circumstances as to the date the girl is to leave the school.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians; it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the educational process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view by the pastor. The regulations governing recommended transfer would then be applicable.

REPORT CARDS

Report Cards will be distributed at the end of each *trimester (3 times a year)* for grades 2-8. Kindergarten students receive two report cards each school year. First grade students receive three report cards. A parent-teacher conference is set up with each parent at the end of the first grading period. The first quarter report card will be given to the parents at this conference. Optional parent-teacher conferences will be made available at the end of each quarter, or at any time during the year.

Progress Reports will be sent home with students at *mid-point of each trimester*. These are to be signed by the parents and returned promptly.

RIGHT TO AMMEND

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

ROOM PARENT SIGN UP POLICY

The following policy is effective with the 2007-2008 school year:

1. Registration workers may not sign up early to be a Room Parent.
2. You may not be a Room Parent for two consecutive years for the same class unless there is no one else interested.
3. There will be sign-in sheets kept for all Room Parent activities. Forty hours will only be given to those who fulfill their duties as required for the given grade.
4. If you do not perform the required duties of a Room Parent one year, you may not sign-up the next year to be a Room Parent for any grade.

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

Guidelines for interacting with minors at the parish school must be read and the acknowledgement form returned with signature to the school office each year. (Refer to page 58 of this handbook).

SCHOOL APPROVAL POLICY

All information sent home to school families must first be approved by the school office. This includes: flyers, notices, birthday invitations, etc. An adult must bring the item to the office for approval. The school secretary and/or principal will then clear the item to be sent home. Please do not seal the flyers, envelopes, etc., as unfortunately, we must view the actual enclosure.

SCHOOL HOURS

Regular Schedule

7:50 a.m.	First bell (Doors open)
8:00 a.m.	Second Bell (School Begins)
9:30 a.m.	Kindergarten Recess
10:00 a.m.	Recess (Grades 1-5)
10:30 a.m.	Recess (Grades 6-8)
11:15 a.m.	Kindergarten Lunch
12:00 p.m.	Primary Lunch
12:10 p.m.	Intermediate Lunch
12:20 p.m.	Junior High Lunch
1:30 p.m.	Kindergarten Dismissal
2:30 p.m.	Dismissal

Friday – early dismissal at 2:00 p.m.

Minimum Day School – Dismissal 12:00 p.m.

1. Adult supervision will be provided at 7:00 a.m. each school day.
2. Students must be off school grounds thirty minutes after dismissal except for extracurricular activities.
3. Students must be supervised when on the school grounds. Any child remaining after 2:45 p.m. and not in a scheduled after school activity will be sent to day care and charged the fee.
4. Any student not picked up after an extra-curricular activity will be signed into day care and the appropriate fee charged to the parent.

SCHOOL OFFICE HOURS

The school office is open from 7:30 a.m. until 4:00 p.m. daily when school is in session. The school office is closed during school holidays. Summer hours are 9:00 a.m. to 12:30 p.m. during the months of June and August. The office is closed during the month of July.

SCHOOL SEARCHES

A student's 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. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present. The student's parents should be notified of any such search.

SCHOOL UNIFORM

Students are expected to be in complete uniform when attending school. It is the parent's responsibility to see that their children are appropriately dressed. Parents and students are expected to cooperate with the uniform code. Any student who is not in complete uniform will have their parents called to come and pick them up. The student may not return to school until they are in complete uniform *and their absence will be considered a suspension*. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Issues relating to dress or appearance of a student not specifically mentioned in the handbook, but inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal. Emphasis is placed on good taste, neatness, cleanliness, and modesty.

Any clothing item or hairstyle that is a distraction to learning will not be allowed. Consistent disregard for the dress code will be considered defiance and may result in suspension or expulsion.

See complete Uniform Code in Appendix IV.

P.E. Uniforms:

Students must have P.E. uniform on the days they have physical education class. Incomplete P.E. uniform will result in a lowering of the grade. Students may not phone home for a forgotten P.E. uniform.

Scout Uniforms:

Boy Scouts, Girl Scouts and Cub Scouts may wear their uniform on the day of a meeting only.

Free Dress:

Free dress is a privilege granted to students at different times during the year. Free dress clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student. Please refer to **Appendix XIV** for the Free Dress Code Guidelines.

STUDENT COUNCIL

St. Louise de Marillac School has an active Student Council Program. Its primary functions are to service, communication between students and faculty, activity planning and organization, and development of leadership. Student Council meets regularly to discuss student problems and plan activities. Elections are held each spring. Candidates must meet criteria as defined by the Student Council By-Laws. A grade of "B" in conduct is required for the position of President and Vice President and a grade of "C" in conduct is required for all other Student Council positions.

STUDENT INSURANCE

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only those 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.

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/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.

TELEPHONE USAGE

Students may not call home except in an emergency. Students may not call home for forgotten items (i.e., P.E. clothes, books, schoolwork). Rides need to be arranged in advance. Children may not make personal, after school arrangements using the office telephone. Cell phones are brought to school at the student's own risk and must be kept out of sight in a backpack. They may not be used on campus before, during or after school, except in cases of extreme emergency as identified by school personnel. (i.e., earthquake, fire disaster) Violation of the cell phone policy will result in confiscation of the phone.

TESTING

1. The ITBS (Iowa Test of Basic Skills) is administered to all students each fall and results are sent home to the parents.
2. The Assessment of Catholic Religious Education (ACRE) is designed to assess the religious knowledge and outcomes of Catholic school and parish religion programs. They are administered annually to eighth (ACRE2) and fifth (ACRE1) grade pupils in the Archdiocesan school.

TOYS/ELECTRONIC EQUIPMENT

The school does not allow any play items brought to St. Louise de Marillac School. Electronic items are not allowed on campus (walkman, ipod, disc player, headphones, hand held computer games, pagers, lasers, etc.). Such items will be taken away and held in the office for parent pick-up. A second offense will result in further consequences. Sports equipment is provided. Students should not bring any personal equipment to school.

TRANSFER OF RECORDS

Student Transfers and Graduation

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

Damaged or Loaned Property

Under California law, when a student transfers, 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/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

TUITION

1. Tuition is paid through “For the Kids” Company. There are a variety of plans available. Parents use a coupon book and mail all payments to the P.O. Box provided.
2. Tuition is late if not received by the 10th of each month. There is a \$30.00 late fee assessed.
3. Tuition payment books are received in the May “Brown Envelope” for the following school year.
4. Please call the principal or Diane Carreon (tuition contractor) at “For the Kids” (866) 827-6600 if you are experiencing financial difficulties. Arrangements will be made on an individual basis, as the school and parish are able. Informing the school of financial difficulties does not guarantee assistance.
5. Returned Checks: There is an additional \$15.00 charge for checks returned by the bank due to insufficient funds. After two such checks are received, future payments must be paid in cash or by a cashier’s check or money order.
6. School accounts must be current.
7. Students whose accounts are not current at the end of the first semester will not be allowed to return to school for the second semester.
8. Report Cards/Diplomas and Official School Transcripts will be held if tuition and fees are not paid in full. Eighth graders will be excluded from graduation activities.

It is understood that payment of tuition/fees constitutes a contract between the school and the contracting parent/guardian whereby the parent agrees to abide by the terms and conditions set forth by the school. The contract is for the entire 2009-2010 school year and is expected to be paid in full. *Non payment will result in exclusion of the student from continuing at St. Louise School.* The Parent Contract may be found in **Appendix VIII**.

TUTORING POLICY

- 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.

VISITOR BADGES

All visitors to the St. Louise de Marillac School campus, including parents, must sign in and receive a badge at the school office. Those on campus without badges will be asked to leave. Safety is our concern!

VISITS TO CLASSROOMS

Parents are welcome to help in classrooms while school is in session. Arrangements are made with the classroom teacher and at the teacher’s discretion. Parents are also asked to drop off any forgotten lunches or other articles at the office only. Parents or visitors are not permitted to go directly to a classroom for any reason without office approval. Parents will be asked to go to the office if they come to the classroom or the playground.

All visitors (including parents) to the school campus must sign in at the school office and obtain a visitor’s badge.

WAIVER OF POLICIES

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

WALKING HOME

If students need to walk home from school, a written note must be provided to the school by the parent.

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/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/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" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.

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

Before signing a work permit for a student, the principal shall:

- Verify the information entered on the permit by the parent/guardian;
- Examine the student's records and consult the teacher for a record of satisfactory academic achievement to date.

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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/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 members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

APPENDIX I

Disaster Plan

Emergency Procedures

School Personnel:

1. DROP Drill Back to windows
2. Evacuate With Emergency Red Backpack and class register
3. Coordinate Specific assignments
 - First aid, if needed
 - Utilities shut off, if emergency is severe
 - Buildings locked until checked
 - Children calmed, etc.
 - Signs posted for parents to sign out children
 - Needs for food, etc. assessed
 - Roll books checked for orderly sign out

Parents:

- Do not phone the school
- Listen to the radio
- If it is possible to get to school safely, report to personnel in charge of sign-out
- Park on Bonnie Cove – do not drive into the school campus
- Children will be released at the Bonnie Cove gate

Safety Measures:

1. Children will be cared for until a parent or designated adult has signed them out.
2. Parents who live close to the school are asked to assist with the care of children.
3. Children will be released only to persons designated on the **Emergency Card**. It is the parent's responsibility to be sure the form is up to date.

APPENDIX II
St. Louise de Marillac School
Discipline Code 2009 – 2010

1. Each classroom teacher designs his/her own classroom rules and consequences regarding behavior according to the guidelines of the Assertive Discipline Program. A copy of this plan will be on file with the principal before it is implemented in the classroom.
2. The last step on each teacher's behavior plan will be detention.
3. Detention slips will go home to be signed by the parent. Detention will be served the next day, even if the slip is not returned (see #5).
4. Detention is held on Monday, Wednesday, and Friday for grades 6-8 and daily for grades 1-5.
5. If a student fails to return the detention slip the next day, they must go to the office during recess and call a parent. Phone calls cost 25 cents each. The detention slip must be returned the following school day.
6. Each infraction, regardless of the number of times the student has committed it, will result in 15 minutes of detention for grades 1-5 and one hour for grades 6-8.
7. Misbehavior is defined as any behavior that is inappropriate to the classroom, church or playground (including gum chewing).
8. Classroom is defined as anywhere that a lesson is taking place or any situation where students' attention is necessary (including the playground, field trips, etc.).
9. Homework is defined as, not only the specific assignments, but also having supplies and books ready for class, and in the correct uniform (including P.E.).
10. The third tardy will be a detention. The fifth tardy will be a citation.
11. Brown envelopes not returned by Thursday will be a detention.
12. When the third (grades 4-8) or fifth (grades 1-3) detention in any category has been earned (brown envelope infractions are not cumulative) a citation will be issued.
13. When a student reaches the third citation, other options are possible, such as: placement on a contract, temporary home study, suspension, or expulsion.
14. As always, there is the "serious clause" – meaning when a serious infraction is committed, (for example: stealing, threat or assault on any teacher or student, immoral conduct, use of narcotics, tobacco, alcohol, open defiance of authority, defacing property, fighting, truancy, etc.) a detention, citation, suspension or expulsion may be issued on the first offense. These will be determined on a case-by-case basis.
15. "No Citation" Reward activities may be scheduled at the end of each quarter.

I have read and understand the discipline code for the classroom and the school in general. I understand that when I chose to keep the teacher from teaching or other students from learning, I also accept the consequences that follow. I will make every effort to cooperate with the school.

Student Signature _____ Grade _____ Date _____

Mother's Signature _____ Father's Signature _____

APPENDIX III

APPENDIX IV

St. Louise de Marillac School Uniform Code

As a Catholic Christian community we value being a disciplined people and are held to a higher standard.

Girls:

Jumper/Skort*	Grades K-4; School plaid Must be worn on Mass days
Skirt/Skort*	Grades 5- 8; School plaid Must be worn on Mass days
Blouse	White, tucked in; over-blouse optional for grades 5-8
Walking shorts	Navy blue; worn with either white or blue knit shirt, tucked in and always worn with a belt May not be worn on Mass days
Skort	School plaid, worn with either white knit shirt or white blouse tucked in
Slacks	Navy blue only always worn with a belt
Socks	<i>Solid</i> white, <i>black</i> or navy blue crew, ankle or knee socks only and must be visible above the top of the shoe. Ankle socks must cover the ankle. White or navy blue <i>solid</i> tights only may be worn on cold days.
Shoes	Dress Shoes-laced black, or white oxford; black Mary Jane shoes with a rubber sole; no boots Tennis Shoes-black, <i>navy blue</i> , gray, white or any combination of these colors; must have Velcro or the ability to tie with shoelaces; no slip-ons or designs of any kind are allowed. Designs of any kind are not allowed on the shoes.
Sweater	Navy cardigan or V-neck pullover (long sleeve or V-neck pullover vest
Sweatshirts	Only St. Louise de Marillac School navy or gray sweatshirt is permitted.
Turtlenecks	Only white may be worn under the uniform blouse in extremely cold weather
Jackets	Only St. Louise de Marillac School jacket or sweater will be permitted with the school uniform. No sweatshirts, sweat jackets, or other type of coat is allowed during school hours.
Make-up	None is allowed; Chapstick is not allowed; only clear nail polish is allowed
Jewelry	Earrings: only one pair of simple non-dangling type may be worn in the normal hole of the earlobe. Piercings above the earlobe or on any other part of the body are not allowed
Hair Styles	No extreme hairstyles; no bleached or dyed hair. No style that draws students' attention away from learning. Ultimately the administration will decide what is appropriate or inappropriate. <i>Hair gel is not allowed.</i>
Hair Accessories	<i>Only headbands or bows that are blue and/or white or made of the uniform material are allowed.</i>

*The jumper, skirt or skirt may be no shorter than 4" above the knee when the student kneels.

Boys:

Shirt	Blue pinfeather over shirt or white or blue tuck-in knit shirt
Slacks	Navy blue cords or slacks (no color stitching other than navy blue) always worn with a belt. No Dickies are allowed. Must be worn on Mass days
Walking Shorts	Navy blue worn with either white or blue knit shirt, tucked in and always worn with a belt
Shoes	Dress Shoes: laced black, or white oxfords; no boots Tennis Shoes-black, <i>navy blue</i> , gray, white or any combination of these colors; must have Velcro or the ability to tie with shoelaces; no slip-ons allowed or designs are allowed. Designs of any kind are not allowed on the shoes.
Belt	Sedate <i>solid blue or black</i> always worn with slacks or shorts; no large buckles and no studs. Tennis Shoes: blue, black, gray, white or any combination of these colors
Sweater	Cardigan or V-neck long sleeve pullover or V-neck pullover vest
T-Shirts	plain white only, worn under the uniform shirt
Hair Styles	No extreme hairstyles, no bleached or dyed hair, no shaving of the head, no hairstyle that the administration would deem inappropriate. No style that draws students' attention away from learning. Hair must be above the ears, above the eyebrows and above the collar. Ultimately the administration will decide what is appropriate or inappropriate. <i>Hair gel is not allowed.</i>
Socks	<i>Solid</i> white, <i>black</i> or navy blue crew only and must be visible above the top of the shoe and cover the ankle.
Sweatshirts	Only St. Louise de Marillac School navy or gray sweatshirt is permitted.
Turtlenecks	Only white may be worn under the uniform shirt in extremely cold weather
Jackets	Only St. Louise de Marillac School jacket or sweater will be permitted with the school uniform. No sweatshirts, sweat jackets, or other type of coat is allowed during school hours.

If an extreme emergency requires a student to be out of uniform, a note must be presented to the homeroom teacher. A parent signature is required on the note.

P.E. Uniform – Mandatory for 3rd – 8th Grades

Designated navy blue gym shorts

Designated light blue uniform shirt with school logo

Tennis shoes – (see the uniform code requirement for boys and girls)

Navy blue St. Louise de Marillac School sweat pant-optional, may be worn in cold weather only

Grades 3 through 5 are allowed to wear their P.E. uniform on their P.E. day. They will not wear the traditional uniform on this day only. Outer wear must be St. Louise School uniform (sweatshirt, jacket, etc.) St. Louise uniform sweatpants may only be worn on cold P.E. days. The traditional school uniform is to be worn on all other days of the week. Please refer to their P.E. days under the P.E. Schedule of this handbook.

If an extreme emergency requires a student to be out of P.E. uniform, a note must be presented to the homeroom teacher. A parent signature is required on the note.

Rule of thumb to follow: If the Uniform Code does not list it, then don't wear it.

Uniforms for St. Louise de Marillac School are available at:

School Uniformity

3516 W. Beverly Boulevard

Montebello, CA 90640

(323) 726-0882

Students are expected to be in complete uniform when attending school. It is the parent's responsibility to see that their children are appropriately dressed. Parents and students are expected to cooperate with the uniform code. Any student who is not in complete uniform will have their parents called to come and pick them up. The student may not return to school until they are in complete uniform. Their absence will be considered a suspension. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Issues relating to dress or appearance of a student not specifically mentioned in the handbook, but inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal. Emphasis is placed on good taste, neatness, cleanliness, and modesty.

Any clothing item or hairstyle that is a distraction to learning will not be allowed. Consistent disregard for the dress code will be considered defiance and may result in suspension or expulsion.

APPENDIX V

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: _____

APPENDIX VI

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 to strive toward reconciliation and act in good faith. Legal representation is not permitted during 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.

APPENDIX VII
ST. LOUISE DE MARILLAC SCHOOL
PARENT AGREEMENT

It is necessary for you as the primary educators of your child(ren), to understand fully your part in the formation of the school community. We ask you, therefore, to read the following agreement and to sign it as an indication of your acceptance of your obligations to the school community.

AGREEMENT

1. We understand that the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore, that
 - a. the pastor of the parish community is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on policies not covered by Archdiocesan policy, determines policies appropriate to the needs of the school and,
 - b. the principal is responsible for the immediate direction and supervision of the school program.
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore,
 - a. to participate in the religion program, related activities, and Sunday Mass in order to make the teaching of religion a reality in the life of our child(ren).
 - b. to encourage our child(ren) to learn by providing an environment suitable for home study
 - c. to abide by the decision of the principal regarding suitable grade placement advancement, or retention of our child(ren)
 - d. to abide by all school and Archdiocesan regulations and policies and to accept all disciplinary actions, including withdrawal of our child, for non-compliance with these regulations and policies, and,
 - c. to complete and return all forms and records necessary to comply with school, Archdiocesan or state regulations.
3. We understand that tuition and fees cover only a part of the total cost of education for our child(ren). We agree, therefore,
 - a. to recognize our obligations to the Parish Community and since the school is subsidized by the contributions of the faithful, agree to contribute the sum of \$360.00 per year, (per family), through the use of Church envelopes.
 - b. to support the school through regular tuition payments, fees, service hours, and fundraising activities.
 - c. to assist in making up the deficit by assuming a share of the duties for fundraising and other support activities assigned by the principal and,
 - d. to abide by the decision of the pastor should circumstances require us exemption from all or part of our obligations.

ACCEPTANCE

We understand that we may be asked to withdraw our child(ren) from the school, if we fail to fulfill our responsibilities under this Agreement. We agree, therefore, that our signatures below indicate our willingness to fulfill our obligations under the provisions of this Agreement and to support actively the philosophy and goals of the school, as well as its programs.

Print Child(ren)'s name(s)

Child's Name

Child's Name

Child's Name

Child's Name

Father's Signature

Mother's Signature

APPENDIX IX

DETENTION FORM

ST. LOUISE DE MARILLAC SCHOOL
DETENTION NOTICE

NAME: _____
DATE: _____ GRADE _____

YOUR CHILD WILL HAVE TO REMAIN AFTER SCHOOL
TOMORROW FOR 15 MINUTES.

TEACHER'S SIGNATURE _____

RULES:

BEHAVIOR _____

HOMEWORK
 ASSIGNMENT SUPPLIES UNIFORM
 HAIRCUT

← Grades 1-5

OFFICE
 TARDY BROWN ENVELOPE

STUDENT'S SIGNATURE _____

PARENT'S SIGNATURE _____

ST. LOUISE DE MARILLAC SCHOOL
DETENTION NOTICE

Name of Student: _____

Date: _____ Grade: _____

YOUR CHILD WILL HAVE TO REMAIN AFTER SCHOOL

M W F FOR ONE HOUR

Teacher's Signature _____

RULES:

_____ Behavior _____

Grades 6 - 8 →

_____ Homework:
_____ Assignment _____ Supplies
_____ Uniform _____ Haircut

_____ Office
_____ Brown Envelope _____ Tardy

Student's Signature: _____

Parent's Signature: _____

APPENDIX X

CITATION FORM

ST. LOUISE DE MARILLAC SCHOL DISCIPLINARY CITATION – NOTICE TO PARENTS

Name _____ Date _____ Grade _____

The purpose of this notice is to inform you of a disciplinary incident involving your child. We appreciate your cooperation.

REASON FOR CITATION:

- _____ Behavior _____
- _____ Missing Homework _____ times
- _____ Tardy
- _____ Stealing, cheating, defacing school property or the property of others
- _____ Abusive language, cursing, fighting
- _____ Severe disruptive Church behavior
- _____ Other _____

CONSEQUENCES:

- _____ 1st Offense – student to visit the principal, one hour after school.
- _____ 2nd Offense – student to visit the principal, parent/student/teacher/principal conference.
One hour after school
- _____ 3rd Offense – student to visit the principal, student is suspended until second
parent/student/teacher/principal conference.

Authorized Signature

Student's Signature

Parent's Signature

Date

APPENDIX XI

ST. LOUISE DE MARILLC SCHOOL ARCHDIOCESE OF LOS ANGELES



Family Agreement For Use Of Electronic Communication And Equipment

The following Guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks).

Parents are required to explain these policies to their child/ren, including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.

Guidelines for Use of School Computers and Other Technology:

- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

Students using school computers and/or related technology systems may not:

- Violate any school conduct or educational rules.
- Post personal contact information about self or others. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc. without specific teacher oversight.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.

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

Guidelines for Use of Computers or Personal Electronic Communication Devices:

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

Students may not:

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

Consequences for violating any of the above guidelines:

- Suspension or permanent loss of access.

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

Parent Conduct

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

CONSENT: (One consent page per student must be completed and returned)

As the parent or legal guardian of the student signing above, I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Name of Student: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parents'/Guardians' Permission For The Publication Of Student Work and/or Pictures

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

Web Site

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

Other Media

I hereby waive, release, and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization, or entity assisting them in connection with publishing in other media, for damages or injuries in any way related to, connected to, or arising from the publishing or the use of that information, and expressly assume the risk of any injury or damage resulting from said publishing.

I hereby give permission to the school to include photos of my child and/or examples of my child's work or projects on the school's web site and in other media related to the school.

Name of Student : _____ Grade : _____

Parent/Guardian (print) : _____

Parent/Guardian Signature : _____ Date : _____

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APPENDIX XII

Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

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

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

This section to be completed by Parent/Legal Guardian:

I, _____ (name), am the parent or legal guardian of _____ (child’s name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

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

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish’s giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use. and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors

APPENDIX XIII

ST. LOUISE DE MARILLAC SCHOOL

**Sports Contract
2009-2010**

An "athlete" is any student who participates in any of the following after school activities at St. Louise de Marillac School:

Volleyball, Football, Basketball, Softball, Track, Drill Team, Cheer

In order to participate in any after school sports/drill team/cheer activity, every athlete must:

- Have and maintain a "C" in all subjects. May not be failing any class. Have no grade lower than a "C" in conduct and effort.
- Register with Booster Club and participate in the Booster Club fundraiser.
- Follow the rules of St. Louise de Marillac School, the Coach and CYO (Catholic Youth Organization).
- Behave in a well-mannered and respectful way at all times, especially when playing games or participating in a tournament/competition at an off campus site.
- Have a good attitude and maintain good sportsmanship.
- Obtain and be responsible for your own transportation to and from practice.
- Obtain and be responsible for your own transportation to and from games, tournaments, competitions.
- Be picked up on time from practice and games/tournaments/competitions.
- Any student not picked up on time will be assigned to Daycare and charged the appropriate fee(s).

Any athlete who does not meet the requirements and/or follow the rules will not be allowed to remain on the team.

Athlete:

I, _____, agree to follow the rules stated above. I
Student
choose to participate in the be a part of _____.
Name of Activity

Parent/Guardian:

I, _____, parent/guardian of _____,
Parent/Guardian Student
agree to the above stated rules. I give permission for my child to be a member of the
_____ team.
Name of Activity

Parent Signature

ARCHDIOCESE OF LOS ANGELES
SPORTS OR YOUTH ACTIVITY/SERVICE PERMISSION FORM
FORM #E.2.1

YOUTH ACTIVITY/SERVICE _____
(DESCRIBE IN DETAIL; INCLUDE TRANSPORTATION)

CHILD'S NAME _____ PARISH _____

ADDRESS _____ PHONE _____
(STREET, CITY ZIP)

SCHOOL _____ GRADE _____ BIRTH DATE _____

PARENT/GUARDIAN NAME _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

PERSON(S) (OTHER THAN PARENT) TO NOTIFY IN CASE OF EMERGENCY:

NAME: _____ PHONE _____

I, THE PARENT (GUARDIAN) OF THE ABOVE NAMED CHILD, HEREBY GIVE MY PERMISSION FOR HIS/HER PARTICIPATION IN THE YOUTH ACTIVITIES NAMED ABOVE. I AGREE TO DIRECT MY CHILD TO COOPERATE AND CONFORM TO DIRECTIONS AND INSTRUCTIONS OF PARISH, SCHOOL OR ARCHDIOCESAN PERSONNEL RESPONSIBLE FOR YOUTH ACTIVITIES.

I AGREE THAT IN THE EVENT MY CHILD IS INJURED AS A RESULT OF HIS/HER PARTICIPATION IN THE ABOVE NAMED YOUTH ACTIVITIES, INCLUDING TRANSPORTATION AND FROM THESE ACTIVITIES, WHETHER OR NOT CAUSED BY THE NEGLIGENCE (ACTIVE OR PASSIVE) OF THE PARISH/SCHOOL OR ARCHDIOCESAN YOUTH ACTIVITIES PROGRAM, OR ANY OF ITS AGENTS OR EMPLOYEES, RECOURSE FOR THE PAYMENT OF ANY RESULTING HOSPITAL, MEDICAL OR RELATED COSTS AND EXPENSES WILL FIRST BE HAD AGAINST ANY ACCIDENT, HOSPITAL OR MEDICAL INSURANCE OR ANY AVAILABLE BENEFIT PLAN OF MINE OR OF MY SPOUSE.

I AM NOT AWARE OF ANY MEDICAL CONDITION OF MY CHILD THAT RENDERS IT INAPPROPRIATE FOR HIM/HER TO PARTICIPATE IN ANY SUCH ACTIVITY.

I HEREBY GIVE PERMISSION TO THE PHYSICIAN SELECTED BY THE YOUTH ACTIVITIES SUPERVISORY PERSONNEL THEN PRESENT TO RENDER MEDICAL TREATMENT DEEMED NECESSARY AND APPROPRIATE BY THE PHYSICIAN.

ADULT LEADER _____ ADULT LEADER _____

PARENT/GUARDIAN'S SIGNATURE _____ DATE _____

ADDRESS _____

APPENDIX XIV

FREE DRESS CODE

Dressy Free Dress

Girls (Allowed)

- Modest dress or skirt no shorter than 4 inches above the knee.
- Dresses or blouses must have sleeves at least 3 inches in length without a low neckline.
- Socks or stockings must be worn.
- Closed shoes with a heel no higher than 2 inches.
- Blouses must cover the waistline (even when bending)

Girls (Not Allowed)

- Short, tight skirts or dresses more than 4 inches above the knee.
- Plunging necklines.
- Headwear such as caps, scarves, etc. (unless special permission is given by the principal)
- Sleeveless or cap sleeves on blouses.
- Tank tops (even if covered by a jacket/sweater)
- Strapless dress or blouses (even if covered by a jacket/sweater)
- Short blouses exposing the waistline
- Halter tops/dresses (even if covered by a jacket/sweater)
- Flip flops or open toe shoe of any kind
- No jeans of any kind (skirts or pants)
- Blouses with inappropriate language or pictures
- Leggings of any kind, even under dresses or skirts
- Capris of any kind
- No shorts of any kind
- No gauchos of any kind

Boys (Allowed)

- Slacks with a belt at the waist
- Shirts must have a collar and sleeves must be at least 3 inches in length.
- Socks must be worn.
- Appropriate closed shoes must be worn.

Boys (Not Allowed)

- Baggy pants, pants below the waist with no belt.
- Sleeveless shirts.
- Tank tops (even if covered by an over shirt)
- No headwear such as caps, scarves, etc. (unless special permission is given by the principal).
- Flip flops or open toe shoe of any kind.
- Jeans of any kind.
- Shirts with inappropriate language or pictures
- Shorts of any kind

Casual Free Dress

Girls (Allowed)

- Jean pants or shorts that come up to the waist
- Tops with a modest neckline and sleeves that must be at least 3 inches in length.
- Closed shoe (i.e. tennis shoes, casual leather shoe)
- Capris that come up to the waist

Girls (Not Allowed)

- Baggy shorts
- Baggy pants
- Low rise pants
- Tight pants of any kind (including leggings)
- Midriff tops
- Tank tops (even if covered by an over blouse, sweater, jacket)
- Sleeveless tops
- Halter tops (even if covered by an over blouse, sweater, jacket)
- Shirts with inappropriate language or pictures
- No flip flops or open toe shoe
- Leggings of any kind even under the dresses or skirts
- Low rise capris
- Sports jerseys of any kind (except St. Louise)

Boys (Allowed)

- Jean pants or shorts that come up to the waist.
- Shirts with sleeves that must be at least 3 inches in length
- Closed shoe (i.e. tennis shoes, casual leather shoe)

Boys (Not Allowed)

- Baggy shorts
- Baggy pants
- Low rise pants
- Tight pants of any kind
- Tank tops (even if covered by an over shirt, sweater, jacket)
- Sleeveless tops
- Shirts with inappropriate language or pictures
- No flip flops or open toe shoe
- Sports jerseys of any kind (except St. Louise)

Rule of thumb to follow: If it's not listed in the free dress code, then don't wear it.

APPENDIX XV

ARCHDIOCESE OF LOS ANGELES GENERAL POLICIES SAFE ENVIRONMENT TRAINING Effective July 1, 2005

In 2002, the United States Conference of Catholic Bishops adopted its Charter for the Protection of Children. Since then, the Archdiocese of Los Angeles has been adopting policies concerning these commitments, assisting parishes in establishing Safeguard the Children Committees and safe environment programs. Following are the General Policies on Safe Environment Training.

Safe Environment Training for Clergy:

It is required that all clergy who are active in any ministry for the Archdiocese of Los Angeles complete the VIRTUS Protecting All God's Children for Adult Training or an equivalent child-sexual abuse prevention training approved by the Vicar for Clergy and the Office of Safeguard the Children. This requirement includes the Cardinal, Bishops, all priests and deacons (whether an Archdiocesan priest or members of a Religious Order) with faculties in the Archdiocese, as well as, seminarians, deacon candidates and any clergy who wish to have a short-term assignment in the Archdiocese of Los Angeles.

Safe Environment Training for Adults:

Concurrent with beginning any activities in a parish or school, all parish and school volunteers, teachers, staff or other paid personnel, who work in any capacity with or around children, the elderly or special needs persons will be required to participate in the VIRTUS program or an equivalent safe environment training program approved by the Archdiocese. (This includes parish/school staff and volunteers including principals, teachers, D.R.E.'s, secretaries, catechists, parent helpers, ushers, Eucharistic Ministers, lectors, etc. The goal is to have all adults learn how to help stop child sexual abuse before it happens. Most parishes have persons who have been trained as VIRTUS facilitators but if a parish does not have a VIRTUS facilitator, it should contact the Archdiocese Office of Safeguard the Children for information on training.

The VIRTUS training was introduced by the Archdiocese in early 2004 and more than 40,000 persons have been trained by March 1, 2006. Parishes are encouraged to invite public school, law enforcement, social service, and other religious groups in their communities to participate in the local parish or school training programs, and to share fully in the Archdiocese's commitment to providing safe environments for all children. Parishes should keep a copy of the certificates of completion of VIRTUS on file for each person who has been trained. Questions concerning VIRTUS can be addressed to Joan Vienna in the Office of Safeguard the Children (213) 637-7227.

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/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 these requirements.

APPENDIX XVI



**ACKNOWLEDGEMENT OF RECEIPT OF
GUIDELINES FOR ADULTS INTERACTING WITH MINORS
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: **“All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.”** All 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/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Family Name: _____

Activity(ies) or Event(s) in which I am involved

Name (please print legibly):

Signature: _____ **Date:** _____

Activity(ies) or Event(s) in which I am involved

Name (please print legibly):

Signature: _____ **Date:** _____

Activity(ies) or Event(s) in which I am involved

Name (please print legibly):

Signature: _____ **Date:** _____

APPENDIX XVII

What is Academic Dishonesty?

As you know, we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith, if you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty includes, but is not limited to:

Cheating on Exams

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, FDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking another to give you improper assistance, including offering money or other benefits
6. Asking for or accepting money or any other benefit in return for giving another improper assistance.
7. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a “cheat sheet” (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination materials.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Sources:

1. Goldey-Beacon College Academic Honor Code
2. University of Pennsylvania Code of Academic Integrity
3. Cornell University Code of Academic Integrity

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person’s paper and submitting it as your own for an assignment.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment (“fudging data”).
8. Citing nonexistent sources (articles, books, etc.)

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

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