

**St. Louise de Marillac School  
Parent Handbook  
2016-2017**



*Faith~Knowledge~Service*

1728 E. Covina Blvd., Covina, CA 91724  
(626) 966-2317  
[www.stlouisedm.org](http://www.stlouisedm.org)

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## **ST. LOUISE DE MARILLAC SCHOOL HISTORY**

The tradition at St. Louise de Marillac Parish is to put education first. Before there was a permanent Sanctuary, early parishioners built our school. The parish was established in 1963 with Father James Walsh as our first pastor. In 1964 construction began, building an eight-classroom school and the parish hall which served as a temporary church. St. Louise School opened its doors on September 20, 1965 with an enrollment of 200 students in grades one through four. The school was staffed by four Sisters of Notre Dame de Namur.

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.

Our much beloved pastor, Monsignor Walsh passed away in March of 1984. His loving development during his 21 years of service to our parish is his legacy. His replacement, Father Robert T. Pierce continued to develop our parish. In the fall of 1986, St. Louise de Marillac School opened its computer lab, offering this new technology to the students. Using development funds, the school saw the building of a parish hall, school library, kindergarten classroom, and the expansion of the computer lab.

In 1998 further building and renovation included adding a multi-purpose building with a meeting area, large kitchen, additional bathrooms, and a storage area. The building opens to an enlarged lunch area, a playground structure, and additional basketball courts. The remaining development funds were used as seed money for the endowment program.

In 2012, Father Robert Fulton took on the many challenges of a parish that had become complacent. Simultaneously, he set out to create a Consultative School Board, add a Transitional Kindergarten to our parish school, bring computers out of the lab and into the classrooms, develop a Parish Pastoral Council, and begin a Capital Campaign that will create a 21st Century faith and learning center. In the long-standing tradition of this parish, the school renovations came first. The Consultative School Board held their first meeting on September 20, 2012, precisely 47 years after the school first opened its doors. For the Fall of 2013 the former computer lab was renovated to welcome 20 students to our first Transitional Kindergarten Class. The computer lab is now a mobile e-learning center supporting a more technology infused curriculum. Our school is adopting Common Core State Standards enriched by our Catholic faith. A new era of education has begun as we embrace data-driven changes, move toward project based learning, fulfilling the St. Louise de Marillac School mission and vision to the benefit of our students, their families, our parish and community.

## **MISSION STATEMENT**

The mission of St. Louise de Marillac School is to challenge every student to reach their highest academic potential and to cultivate lasting values in partnership with parents as we grow together in spirit and faith.

## **PHILOSOPHY**

St. Louise School shares in the mission of the church to proclaim the Gospel message of Jesus Christ. We promote the rich Catholic traditions found in the Gospels through an integrated curriculum.

We are committed to excellence, and through a holistic educational approach, we strive to assist parents who are the primary educators of their children.

Our programs are designed to help students develop a healthy self-image, a positive attitude, as well as experience a sense of God's love, and the concern of a caring community.

**ST. LOUISE DE MARILLAC SCHOOL  
2016-2017 FACULTY AND STAFF**

**ADMINISTRATION**

|                       |                        |
|-----------------------|------------------------|
| PASTOR.....           | Father Robert Fulton   |
| ASSOCIATE PASTOR..... | Father Augustine Chang |
| PRINCIPAL.....        | Dr. Denise Valadez     |
| VICE PRINCIPAL.....   | Ms. Brigette Rivera    |

**FACULTY**

|   |                             |
|---|-----------------------------|
| TRANSITIONAL KINDERGARTEN.....                                | Mrs. Cynthia Sosa           |
| KINDERGARTEN.....   | Miss Rita Smith             |
| FIRST GRADE.....  | Mrs. Miriam Rojas           |
| SECOND GRADE.....   | Ms. Vivian Vasquez          |
| THIRD GRADE.....  | Ms. Erin Pompey             |
| FOURTH GRADE.....   | Mrs. Maria Campos           |
| FIFTH GRADE.....  | Mrs. Librada Barragan       |
| SIXTH GRADE.....  | Mrs. LeeAnn Ramirez         |
| SEVENTH GRADE.....  | Mr. Dwane Castle            |
| EIGHTH GRADE.....   | Ms. Birgette Rivera         |
| READING TEACHER.....  | Mrs. Therese-Anne Wanstrath |
| MUSIC TEACHER.....  | Ms. Carla Miller            |
| SPANISH TEACHER.....  | Mrs. Veronica Silva         |
| ATHLETIC DIRECTOR/P.E. – Grs. 1-4 (All) Grs. 5-8 (Girls)..... | Mrs. Laurie Gallegos        |
| P.E. – Grs. 5-8 (Boys).....                                   | Mr. Sergio Gutierrez        |
| ACTIVITIES DIRECTOR.....                                      | Mrs. Chris Avila            |

**STAFF**

|   |  |
|---|--|
| TEACHER AIDE - Transitional Kindergarten..... | Miss Monique Romero                    |
| TEACHER AIDE – Kindergarten.....              | Mrs. Diana Sandgren                    |
| TEACHER AIDE – Grade 1 & 2.....               | Mrs. Carmen Henry                      |
| YARD SUPERVISOR.....                          | Mrs. Laurie Gallegos                   |
| HOT LUNCH SUPERVISOR.....                     | Mrs. Theresa Rivera                    |
| DAY CARE .....                                | Miss Tiffany Smith<br>Mrs. Reyna Perri |
| SCHOOL SECRETARY.....                         | Mrs. Susan Reyes                       |

**VOLUNTEER PROGRAM**

|                              |                      |
|------------------------------|----------------------|
| HEALTH ROOM CHAIRPERSON..... | Mrs. Michelle Albano |
| BINGO CHAIRPERSONS.....      | Mr. Jim Corbitt      |

**2016-2017**  
**SCHOOL YEAR SCHEDULE**

**SCHOOL BELL SCHEDULE**

|               |  |
|---------------|--|
| 7:50          | First Bell Rings                               |
| 8:00          | School Begins                                  |
| 10:00 – 10:15 | Recess Grades 1-4                              |
| 10:15 – 10:30 | Recess Grades 5-8                              |
| 11:15 – 12:00 | Lunch Kindergarten & Transitional Kindergarten |
| 12:00 – 12:30 | Lunch Grades 1-4                               |
| 12:30 – 1:00  | Lunch Grades 5-8                               |
| 2:00          | Dismissal- TK & K                              |
| 2:45          | Dismissal –Monday-Thursday                     |
| 2:00          | Dismissal – Friday                             |

**Minimum Day – 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 fifteen minutes after dismissal except for those participating in 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 will vary.

**ST. LOUISE DE MARILLAC SCHOOL  
PARENT CLUB BOARD 2016-2017**

**President**

Jennifer Mandzok

**Pastor**

Father Robert Fulton

**Vice President**

Andrea Batista

**Principal**

Denise Valadez

**Incoming Vice President**

Andrea Granados

**Corresponding Secretary**

Yvonne Pedevillano

**Treasurer**

Scott Evans

**Incoming Corresponding Secretary**

Celeste Benavidez

**Development**

Carole Sepulveda

Erin Burciaga

**Recording Secretary**

Nicole Lam

**CURRENT WAYS & MEANS**

Eddie & Susie Carrera

Joshua & Krisi Lopez

**ST. LOUISE DE MARILLAC SCHOOL  
BOOSTER BOARD 2016-2017**

**PRESIDENT**

Patricia Habash

**SECRETARY**

Maria Baran

**VICE PRESIDENT**

Karen Stone

**SPECIAL PROJECTS**

Mark Lopez  
Bobby Lind

**TREASURER**

Sandra Ingraham

**ATHLETIC DIRECTOR**

Laurie Gallegos

**WAYS & MEANS**

Debbie Barreras  
Vera Orozco

**STUDENT 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
  
2. 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



## 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, reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

## RIGHT TO AMEND

The principal reserves the right to amend this handbook during the school year.

## 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.

**4. 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, social security card, 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.

## 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.

### **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.

### **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 behaves 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.

### **ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"**

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

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

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he/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."

### **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.

## ATHLETICS

St. Louise de Marillac Parish School maintains an active Athletic Program through the Physical Education Program for Grades TK-8 and after school sports for Grades 2-8. 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 follow rules;
- e. to practice self-control

Students who wish to participate in after school sports (volleyball, basketball, football, track, softball, golf, bowling, cross country, cheer and drill) must try-out during the designated times, sign and agree to the terms of the following Sports Contract:

An "athlete" is any student who participates in the afterschool sports program at St. Louise de Marillac School:

Volleyball, Football, Basketball, Softball, Track, Drill Team, Cheer, Cross Country, Bowling, Golf, & Soccer

In order to participate in the sports program, every athlete must:

- 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).
- Obtain and be responsible for your own transportation to and from practices, games, tournaments, competition.
- 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 fees.

Grades:

Students who do not maintain academic and behavior grades will be pulled from the team until the next grading period. Every athlete must:

- Maintain a 2.0 GPA in **all** subjects.
- Maintain a "G" in behavior and effort.

Every progress report and report card counts as a grading period.

Sportsmanship:

All athletes must remember that sportsmanship is key. Our attitudes must be those, which exemplify Catholic Christian behavior. We expect our players and coaches to conduct themselves in an appropriate manner at all events. Every athlete must 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.

## 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. Membership is optional for all other families. We appreciate your support of our athletic program.

## EXTRA CURRICULAR ACTIVITIES (Eligibility)

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

1. At least a "G" in behavior and effort.
2. At least a 2.0 GPA in **all** subjects.
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. The principal will notify parents directly of any necessary suspensions.
6. Those students wishing to run for and hold a Student Council Office or participate in Robotics must meet the special academic and character requirements for that office.
7. May not be failing any class

## ATTENDANCE

### Absences:

1. If a student is absent, it is the parents' responsibility to call the school office, (626) 966-2317, 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 or the student will not be admitted back to class.
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. Any class time that is missed due to an appointment, will be considered a partial absence. 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. They have the same number of days to make up the missed work when they return to school as they have been absent. It is the student or parent's responsibility to request the work by 9:00 am the day of the absence. Homework can be picked up in the school office or, if requested, sent home with a sibling.
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 in the allotted time, the "Incomplete" grades will become "F's".
8. Absences 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.
10. For perfect attendance, see "Attendance Award" on page 26.

### Tardiness:

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

A student 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. When a student leaves before 2:00 p.m., it will also be recorded as a half-day absence.

During school hours, 8:00 a.m. to 2:45 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 student 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.

## 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 may be conducted by necessity without warrants. All backpacks, which are used by students and brought onto St. Louise de Marillac School campus, are subject to search by school personnel in cases where imminent danger is present. Backpacks must remain in the classrooms during school hours.

## **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.

## **BROWN ENVELOPES**

Every Tuesday, the brown envelope containing pertinent information is sent home to each family. The oldest child in each family is given the envelope to bring home. We ask your cooperation in **returning the brown envelope by Thursday of each week**. There will be a \$5.00 fee to replace a lost envelope.

## **CARS**

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. Cell phone use is prohibited in the drive-thru lane.** Always pull forward in the car line. Do not enter the parking lot through Bonnie Cove between the hours of 7am-3pm. Never drop off near the faculty parking lot or in front of the school. 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. Please be aware of your surroundings at all times!

## **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 or during 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 or during school.
- A student may never call or text without permission from a supervising adult employee of the school during school hours.

### **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. **On and off campus use of technology 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 zero grade as a minimum consequence. .

### CHEWING GUM

There will be a \$5.00 fine and a detention given 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 Religious Education 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. **If lunches or other items must be brought to the school, they MUST be dropped off in a designated area outside of 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.

### 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.

### TECHNOLOGY

All students will read and sign the Acceptable Use Policy 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.

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.

## Acceptable Use Policy

Computer network, and Internet access is a privilege available to students at St. Louise de Marillac School aka, SLDM. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully and sign at the bottom. Computer use at school may be revoked if a student does not adhere to the guidelines below.

1. **Acceptable Use:** My use of computers, the Internet, and the school network must be in support of education and research within the educational goals and objectives of SLDM. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers (including handhelds), and computer peripherals, as well as the use of school network services such as the Internet, school e-mail / web services accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, e-mail, and Internet use.

2. **Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. If I decide to bring my own device, I realize the school is not responsible for it being lost, stolen or damaged. My use of school technology will meet the guidelines below:

- I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
- I will keep my own passwords private and I will not share passwords with a friend.
- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment, including an absence of vandalism or computer viruses.
- I will only use software that is pre-approved by the technology coordinator at SLDM.

3. **Internet Safety:** the Internet provides opportunities to access new resources, but it also provides unique risks to students. SLDM provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information such as my full name, phone number, or address.
- I will not give out on the Internet personal information about someone else such as his or her name, phone number, or address.
- I will not correspond with someone through the Internet without the pre-approval of a teacher.
- I will only access or download sites appropriate for school classes or activities.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. **E-Mail / Communication Safety:** E-mail and other online communication services provide opportunities for students, but they require careful use. I will follow the guidelines below when using school computers/accounts:

- I will only use an e-mail account at school with the prior permission of a teacher and will get permission from a teacher each time I use e-mail at school. Instant messaging and chat rooms are prohibited.
- I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided e-mail account or other school provided computer service at school or another location. SLDM may filter or monitor school provided student e-mail accounts or other school provided computer services regardless of whether the account is accessed from school or another location.

## Classroom Protocol

I agree to abide by the following rules for technology use in the classroom:

- Devices must be kept on the desk at all times.
- The camera must remain off at all times, unless instructed otherwise by a teacher.
- All screen savers and wallpaper must be appropriate.
- Devices are to be used for educational purposes only.
- The violation of classroom protocol or the Acceptable Use Policy will result in the following consequences:
  - o 1st Offense= Student will be issued a detention.
  - o 2nd Offense= Privilege of using technology will be revoked for the remainder of the grading period.

If I bring my own device, I agree to the above as well as to the following:

- Devices must be the size of a tablet or a laptop; no smaller than an iPad mini or Kindle.



- Devices are to be fully charged at all times.
- Required Apps must be downloaded prior to use in classroom.
- Devices are to be used in the classroom only; they are not to be taken out to recess or lunch.
- The school is not responsible for lost, stolen, or damage to devices.
- The violation of classroom protocol or the Acceptable Use Policy will result in the following consequences:
  - o 1st Offense= Device will be confiscated and a parent will have to retrieve it from the office.
  - o 2nd Offense= Privilege of using the personal device will be lost for the remainder of the year.

### CONFERENCES

Formal conferences between parents and teacher are scheduled in November following the trimester 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 contacting 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.

### CRIMINAL PROCEEDINGS

Any student involved in a criminal court proceeding may be placed on 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.

### 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 at 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.

### **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 TK-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 HARRASSMENT:** Derogatory comments and jokes; threatening words spoken to another person.
- **PHYSICAL HARRASSMENT:** Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- **VISUAL** 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.

## 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.

## 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.

## 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.

## DETENTION

Detention for junior high students (grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>) is for one hour and held on Mondays, Wednesdays and Fridays. Detention for lower grade students (grades 1<sup>st</sup> through 5<sup>th</sup>) 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. If a detention is missed for a medical reason, a doctor's medical note, must be given for any missed detention.

### **Grades 1-8**

Detentions are given for misbehavior, disrespect, or disobedience as the last step of the teacher's behavior plan.

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.

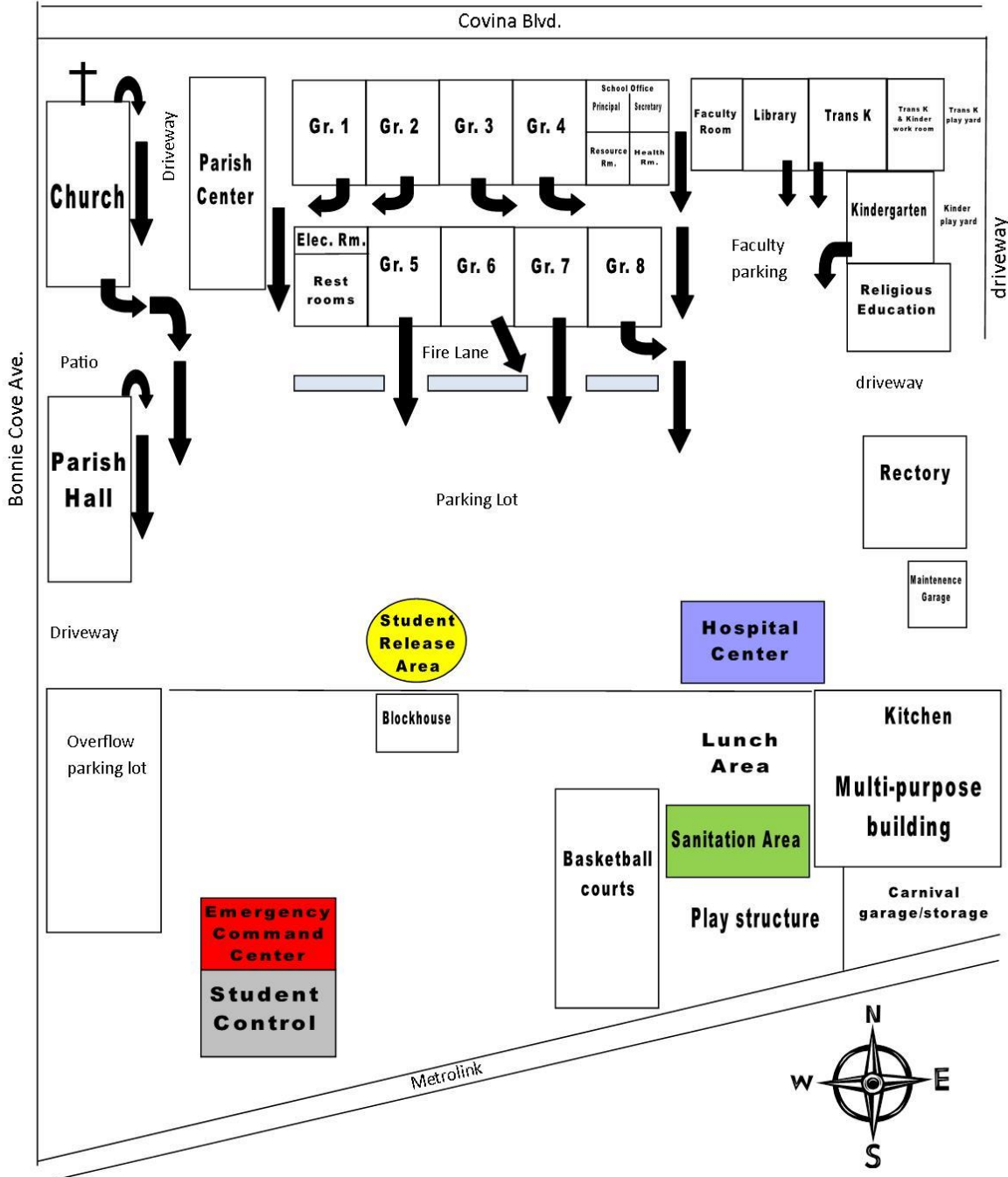
A citation may be issued when the **third** detention is received in grades 1-8. Citations may be issued for a first offense if it is deemed serious.

A student receiving three citations may be placed on a contract, home study or expelled.

**DISASTER PLAN**

**ST. LOUISE DE MARILLAC SCHOOL  
DISASTER PLAN / EVACUATION MAP**

1728 E. COVINA BLVD., COVINA, CA 91724 626-966-2317



## DISASTER PLAN

### **1. Initial Response**

Response by all persons (students, teachers, parents, staff):

- Drop down to knees with back to windows.
- Duck and Cover under desk, chair, or table if available.  
If not available drop where you are and assume classic "Earthquake Position" with arms covering the back of head.
- Hold furniture securely with both hands, if possible, when taking cover under it.

### **2. Evacuation**

Teacher will give order to evacuate upon her/his own discretion:

- Evacuate upon your own discretion when shaking has stopped, and outside area looks clear.
- Take your red emergency backpack containing emergency cards.
- If a class or student is outside the building when earthquake occurs, they are not to return but are to go to their class's area and be seated.

### **3. Take Your Positions**

- After evacuation, have students seated away from the school.
- Teachers should take roll call by handing emergency card around to student. Extra emergency cards signifies that student is absent or missing. Place absent student's card in red emergency backpack and make a note.
- Share the names of the absent/missing students or staff members with a search and rescue team member. Indicate on the form in the bag last known location of missing students, if known.

## DISASTER TEAM DUTIES

### **Team 1: Emergency Command Center**

1. Denise Valadez
2. Ray Elder
3. Linus Durkan
4. Chris Avila
5. Fr. Robert Fulton (if available)

**Plant Manager and Team 1 will assess the situation whether or not to activate the following plan: (*Principal takes out the megaphone*)**

- **Tape off driveways using yellow tape.**
- **Open storage bins by the Rectory- Team 1 assists Kathy in transporting food, water and other supplies to black top if needed.**
- **Assess overall condition of school plant and make the decisions concerning activation of the disaster plan.**
- **Interface with emergency agencies as they arrive on campus.**
- **Give school map, indicate injuries, and point out any hazards.**

**Team 1 monitors Team 6 completion of final student check.**

1. **Move benches to First Aid area**
2. **Take out First Aid items: blankets, ice packs etc.**
3. **Take out food and deliver it to Team 6, Student Control Area**
4. **Help in First Aid area as needed.**
5. **Continue to monitor all "Team Areas"**

**Materials:**      **remove all emergency materials from garage**  
map of school  
status report of: missing, trapped, injured students  
megaphone  
walkie talkie  
cell phone  
pen & notepads

**Team 2: Search and Rescue**

***Voice and sight check of school building. Locate injured or missing children. Transport injured to First Aid area. Transport emergency equipment to school building for search and rescue team. Report to First Aid Station.***

1. Laurie Gallegos
2. Carla Miller
3. Brigette Rivera
4. Dwane Castle or Sergio Gutierrez

After receiving command from command center start procedures:

- Determine the number of missing students
- Read teachers' report to determine if location is known
- After clearance from emergency command center, begin search
- Secure building with emergency yellow tape & lock to prevent people from entering

**Materials:**      Hard hats  
pry bar  
walkie talkie  
flashlights  
emergency tape  
blanket for transporting injured  
shovel

**SEARCH AND RESCUE: AREAS TO CHECK:**

1. **Office Area**  
*Front office, faculty room, library, TK, Kindergarten, Health Room*
2. **Primary Wing**  
*Resource room, Grades 1-4*
3. **Junior High Wing**  
*Grades 5-8, bathrooms, Reading Lab*
4. **Multi-Purpose Building**  
*Math lab/daycare, bathrooms, kitchen, athletic office*

**Team 3: Utilities**

***Turn off gas, electricity and water if needed. Stand by for emergencies.***

1. Linus Durkan
2. Ray Elder

**After checking with command unit and receiving the go ahead:**

- Turn off gas shutoff and mark with tape, turn in status report to principal or designated person.
- Turn off water shutoff and mark with tape, turn in status report to principal or designated person.
- Turn off electricity and mark with tape, turn in status report to principal or designated person.

**Materials:** Wrench  
scissors  
screwdriver (large)  
gloves  
tape  
flashlights (one per person)  
batteries

Once the job is completed & signed off by command center, receive future assignment.

**Team 4: Student Release Area**

***Give Walkie-Talkie to assigned individuals. Release students to parents or those who have been delegated by parents on emergency cards. (Use Release Form)***

1. Sue Reyes (Walkie-Talkies)
2. LeeAnn Ramirez
3. Maria Campos

- Team 1 members will set up one table at release center
- Commence releasing students to their parents or a pre-authorized adult listed on the emergency card after the final clearance from the Emergency Command Center (ask for ID if you do not recognize)
- Maintain all emergency cards with signed releases

**Materials:** 1 long table and 4 chairs  
Emergency Binders  
Pens  
walkie talkie

**Team 5: Student Retrieval for Parents**

***Wait for Team 4, Student Release Area, to notify Team 5 for retrieval of students.***

1. Brigette Rivera (Walkie-Talkie)
2. Reyna Perri
3. Therese-Anne Wanstrath

- Team 5 member listens for student names
- Team 5 retrieves students from Team 6, Student Control Area and walks them to Student Release Area.

**Team 6: Student Control Area (General Assembly)**

***Supervise students.***

1. Cynthia Sosa
2. Rita Smith
3. Vivian Vasquez
4. Erin Pompey
5. Theresa Rivera
6. Dwane Castle
7. Monique Romero



- Team Members should maintain calm & order
- Children are to remain seated at all times
- Children should be escorted to bathroom areas or first aid
- Make sure that students have emergency card with them at all times
- Emergency Command Center will provide you with water, food & trash bags.

**Materials:** ABC order signs  
 Sign out sheets  
 Water  
 Food  
 Trash bags

**Team 7: First Aid Station/Student Hospital**

***Area designated for First Aid area. Give basic First Aid as necessary. Record all First Aid given. Monitor and report important information to Team I Emergency Command Center.***

1. Librada Barragan (Walkie Talkie)
2. Erin Pompey
3. Monique Romero
4. Diana Sandgren

- Help escort/transport injured to triage
- Assess and apply first aid
- Review emergency card to check for pre-existing conditions and/or allergies
- Rank seriousness of condition with "I" being critical & label with tape
- Ready patient for outside transport if necessary
- Ready patient for school hospital

**First Aid Materials:**

First Aid Sign  
 Tape & Sharpie markers  
 Gloves  
 blankets  
 First Aid Status Report Sheet

**Tape Should Have:**

NAME OF STUDENT, SCHOOL & CITY  
 KNOWN ALLERGIES  
 HOME PHONE  
 RANK:

**School Hospital Center**

***Area designated for School Hospital. Record injuries, arrange for emergency transport of seriously injured.***

- Set up hospital center with tarps, and/or tables
- Set up emergency supplies
- Review emergency card to check for pre-existing conditions and/or allergies
- Rank seriousness of condition with "I" being critical & label with tape ID the patient with masking tape placing around ankle or wrist (follow above tape format)
- Begin treatment of patients
- Record patient's name and injury and time of first treatment
- Fill out status reports and turn in to command center

**Materials:**

water  
 Tarps, tables if available  
 emergency supplies  
 Student Hospital Sign  
 patient injury reports  
 School Hospital Center Status Report Sheet (report patient injuries and file patient injury reports)  
 blankets

masking tape

**Team 8: Sanitation**

1. Linus Durkan – set up
2. Carmen Henry
3. Tiffany Smith

After first tasks are completed from Emergency Command Center set up:

- toilets
- tarps around toilets
- pass out toilet paper
- waste/trash bags
- maintain the lines
- disposal of waste

**Materials:**

|              |                |
|--------------|----------------|
| Toilets      | tarps          |
| Signs        | waste bags     |
| toilet paper | hand sanitizer |

**Team 9: Supply Station**

1. Ray Elder
2. Linus Durkan

- Hand out all supplies to areas on the school grounds

**Materials:** Key for shed if not open (see Linus)

**LOCKDOWN PROCEDURES**

St. Louise School requires that all visitors must check in through the office. The lockdown procedures are designed to isolate the students and staff from unwelcome visitors and violence and reduce/eliminate injury.

Procedures

1. Any and all threatening disturbance should be reported to the administration immediately. The principal, vice-principal, or secretary will notify the police department of the threat. If the disturbance poses immediate danger, the principal will call for the teachers to initiate the LOCKDOWN PROCEDURES.
2. Upon hearing the call for LOCKDOWN, all students will enter the nearest classroom as quickly as possible. If students are in the restrooms, they are instructed to remain there until the lockdown procedure is complete.
3. Immediately after students have entered the nearest room (no more than 10 seconds), teachers will secure and LOCK the classroom door. Students on the playground are to enter the building as soon as possible or enter the Church.
4. Teachers will take roll of the students in their room and keep all students/staff members inside regardless of the bell schedule.
5. Teachers/staff members are instructed to NOT open the door for any reason regardless of who is attempting entry into the room.

6. If situation is violent (sound of firearms/explosions), instruct the students to move to the back of the room and lie face down.
7. The principal or the police department will signal ALL CLEAR, ending the lockdown procedures. Teachers should not open the door prior to the ALL CLEAR signal.

### **ARMED INDIVIDUAL COMES INTO THE CLASSROOM**

- If possible, notify administration of the situation. Do not place yourself or students at risk to notify anyone of the situation
- Do as the gunman demands
- Do not make sudden moves which could frighten the subject (ask permission to move)
- Never argue
- Take your time
- Keep your students as calm as possible
- Physical force should not be used unless someone's life is in imminent danger
- Talk to the gunman to learn as much as you can
- Keep the gunman's attention on you, not your students
- If more than one person is involved, concentrate on only the one person
- Do not stare at the gunman in observing him/her
- Mentally record a detailed description of the individual and the weapon
- Identify a distinctive feature and continue to concentrate on that one item
- Remember what objects the intruder touches and preserve them for Law Enforcement for it is critically important to preserve the crime scene
- If the gunman starts shooting tell the students to get down and lie on the floor. Take cover on the floor and/or behind equipment.

### **BOMB THREATS**

Immediately after receiving a "bomb threat" the following procedures shall be followed:

- The Police and Fire Department are to be called per directive of the Principal/designated person.
- The decision to hold a fire drill or to take action shall be made by the Principal/designated person in consultation with the fire and police officials.
- If the building is evacuated, the students remain at their designated areas until the fire chief declares the building safe
- Wait for the police to arrive before a search is conducted
- If, after an extensive search, no suspected bomb is found, the decision of whether or not to permit pupils and staff to re-enter the building must be made. This is the Principal's decision, tempered by the advice of the police/fire officials.

### **CHEMICAL THREAT**

- Threats received by telephone, e-mail, in person or by U.S. Mail will be reported immediately to the local police and/or local fire department.
- The emergency numbers should always be readily available for the school telephone.
- School personnel who receive the threat by phone, by mail or in person shall attempt to get the exact words of the threat so to assist the investigating agencies in task of locating the reporting person(s).
- The individual who on opening the mail received the threat and other persons who were in the immediate area of exposure shall remain isolated in the office in case they are already contaminated.

- Report the threat immediately to the local Police and/or Fire Department
- Send a message to all locations in the school by intercom using the predetermined secret code "Saint Perpetua" has visited the school office" to the classroom teachers so that the teachers will confine the children to their current location and not all them to go to the school office or contaminated area.
- Shut down the centralized air/heat system
- Points to remember: anthrax can be treated, leave the envelope/device for investigating agency inspection; be prepared to enact emergency dismissal procedure as directed.

|              |
|--------------|
| <b>FIRES</b> |
|--------------|

The following is the Fire Exit Procedure:

- School secretary calls fire department.
- Principal/designated person sounds the alarm.
- All school personnel and visitors must leave the building regardless of their activities.
- Students exit per evacuation map route in each classroom. There shall be no talking, running or pushing during the drill. Students are to cross their arms in front of their chest. Pupils should not take books or personal belongings with them during evacuation.
- Teacher must take her red emergency backpack, is to be the last person out of the room and should be certain that all doors are closed.
- Secretary takes emergency binders.
- After reaching the assigned yard position, the teacher shall count students. Teachers indicate on fire report sheet names of missing students. A green sign indicates all students are present; a red sign indicates students missing other than absent.
- The Principal/designated person will alert the school to return to class in orderly manner after their behavior is documented by Student Council.
- Fire exit charts are posted in all school rooms.
- One fire drill per month shall be conducted.
- The fire alarm emits repeated loud successive short intermittent signals for a period of time.
- A record shall be kept in the Principal's office of the date and hour of each drill.
- Teachers are expected to orient students concerning proper procedures, not only in the classroom, but various places of campus.
- School officials will assess the next step to see if disaster plan needs to be activated (see disaster plan).

### **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.

### **FAMILY/CUSTODY – Special Circumstances**

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 as are all Archdiocesan policies on safe environment. Archdiocesan policy for VIRTUS training and fingerprinting must be followed.

Parents who drive private cars on field trips must present a valid driver's license and valid California auto insurance, including the declaration page, to the school office prior to providing transportation for a field trip.

### **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. 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 safeguard 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.

### **Volunteers**

All parent or other volunteers involved in any school activity must be fingerprinted and be certified in VIRTUS training 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.

## **GRADELINK PROGRAM**

Parents are encouraged to monitor their child's attendance and academic progress through Gradelink, an online student information system. Teachers will update Gradelink as often as possible. However, at times it may take two weeks for teachers to update Gradelink with current data, depending on the type of assignment. For more information, please contact your child's teacher directly. Families who would like more information about their user-name and password should contact the school office

## **GRADING POLICY**

### **Academic Grading Policy**

Grades are given for academic achievement in grades one through eight. All students are expected to make satisfactory progress. Any student who does not maintain a "C" average may be placed on academic probation. 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.

## 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 |

## Behavior Grade

In addition to academic grades, students are also evaluated for their behavior and work habits as part of their overall achievement.

## HONORS Grades 3 - 8

### First Honors Grades 3 - 8

1. GPA of 3.5 +
2. At least a "B/G" in behavior

### Second Honors Grades 3 - 8

1. GPA of 3.0 – 3.499
3. At least a "B/G" in behavior

### Citizenship Award:

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

### Principal's Award:

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

### 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. **Dental & medical absences are no longer excused absences.**

### 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 all subject areas, in **both seventh and eighth grade.**
2. Must have at least a "G" in behavior 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 **each of the seventh and eighth grades.**

### 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.

2. Meet the requirements for a particular scholarship (i.e. valedictorian, athlete, Christian Service, etc.).
3. Behavior grades not lower than “G”.

### **GRADUATION REQUIREMENTS**

The graduation requirements for St. Louise School are as follows:

1. Overall passing grades in all subjects and in behavior and work habits.
2. All financial obligations are met by the parents.

In order to participate in the graduation ceremony, a student needs to complete the following service hour requirement each school year:

- 5 hours in 6<sup>th</sup> grade
- 10 hours in 7<sup>th</sup> grade
- 10 hours in 8<sup>th</sup> grade

Hours earned for gold tassel apply to this requirement.

### **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 and may be assigned on Fridays.
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.

### **INCLUSION PROCEDURES**

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

### **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.

## 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; the child may return to school 24 hours after the fever has broken.
5. Any child who vomits on the school campus will be sent home.

### Immunizations Required (Health Department Regulations for all students)

| Vaccine                               | Age/Grade            | Comments  |
|---------------------------------------|----------------------|---|
| Diphtheria, Tetanus, Pertussis (DTaP) | K-12                 | K-12 - Ages 6 years and under: 5 doses at any age, but 4 doses meet requirements for age 4-6 years if at least 1 was on or after the 4th birthday. Ages 7 years and older: 4 doses at any age, but 3 doses meet requirement for ages 7-17 years if at least 1 was on or after the 2nd birthday. If last dose was given before 2nd birthday, one more (Td) dose is required. Pertussis is not required after age 6.  |
| Hepatitis A                           | None/No Requirements | None/No Requirements  |
| Hepatitis B                           | K-8                  | K-8 - 1 dose for 2-3 months, 2 doses for 4-17 months, 3 doses for 18 months - 4 years, 3 doses for 7th grade.   |
| Measles, Mumps, Rubella (MMR)         | K-8                  | K-8** - *1 MMR on or after 1st birthday. ** 2 doses of measles-containing vaccine required and one dose of mumps and rubella-containing vaccine required for entrance or transfer into K. 2 doses of measles-containing vaccine is required and 1 dose of rubella-containing vaccine is required for entrance or transfer into 7th grade. Mumps vaccine is not required for children 7 years of age or older. Receipt of one dose MMR on or after the first birthday will satisfy school entry or transfer requirement for grades 1-6 and 8-12. |
| Polio                                 | K-8                  | K-8 - four doses at any age, but 3 doses meet requirements for ages 4-6 years if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7-17 if at least 1  |



| Vaccine   | Age/Grade | Comments   |
|-----------|-----------|--|
|           |           | was given on or after the 2nd birthday.  |
| Varicella | K-8       | K-8 - 18 months - 4 years of age: 1 dose or physician documented disease history is required. Out of state entrants new to CA schools: 1 dose for children under 13 years are required; 2 doses are needed if immunized on or after 13th birthday. |

**Medication:**

1. No medication, including cough syrup, cough drops, 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.

**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.

**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.

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

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities.
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high school, college and university catalogs and information sessions.

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and

governmental authorities of the allegations of abuse or neglect. Referral to the Victims' Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

### **INVITATIONS/BIRTHDAYS**

Any party invitations given out on school grounds **must** be approved by the school office first:

1. Include the entire class, or
2. Include all the boys or all the girls in a given class.
3. **Handing invitations out at school only to certain students is not permitted.**

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. Birthday treats must be approved by the teacher. Please be mindful that there may be food allergies in your child's class.

### **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.

### **PARTIES**

Mixed parties involving students of the upper grades, even when they are held at home, are strongly discouraged. Parents/guardians are asked to cooperate with this regulation. 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. The school is not held liable for anything that happens off campus.

### **FAITH LIFE**

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.

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.

### **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 donated to the uniform exchange after four 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.

### **PARENT CLUB**

The Parent Club includes all parents, and every parent is expected to attend the mandatory 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 Parent Club Board consists of a President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Development and Ways & Means. Board members are elected each spring.

## PARENT NEWSLETTER

A parent newsletter, "Happenings", is sent home each Tuesday via an email (unless a paper copy is requested) to keep you informed of school activities. The "Happenings" is also available to read on the school's website, [www.stlouisedm.org/school](http://www.stlouisedm.org/school). Every family is expected to keep up on school activities through the newsletter.

## PARENT VOLUNTEERS

As a parent volunteer, please remember that the safety of the students is our primary concern.

Please observe the following rules when volunteering at St. Louise School:

1. Cell phone use is not permitted. They are only permitted for emergency use only.
2. Please dress appropriately.
3. Visiting with other parents is not permitted.
4. 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**.

## ROOM PARENT SIGN UP POLICY

The following policy is in effect:

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.

## 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.

## REPORT CARDS

Report Cards will be distributed at the end of each trimester (3 times a year) for grades 1-8. TK and Kindergarten students receive two report cards each school year. A parent-teacher conference is set up with each parent at the end of the first grading period. The first trimester report card will be given to the parents at this conference. Optional parent-teacher conferences will be made available at the end of each trimester, or at any time during the year.

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

## 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.

## **TRANSFER OF RECORDS**

### **Student Transfers, Withdrawals and Graduation**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record 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. The school grants full credit for all work a student accomplishes up to the time of transfer.

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

### **Withholding of Records**

Under California law, 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.

## **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 TK-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.*

## **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 1-4)                 |
| 10:15 a.m. | Recess (Grades 5-8)                 |
| 11:15 a.m. | TK & Kindergarten Lunch             |
| 12:00 p.m. | Lunch: Grades 1-4                   |
| 12:30 p.m. | Lunch: Grades 5-8                   |
| 1:30 p.m.  | TK & Kindergarten Dismissal         |
| 2:30 p.m.  | Dismissal (Monday through Thursday) |
| 2:00 p.m.  | Dismissal (Friday)                  |

## **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. 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 service, to facilitate communication between students and faculty, plan activities, and to develop leadership skills. 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.

### **TARDIES**

Students who are late for school three times in a quarter will receive a detention. The sixth tardy in a quarter will result in a citation and a parent conference.

### **PHONE 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.

### **TESTING**

STAR assessments in reading and math will be administered to students in grades TK-8th four times per year. Results will be sent home with each child shortly after each test period has concluded.

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 students in the Archdiocesan school.

### **TUITION**

1. Tuition is late if not received by the 10<sup>th</sup> of the month at SMART Tuition. There is a \$50 late fee assessed that will be applied to your SMART Tuition account.
2. Tuition statements are sent by mail/email based on the payment method the family has chosen. Mail-in payments must be accompanied by payment coupon at bottom of statement.
3. SMART Tuition sends out a payment due reminder to help with assist with on-time payments.
4. SMART Tuition has a parent help center that is available 24/7, 365 days a year. The toll free number is 888-868-8828. Agents are available to assist families with questions and information about their account.
5. A fee of \$25 will be applied to your SMART Tuition account for any failed payments processed via auto debit, phone, web, and for failed check payments. Your bank may impose additional fees.
6. School accounts, tuition and school fees, must be kept 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. Eighth graders will be excluded from graduation activities and diplomas will be held if tuition and fees are not paid in full.

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 2015-2016 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 can be found in **Appendix VI**.

### **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 number one concern!

### **VISITS TO CLASSROOMS**

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.

### **WALKING HOME**

If students need to walk home from school, a written note must be provided to the school by the parent. The student **must** leave campus through the front gate by the school office and notify the office personnel that they are leaving for the day.

## APPENDIX I

### 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
- 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.

Office for Film and Broadcasting, 1011 First Avenue, 13<sup>th</sup> Floor, New York, NY 10022, (202) 541-3000 © USCCB.  
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## APPENDIX II

### ST. LOUISE DE MARILLIC 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 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: \_\_\_\_\_

**APPENDIX III**

**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 : \_\_\_\_\_

## 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:

|                                       |  |
|---------------------------------------|--|
| <b>Jumper/Skort*<br/>Skirt/Skort*</b> | Grades TK-4; School plaid, worn with any uniform blouse/polo shirt. <b><u>May be worn on Mass days</u></b><br>Grades 5- 8; School plaid worn with any uniform blouse/polo shirt tucked in.<br><b><u>May be worn on Mass days</u></b>   |
| <b>Blouse</b>                         | White, tucked in; over-blouse optional for grades 5-8; worn with any uniform bottom.   |
| <b>Polo Shirts</b>                    | Navy blue, gray or white tucked in and worn with any uniform bottom.   |
| <b>Walking shorts</b>                 | Navy blue; worn with any uniform blouse/polo shirt, tucked in and always worn with a belt<br><b><u>May not be worn on Mass days</u></b>  |
| <b>Slacks</b>                         | Navy blue only, worn with any uniform blouse/polo shirt, (no color stitching other than navy blue) tucked in and always worn with a belt. <b><u>May be worn on Mass days.</u></b>  |
| <b>Belt</b>                           | Solid navy blue** or black always worn with slacks or shorts; no large buckles and no studs  |
| <b>Socks</b>                          | Solid (no design, stripes, logo or lace) white or navy blue socks** only and must be visible 3 inches above the top of the shoe even when folded. White or navy blue** solid tights only may be worn on cold days.   |
| <b>Shoes</b>                          | Black/white oxford; black Mary Jane shoes with a rubber sole; no boots.<br>Tennis Shoes-black and/or white only and must have Velcro or the ability to tie with shoelaces; Manufacturer logos are permitted as long as they are black or white, however logos on Vans, Converse or Keds are permitted. No slip-ons are allowed. Shoelaces must be black or white and always be tied.<br><b>Designs of any kind are not allowed on the shoes.</b> |
| <b>Sweater</b>                        | Navy cardigan or V-neck pullover (long sleeve or V-neck pullover vest) with the St. Louise logo only is permitted.   |
| <b>Sweatshirts</b>                    | Only St. Louise de Marillac School navy blue or gray sweatshirt is permitted.  |
| <b>Turtlenecks</b>                    | Only white may be worn under the uniform blouse in extremely cold weather  |
| <b>T-Shirts</b>                       | Plain white only, worn under the uniform shirt and must be tucked in.  |
| <b>Jackets</b>                        | Only St. Louise de Marillac School jacket or sweater will be permitted with the school uniform. Non uniform sweatshirts, sweat jackets, or other type of coat is not allowed during school hours.  |
| <b>Make-up</b>                        | None is allowed; Chapstick or any type of lip gloss is not allowed; only clear nail polish is allowed  |
| <b>Jewelry</b>                        | Earrings: Only one pair of small simple non-distracting, non-dangling type may be worn in the normal hole of the earlobe. No bracelet or necklace only a small cross on a chain and 1 simple ring on one hand may be worn only. <b>Piercings above the earlobe or on any other part of the body are not allowed. Hoop earrings of any kind are not permitted.</b>  |
| <b>Hair Styles</b>                    | 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. Hair gel in very light moderation is allowed.   |
| <b>Hair Accessories</b>               | Only headbands that are made of the uniform material or are navy blue**, black and/or white are allowed. Only one hair accessory is allowed.   |
| <b>Other Accessories</b>              | Sunglasses are not permitted unless they are prescription sunglasses; Students must remove them when they arrive on campus in the morning & may not put them back on until they leave for the day.   |

\*The jumper, skirt or skort may be no shorter than **3** inches above the knee

\*\* This must be the same color as the navy blue shorts/pants; nothing else.

#### Boys:

|                       |  |
|-----------------------|--|
| <b>Shirt</b>          | Blue pinfeather over shirt or white, navy blue or light blue polo shirt tucked in and worn with any uniform bottom.  |
| <b>Slacks</b>         | Navy blue only, worn with any uniform shirt/polo shirt, (no color stitching other than navy blue) tucked in and always worn with a belt. No Dickies are allowed. <b><u>Must be worn on Mass days</u></b> |
| <b>Walking Shorts</b> | Navy blue; worn with any uniform shirt/polo shirt, tucked in and always worn with a belt<br><b><u>May not be worn on Mass days</u></b>   |



|                          |   |
|--------------------------|---|
| <b>Shoes</b>             | Black/white oxford; no boots<br>Tennis Shoes-black and/or white only and must have Velcro or the ability to tie with shoelaces; Manufacturer logos are permitted as long as they are black or white, however logos on Vans, Converse or Keds are permitted. No slip-ons are allowed.; Shoelaces must be black or white and always be tied.<br><b>Designs of any kind are not allowed on the shoes.</b>  |
| <b>Belt</b>              | Solid navy blue** or black always worn with slacks or shorts; no large buckles and no studs.  |
| <b>Sweater</b>           | Navy cardigan or V-neck pullover (long sleeve or V-neck pullover vest) with the St. Louise logo only is permitted.  |
| <b>T-Shirts</b>          | Plain white only, worn under the uniform shirt and must be tucked in.   |
| <b>Hair Styles</b>       | 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. Sideburns must be no longer than the middle of the ear. Ultimately the administration will decide what is appropriate or inappropriate. Hair gel in very light moderation is allowed. |
| <b>Socks</b>             | Solid ( <b>no design, stripes or logo</b> ) white socks and must be visible 3 inches above the top of the shoe even when folded.  |
| <b>Sweatshirts</b>       | Only St. Louise de Marillac School navy or gray sweatshirt is permitted.  |
| <b>Turtlenecks</b>       | Only white may be worn under the uniform shirt in extremely cold weather  |
| <b>Jackets</b>           | Only St. Louise de Marillac School jacket or sweater will be permitted with the school uniform. Non uniform sweatshirts, sweat jackets, or other type of coat is not allowed during school hours.   |
| <b>Other Accessories</b> | Sunglasses are not permitted unless they are prescription sunglasses; Students must remove them when they arrive on campus in the morning & may not put them back on until they leave for the day.  |

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.

|                       |  |
|-----------------------|--|
| <b>P.E. Uniform –</b> | <b>Mandatory for TK – 8th Grades</b><br>Designated navy blue gym shorts<br>Designated P.E. uniform shirt <b>only</b> with school logo (Mighty Mites shirts for 3 <sup>rd</sup> & 4 <sup>th</sup> Graders are allowed; however, track shirts or any other shirts are not allowed).<br>Tennis shoes – (see the uniform code requirement for boys and girls)<br>Navy blue** St. Louise de Marillac School sweat pant-optional, may be worn in cold weather only |
|-----------------------|--|

Students 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.

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:** Dennis 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. 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

### FREE DRESS CODE

#### Dressy Free Dress

##### **Girls (Allowed)**

- Modest dress or skirt no shorter than 2 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.
- Shoes (must have a back) 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 2 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
- No jeans of any kind (skirts or pants)
- Blouses with inappropriate language or pictures
- 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)**

- Jeans or walking shorts
- 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
- Low rise capris
- Torn, ripped or jeans with holes

**Boys (Allowed)**

- Jeans 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
- Torn, ripped or jeans with holes

**APPENDIX VI**  
**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.



## APPENDIX VIII

### 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.