



# **PARENT/STUDENT HANDBOOK**

**Our Lady of Victory School**

**601 E. Palmer St.**

**Compton, CA 90221**

**310-631-1320**

**310-631-4280 (Fax)**

**A School Accredited by the  
Western Association of Schools and Colleges  
And the  
Western Catholic Education Association**

# **2021-2022 School Year**

**(This handbook replaces all previous handbooks)**

*The purpose of this handbook is to present the philosophy, organization and policies of Our Lady of Victory School. The policy statements are necessarily general and the administration reserves the right to make specific applications as circumstances arise. We ask that you read this handbook carefully and keep it for reference during the school year.*

*Policies stated in this handbook are in accordance with the guidelines established by the Department of Catholic Schools of the Archdiocese of Los Angeles and contained in the Archdiocesan Administrative Handbook. The administration retains the right to amend the Parent-Student Handbook for just cause. Parents will be notified promptly of amendments through the school bulletin.*



# **Our Lady of Victory School 2021-2022 Faculty and Staff**

## **Administration:**

**Pastor** – Father Gilberto Rodriguez, S.T.

**Principal** – Mr. Xavier Jimenez, M.A.Ed.

## **Office Staff:**

**Secretary** – Ms. Olivia Kelly

**Bookkeeper** – Mrs. Anne Brown

**Meal Program** – Mrs. Martina Romero

**Daycare** – Ms. Gabby Deanci

## **Teachers:**

**Transitional Kindergarten (TK)** Ms. Glenda Canas

**TK Aide** – Ms. Cindy Madrigal

**Kindergarten** – Mrs. Brenda Guevara-Garcia

**Kindergarten Aid** – Mr. Adonias Martinez

**First Grade** – Sergio Gonzalez

**Second Grade** – Mr. Marc Chavez

**Third Grade** – Mrs. Esperanza Torres-Rios

**Fourth Grade** – Mr. Derek Gray

**Fifth Grade** – Mrs. Herlinda Alvarez

**Sixth Grade/Junior High** – REL/SS - Mr. Carlos Velador

**Seventh Grade/Junior High** – Math/Science - Mr. Jim Chambers

**Eighth Grade/Junior High** – ELA – Ms. Bernice Zacarias

# **OUR LADY OF VICTORY SCHOOL** **PARENT/STUDENT HANDBOOK**

We are using this Handbook as a means of communicating between home and school. There are many policies, regulations, and services discussed in these pages. Please read this Handbook and keep it readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter.

Close cooperation between home and school is essential to promote the best interests of your children. Parents are encouraged to visit the school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

It is our hope that this Handbook will be helpful to you and that it will promote a better understanding of our school environment. Let us know how useful this Handbook has been in answering some of your questions. We would appreciate your recommendations which we are sure will be helpful in future revisions of this handbook.

Thank you,

*Xavier Jimenez*

Principal

# Parent/Student Agreement Form

We, the administration, faculty, staff and parent organization of Our Lady of Victory School welcome you to our community, which is firmly committed to providing a vibrant Catholic education for your child(ren).

The success of our school community demands the commitment and dedication of the administration, faculty, staff and parents to the philosophy and goals of the school. Thus, we ask you to read the following agreement and sign it as an indication of your acceptance of your responsibilities to the school community.

## **AGREEMENT**

1. **We understand that the school is a Catholic parish school under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore:**
  - a) That the pastor of the parish is the ex-officio chief administrative officer of the school, who carries out the policies of the Archdiocesan Advisory Board and, on point not covered by Archdiocesan policy, determines policies appropriate to the needs of the school.
  - b) That 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 at Sunday/Saturday Liturgy each week and to participate in parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.
  - b) To participate in the religion program and related activities in order to make the teaching of religion a reality in the lives of our children.
  - c) To encourage our children to learn by providing the environment (space and time) suitable for home study.
  - d) To abide by all school and Archdiocesan policies and regulations and to positively accept all disciplinary actions, including withdrawal of our children, for non-compliance with these policies and regulations.
  - e) To communicate respectfully with all personnel at all times and to communicate to our child(ren) our support of school personnel and policies.
  - f) To promptly complete (3 school days) and return (3 school days) all forms and records necessary to comply with school, Archdiocesan, and state regulations.
  - g) To support school activities through active participation.
  
3. **We understand that tuition and fees cover only a part of the total cost of educating our children. We agree, therefore:**
  - a) That the obligation to pay all charges for the full academic year is unconditional and that tuition and fees will not be refunded or prorated upon any withdrawal for whatever reason.
  - b) To make regular and prompt payment of tuition/fees; pay applicable late payment fees; and accept that my child(ren) may be excluded from school at any point that tuition becomes more than 60 days in arrears.

- c) To fulfill our services obligations as explained in full in the Parent/Student handbook.
- d) To participate in the fundraising program as explained in full in the Handbook/school contract by office personnel.
- e) To abide by the decision of the pastor/principal should circumstances lead us to request exemption for all or part of our obligations

**ACCEPTANCE**

Our family has received and read the Our Lady of Victory School Parent/School Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in them. We understand that this agreement includes any change published in the monthly newsletter, weekly bulletin, or sent in the Family Envelope, if applicable.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under this agreement. Our signatures below indicate our commitment to fulfill our obligations according to this agreement.

Father's/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Print student names and grades:**

Student's First and Last Name \_\_\_\_\_ Grade \_\_\_\_\_

**Please return this signed form promptly to the School Office.**

This form will be placed in the students' permanent files

# OUR LADY OF VICTORY SCHOOL

## STUDENT LEARNING EXPECTATIONS

### An OLV student is an **Active Catholic** who...

- Prays daily, participates regularly in Sacraments, and the liturgy
- Is of service to the school and community
- Possesses knowledge of Church history and beliefs of Catholic Church doctrine
- Lives the Gospel through words and actions in the spirit of Jesus Christ

### An OLV student is a **Responsible Citizen** who...

- Respects and appreciates cultural diversity within the community
- Values the dignity of all life
- Is a caretaker of all of God's creation
- Is aware of local, national and global issues

### An OLV student is a **Life Long Learner** who...

- Challenges himself spiritually and academically
- Sets and attains goals
- Is a positive contributing member of society

### An OLV student is an **Effective Communicator** who...

- Reads, writes, speaks and listens appropriately
- Cooperates and collaborates with others
- Uses technology to interact with the global world

# **MISSION STATEMENT**

Our Lady of Victory School is a Catholic elementary school, which serves the community of Compton. Our Lady of Victory Catholic School seeks to create an environment that integrates Catholic faith and knowledge. Our curriculum links academic subjects with the religious truths and belief in the Gospel Message of Jesus Christ and the teachings of His Church. We encourage our students to serve others and are committed to building respect for one another.

# **PHILOSOPHY**

The primary focus of Our Lady of Victory School is to guide our students in their spiritual, intellectual, psychological, social, physical, and aesthetic growth. We value the unique gifts and talents of our student body; therefore, we recognize the individual needs and ability levels of the children and assist in the development of their God-given talents so that the potential of each child can be fully realized.

We have made a strong commitment to provide a quality education and a positive climate for learning that nurtures and supports the student in achieving success and academic excellence. Our Lady of Victory is a performance based school, which provides assessment strategies that hold teachers, students, administration, and parents accountable for achieving the goals set forth by those involved in the educational process. We recognize that parents are the primary educators of the children. We join them as partners in the religious and academic formation of their children.

# **HISTORY**

Our Lady of Victory School was established in 1940 to serve the parish established in 1911. Four Sisters of St. Joseph of Orange originally staffed the school. In the fall of 1975, three Sisters of the Holy Family of New Orleans replaced the Sisters of St. Joseph of Orange in staffing the school. Since 1997 the school has been staffed by laity under the direction of the Missionary Servants of the Most Holy Trinity, serving Our Lady of Victory Church. The lay faculty of the school recognizes their call to participate in the Church's mission as stated in Vatican II, *Apostolicam Actuositatem* (Decree on the Apostolate of Lay People).

# ADMISSIONS / ENROLLMENT

Our Lady of Victory School is a non-public Catholic parish school under the supervision of the Archdiocese of Los Angeles Department of Catholic Schools. The pastor and the principal determine the admission policies of the school as stated in the Administrative Handbook.

## **ADMISSION IS BASED ON:**

- A. A completed application form/registration contract. A signed parent's agreement to follow the rules and regulations of Our Lady of Victory School and the Administrative Handbook of the Department of Catholic Schools.
- B. Payment of the registration fee. The **registration fee is non-refundable.**
- C. Admissions test
- D. Completion of all requested forms and documentation.
- E. Up-to-date immunizations, T.B. test, and physical exams requested.
- F. Acceptable records from the previous school, grades, test scores, and a letter of recommendation, if requested, from the previous principal or teacher.
- G. For students transferring from another Catholic school, all tuition and fee balances owed to the previous school must be paid prior to the beginning of school attendance at Our Lady of Victory School.
- D. Preference for admission is given to registered supporting members of Our Lady of Victory Parish. Catholic parents are expected to be registered parishioners of Our Lady of Victory Church. It is further expected that registered members support the church regularly through the use of Sunday envelopes.
- E. Non-registered Catholic, or Non-Catholic families are expected to abide by the rules and regulations of Our Lady of Victory Church, school, and the Department of Catholic Schools.
- F. The Pastor has the final decision, in accordance with the regulations of the Department of Catholic Schools, and after consultation with the Principal, in all cases of admission.
- G. For returning students enrolled at Our Lady of Victory School the previous year, we require satisfactory academic, conduct, and attendance records, as well as account balances that are up-to-date at the time of registration for the following school year.

## **NON-DISCRIMINATION POLICY**

Our Lady of Victory 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 this school, or in the administration or educational policies and practices. Likewise, the school does not discriminate against any applicant for employment on the basis of sex, age, handicap, veteran status, race, color, or national and/or ethnic origin.

## **PROBATIONARY PERIOD FOR NEW STUDENTS**

All new in-coming students will be admitted on a probationary status during the first trimester, in order to provide ample opportunity to assess the students' needs and strengths. Should school personnel identify a serious problem; the parents will be notified no later than the first trimester.

## **RELEASE OF STUDENTS**

Our Lady of Victory School has limited personnel and resources available to serve students with special needs. In the case of a student with severe learning problems, it may be necessary to recognize that the school is not equipped to meet the needs of every student. If a student has been identified to have a severe learning or behavior problem, it is best that the parents reconsider registering, or re-registering their child in this school. We try to identify students with significant learning difficulties by the end of the first trimester. If difficulties persist, a transfer may be necessary.

## **RE-ADMISSION POLICY**

Students, who have been asked to leave the school for disciplinary or academic reasons, as well as for delinquent balances for tuition and fees, will not be readmitted to Our Lady of Victory School.

## **WITHDRAWAL OF STUDENTS**

Our Lady of Victory School grants full credit for all work accomplished by any student up to the time of the student's transfer to another school.

## **ACCESS TO RECORDS**

The principal only, as custodian of records, authorizes the release of personal information about any student. Access to records may include not only an oral description by the authorized school official, but also permission to read the original record. Official transcripts are not given to parents, guardians, and/or students. Only the following persons may receive such information: the parent/guardian of a student, an officer of the school where the student attends or intends to enroll, and/or those so authorized in compliance with a court order or through an official position

## **TRANSFER OF RECORDS**

Whenever a student transfers to or from another private school or public school district and transcripts are requested, the student's Cumulative Student Report and original Health Records shall be transferred to the school where the student plans to enroll. Official transcripts are not given to students or parents. However, copies of the transcripts may be given to parents or students. The school may withhold from parents/guardians the grades, diploma, or transcripts of a pupil pending payment of tuition/damages or return of loaned property.

## **CARE OF SCHOOL PROPERTY**

The appearance of the school and the way it is maintained has a great deal to do with the reputation of the school. For this reason, all persons using school property will assume responsibility for the care of such property. Textbooks and library books should be kept in the best possible condition. If a book is lost or damaged, the student is expected to pay for the loss or damage. Any person who damages school property will be required to make restitution either through work or payment.

# ARRIVAL/DISMISSAL PROCEDURES

School begins promptly at 8:00 a.m.; all children must meet in the primary yard for morning assembly and prayers (during cold or rainy weather, students will meet in their classrooms for prayers over the intercom). **Students may not arrive before 7:15 a.m.** Our Lady of Victory School will not assume any legal responsibility for children who arrive prior to 7:15 a.m.

Parents may park in front of the school or in the parking lot of the office building to drop off or pick up students. Please follow any indications from school personnel and honor any parking guides in the areas where parents can park. Please **DO NOT DOUBLE PARK**; this is both dangerous and against the law. Please use the crosswalk and instruct your children to do so.

School dismissal takes place at 3:00 p.m. All children must be picked up promptly by 3:15 p.m. unless they are enrolled in our Day Care program or involved in a supervised after-school activity. Students who are not picked up by 3:15 p.m. will be sent to Daycare and the person picking the child up will be charged the \$16.00 fee per child. Our Lady of Victory School will not assume any legal responsibility for children after 3:30 p.m. unless they are supervised by school personnel or enrolled in the Day Care program.

## SCHOOL SCHEDULES

### DAILY SCHEDULES:

<b>BREAKFAST</b>	<b>7:15 - 7:45 a.m.</b>	
<b>OPENING PRAYERS</b>	<b>8:00 - 8:10 a.m.</b>	
<b>SNACK/RECESS</b>	<b>9:15-9:35 a.m.</b> <b>9:40-10:00 a.m.</b> <b>10:00 - 10:24 a.m</b>	<b>Kinder, First, Second Third Grade, Fourth, Fifth Sixth, Seventh, Eighth</b>
<b>LUNCH/RECESS</b>	<b>11:15 – 11:55 a.m.</b> <b>11:40 - 12:20 p.m.</b> <b>12:25 – 1:05 p.m.</b>	<b>Kinder thru Second Third thru Fifth Sixth thru Eighth</b>
<b>DISMISSAL</b>	<b>3:00 p.m.</b>	
<b>EARLY DISMISSALS - Wednesdays</b>	<b>1:00 p.m.</b>	

## **OFFICE HOURS**

School office hours are 7:30 a.m. to 5:30 p.m. Lunch hour will be from 1:00 -1:45 p.m. Please call the school office in advance if you need special scheduling with office hours to take care of urgent business.

## **DAY CARE PROGRAM**

Day Care is available Monday through Friday from 3:00 to 5:30 p.m. and Wednesday from 2:00 to 5:30 p.m. Parents may call for children to stay on any particular day and pay the daily flat fee of \$16.00 a day.

Students who are not picked up at dismissal are also sent to DayCare and charged the daily fee.

If a child is not picked up by the end of the Day Care program at 6:00 p.m., the persons listed on the emergency card will be called and a charge will be made of \$10.00 for each additional 15 minutes that a child must be supervised. If we cannot contact anyone by 6:30, we will call for an officer from the Compton Sheriff's Dept. to come out to the school to pick up your child.

## **LUNCH PROGRAM**

Our Lady of Victory School participates in the Federal Lunch Program of the Archdiocese of Los Angeles. Families must apply each year to receive a qualification for free or reduced breakfast and lunch. Until a family receives notification in writing, the cost of breakfast is \$1.50 and lunch is \$3.00. Students may not receive lunch "on credit." Students will be charged the daily lunch fee if they order lunch, even if they decide not to eat the lunch on any particular day. On early dismissal days, students are served lunch before they are dismissed. All lunch account balances must be paid monthly. **Students with accounts past due will not be served lunch.**

**\*\*\*Breakfast and Lunches for the 2021-2022 will be free for ALL OLV STUDENTS due to COVID-19**

## **FIELD TRIPS/EXCURSIONS**

Students who show good behavior and have completed assigned class work are permitted to participate in class field trips. Educational field trips requiring participation for grades are mandatory. Field trip permission forms must be signed by parents for students to be allowed to participate. Parents may be requested to accompany students for any field trip attendance exceptions regarding student behavior.

## **OFF-LIMITS AREAS**

Students are not to be in the classrooms, halls, cafeteria, or schoolyards, without an adult present. Students are not to enter the kitchen, faculty room, janitor's room, or closets. Furthermore, students are not to be in any room, office, or laboratory without a faculty member present. Students may not remain in front of the school after the main gates are closed.

## **CLOSED CAMPUS**

Our Lady of Victory School is a closed campus. Students may **not** leave campus during the school day without a parent. Students from schools other than Our Lady of Victory are not permitted to visit the school at any time during school hours. After dismissal, students may not return to the school without a parent or guardian once they have left the campus.

## **VISITORS**

All parents and visitors must check in to the school office for a pass before entering the school grounds. Other visitors must have prior permission from the Principal, before entering campus.

# **PARENTAL VISITS AND EXPECTATIONS**

Parents are welcome at any time to visit the school or their child's classroom. However, lunches, homework, or any items parents are dropping off students are to be dropped off in the office. The office will take the items to the student or teacher at a time that does not disrupt class. Recess and lunch periods are designed for students to interact with each other. Parents are welcome to observe but not sit with their children during these times. All parents and visitors must check in to the school office for a pass before entering the school grounds.

## **CONFLICT RESOLUTION**

Any person with a complaint is encouraged to try to resolve the complaint by discussing it frankly with the responsible official and/or persons directly involved at an appropriate time and in a private manner. **Drop off and dismissal are not appropriate times to address concerns.** If a complaint is not able to be resolved at the school/parish level, the person bringing the complaint may request further review by submitting the complaint in writing and specifying the solution being sought.

**Chain = Parent > Teacher > Principal > Pastor > Archdiocese**

We ask that the parents follow the chain of communication as follows in dealing with any grievances.

## **COMPLAINT REVIEW PROCESS**

Our Lady of Victory School also adheres to the Complaint Review Process of the Archdiocese of Los Angeles Department of Catholic Schools, which offers assistance in those situations where schools and various persons come into conflict, and reconciliation at the local level cannot be attained. The purpose of this process is to provide a structure for bringing about a resolution in an atmosphere of mutual understanding with respect for the dignity and worth of all parties. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **ABUSE OF SCHOOL STAFF**

Any parent, guardian, or other family member who upbraids, insults, or abuses the principal or any teacher or staff member of the school is risking their child's continuation in the school. Any parent/guardian, or other person who insults or abuses the principal or any teacher or staff member in the presence of other school personnel, students or parents and at a place which is on school premises or at some other place, if the teacher is required to be there in connection with an assigned school activity, risks the continuation of their child in the school.

### **RECOMMENDED TRANSFER DUE TO PARENTAL ATTITUDE**

Under normal circumstances a student will not be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school, that continuation of the student in school might be impossible in practice. In such a case, the opinion of the principal would be sustained by the pastor from a pastoral point of view.

### **CHILD ABUSE REPORTING POLICY**

In compliance with the Child Abuse Reporting Law and under penalty of fine and jail, **all employees of Our Lady of Victory School** are required to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and/or exploitation. School staff members will make such reports in the best interests of the affected child and, once reasonable suspicion is established, do not have a legal alternative except to make a report to the proper authorities.

### **WRITTEN/VERBAL CONFIDENCES**

Principals, teachers, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

## **FINANCES**

Our Lady of Victory School shall determine annually the costs per student based on the budget projections for the next school year. Tuition rates and fees will be established based on these costs. Rates and fees will be set for registered supporting members of the parish, and non-registered, non-supporting members of the parish. Fundraising will help meet the needs of the school and the costs per student. All parents are expected to participate in the fundraising efforts. Service hours will be required. The requirements for fundraising and service hours, as well as any other required fees, will be published and distributed before accepting the registration of students.

### **TUITION/FEE POLICY**

Collection of tuition and fees will be handled by FACTS Tuition Management Company. All tuition payments are to be made through your checking or savings account. Each family will be required to sign a tuition agreement annually and to honor the terms of that agreement. **All cash office payments received after the 15<sup>th</sup> of the month will be charged a \$50 late fee.**

Failure to comply with the Tuition Policy explained earlier, and parents' failure to notify the school of reasons for delinquency and non-payment will result in: students not receiving report cards and, if applicable, diplomas; students not being able to return to the school at any given time during the year as determined by the Principal and Pastor; delinquent accounts forwarded to a collection agency; records not being sent to any other school; eighth graders not allowed to participate in graduation activities and ceremony.

Non-payment of tuition and required fees, or balances due for fundraising or service hours may result in the removal of the student at the end of the trimester, and the refusal to accept an application for re-registration for the following year.

### **PAYMENTS TO THE SCHOOL**

All payments to the school office must be acknowledged with a numbered receipt pre-printed with the school information and signed by a member of the office staff. We cannot credit payments based on a verbal assurance from the parents that payment was made. The school cannot accept responsibility for receipt and recording of payments sent to classrooms or by way of a student unless a receipt is presented. Please make daily lunch or snack payments to the office.

## **VEHICLES FOR COMMUNICATION**

The school will regularly inform parents about the educational and behavioral progress of their children. Parents will be informed consistently and in a timely manner of school activities, special dates, and schedules. We will make every effort possible to ensure that both parents and students understand the rules and policies of the school and agree to cooperate with them.

### **Parent with Teacher:**

Parent cooperation and active communication with the teacher is most important for a student's success. A parent wishing to meet with the teacher should send an email using the school email address or send a note to the teacher or call the school office to set up an appointment to discuss any school matter. The teacher can be available for a parent conference one half hour before school begins and one half hour after school dismissal.

### **Teacher with Parent:**

The teacher will communicate with the parent in a variety of ways - individual conferences, a written note, a telephone call, a scheduled Open House, class work and homework assignments to be signed by the parent, progress reports sent home and report cards sent home after each trimester grading period, three times a year. The teacher will respond to any concern of the

parent within twenty-four hours of learning of such a concern; a conference will be scheduled if necessary.

### **Administration:**

The school exists to serve the needs of each student. As such, the Principal or delegated staff member will meet with any parent about any concern that might affect the education of the student. An appointment is necessary to meet with the Principal. The parent must state the reason for the meeting to the person scheduling the appointment. An email, a note, phone call, or visit to the main office during business hours is all that is required to schedule a conference with the Principal.

### **Parent Bulletins/Calendars/Emails:**

In the course of the school year a yearly calendar and monthly calendars listing days of attendance, minimum days, events, etc. will be sent to each parent. The annual school calendar is included on the back of this handbook; please note dates for holidays and vacations. Any changes will be noted on the monthly calendars, which are sent home by the first Thursday of each month in parent envelopes with the weekly bulletin. Please note special activities, dates, and times. In the event of changes in the monthly calendar, parents will be notified with as much time as possible through an email, the weekly bulletin or a special notice.

Each week a bulletin will be sent home on Fridays. The bulletin will contain a listing of notices, reminders, activities, etc. The parent is asked to sign the envelope and **return the envelope on Monday**, indicating that the information has been received. Parents are responsible for making sure that the oldest or only child hand-delivers the envelope weekly. If parents cannot trust their child to deliver the envelope, parents must come in to pick up the information, or pay a set fee for delivery by mail.

## **ACADEMICS**

### **CURRICULUM**

The faculty of Our Lady of Victory School is united in its efforts to meet the curriculum requirements set forth by the Archdiocese of Los Angeles and the California Department of Education. By following the Archdiocesan guidelines, we strive to promote a desire for learning. Students are offered classes in English Language Arts, Math, Science, Social Studies, Religion, Music, Physical Education, and Computer Literacy. Our curriculum is based on the belief that every child can and will learn in accordance with the implementation of the Common Core Standards in English Language Arts and Math. The standards for science instruction is based on Next Generation Science Standards (NGSS).

## **RELIGION PROGRAM**

All students, Catholic and Non-Catholic, are required to participate in the Religion program at Our Lady of Victory School. Participation in daily prayers and religious activities is required, and students are expected to behave in a respectful manner. Religion classes are a required part of our curriculum, and are considered one of the most important classes at our school. Religion grades earned are computed as part of a student's GPA.

Our Lady of Victory School students attend Mass as an entire school at our weekly Mass at 8:00 a.m. The Family Mass for Our Lady of Victory School families is the 1<sup>st</sup> Sunday of each month at 9:00 a.m. All Catholic students are expected to attend Mass every Sunday, and are invited especially to Our Lady of Victory Church at 9:00 a.m. Mass. At various times during the school year students are asked to participate in fundraising drives for the missions, and to bring canned food items or donations for the needy. Students are encouraged to be as generous as possible in helping others in need.

## **TESTING AND ASSESSMENTS**

In addition to student assessment in the classrooms to determine grades, all students will be taking the STAR assessment. The STAR assessment is an adaptive measure that is used to measure student progress and provide valuable data to teachers that will influence their instruction.

## **GRADING**

At the beginning of each school year, teachers explain to students and parents the system used for grading; this system is aligned with the grading interpretation on trimester report cards. The purpose of grading is to provide a measure of pupil progress. It is meant to motivate and encourage the best efforts of the pupil. Factors to consider in measuring pupil progress are class participation, satisfactory completion of class work and homework assignments, and success in oral and written tests. Report cards will be issued three times during the year. Academic development, along with skill and habit development will be reported to parents. Effort, behavior, and attendance will also be noted. Parents are asked to review the card with the child and then sign and return it to the school. The first report card will be presented at Parent- Teacher conferences in December. It is highly recommended that the child attend the session with the parent and teacher. If an individual conference is requested, it is suggested that the parent contact the teacher.

## **HOMEWORK**

Homework assignments are to reinforce what the teacher has introduced in the class and to foster habits of independent study. Homework will not be assigned as punishment. Assignment of homework is limited to the days on which the school is in session, unless make-up work or long-range assignments are required. If homework is missed, it must be made up. For homework to be effective, the school depends on the parents' cooperation to supervise this important activity. If a child will be absent for more than one day, the teacher should be notified and arrangements made to have a family member or neighbor stop at the school to take assignments home.

### The following are suggested guidelines for homework:

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

These time allotments are for actual "on-task" work. Actual homework time will vary according to individual ability, study environment, and study habits. Pupils of differing ability are not expected to accomplish as much as their classmates in the allotted time. Exceptions are made for compassionate reasons upon the request of the parent or guardian. Parental help with homework is encouraged. Some suggestions for helping with homework: observe the child doing the homework to see that the assignments are being completed; encourage and participate in reading each day; help secure a library card; control the viewing of television during the school week; check work carefully before it is submitted in class.

### **PROMOTION**

Ordinarily, students who satisfactorily complete the prescribed course are promoted to the next highest grade at the end of the school year. Exceptions may be made at the discretion of the Principal.

The decision to promote a student to the next grade or retain him or her in the present grade will be made only after considering the academic, emotional, and social factors.

### **RETENTION**

In the event that retention is being considered, the following guidelines will be followed. The teacher is responsible for evaluation, early diagnosis, and effective remediation of learning difficulties. The teacher will provide remedial help in the school setting, e.g., by individual help or after-school tutoring. If that proves to be inadequate, the teacher will advise the parents to arrange for outside help, e.g., outside tutoring, parent tutoring, summer school, or a psycho educational evaluation. The teacher will inform the Principal about any pupil with significant learning difficulties by the end of the first trimester. The student may be referred for educational evaluation. If difficulties persist, with the approval of the Principal, the parents will be advised in the second and third trimesters of the student's progress or possibility of retention. Copies of all reports and communications will be kept on file.

Retention is more successful in primary grades than in later grades. The opinions of the teachers and parents are significant factors; the final decision to retain the student is the responsibility of the Principal. In the case of a student with severe learning problems, it may be necessary to recognize that the school is not equipped to meet the needs of every student, and that a transfer might be necessary.

### **SUMMER SCHOOL**

In some cases, academic classes during summer school may be recommended for a student as a condition of promotion. If this is the case, a record of summer school attendance must be submitted to the school before a child can be promoted.

## **ACADEMIC PROBATION**

A student with consistent low grades due to a lack of motivation or effort in completing class work or homework will be placed on academic probation for a quarter. Academic progress and quarter grades will then be evaluated and a decision will be made in agreement with the teacher, parents, and the Principal regarding remedial measures, retention or a recommendation for transfer to another school.

## **GRADUATION REQUIREMENTS**

In order to receive a diploma at graduation, a student must maintain a GPA of 2.0 in the 7<sup>th</sup> and 8<sup>th</sup> grades. If, at the end of the 7<sup>th</sup> grade, a student has not maintained a 2.0 GPA, he/she will not be promoted to the 8<sup>th</sup> grade unless summer school is successfully completed. If at the end of the 8<sup>th</sup> grade a student has not maintained a 2.0 GPA, he/she will not participate in the graduation ceremony nor receive a diploma until summer school is successfully completed. All financial obligations must be met by May 1<sup>st</sup> in order for students to participate in any graduation activities.

## **GRADUATION CEREMONY**

In accordance with Archdiocesan Policy, the graduation ceremony will be a simple ceremony taking place with the Eucharistic Liturgy (Holy Mass). Our Lady of Victory School will not sponsor any graduation parties.

## **HONOR ROLL**

All students who receive grades of A's or B's on the trimester report card and exhibit good discipline, attendance, and punctuality will be listed on the Honor Roll for each trimester.

## **REQUIREMENTS FOR VALEDICTORIAN**

To be eligible for consideration as class valedictorian, an 8<sup>th</sup> Grade student must have maintained a GPA between 3.5 and 4.0 in the 7<sup>th</sup> and 8<sup>th</sup> Grades. The student must have been actively involved in at least one school activity and service-oriented in the total life of the school. He/she must be a role model for other students by exhibiting excellent conduct. A recipient of numerous detentions or a suspension is automatically disqualified for consideration for this honor.

# **DISCIPLINE:** **RULES/REGULATIONS/CONSEQUENCES**

Discipline is to be considered as an aspect of moral guidance, and not a form of punishment. The purpose of discipline is to provide a classroom setting conducive to learning and to promote character training. Discipline is attained in the school when students work cooperatively with classmates, teachers, staff, and principal toward the attainment of the class and school objectives. Classroom management plans will be presented by grade level and are research-based. In addition to classroom discipline, Our Lady of Victory School adheres to the policies inherent in the Administrative Handbook of the Department of Catholic Schools for the Archdiocese of Los Angeles. Students must behave in a Christian manner at all times.

## **ARCHDIOCESAN CHRISTIAN CONDUCT CODE**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between us can be resolved. In some rare instances, however, the school may find it necessary to require parents/guardians to withdraw their children. It is a condition of enrollment that students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These Christian principles 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 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.
- These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events.
- The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## **PLAYGROUND GUIDELINES**

The health and safety of each student at Our Lady of Victory School is very important to everyone. In order to have a playground that is safe for all students, every student from TK to eighth grade is required to follow these guidelines before, during, and after school:

1. No student is allowed to play in the yard without adult supervision.
2. Students are not to tease, chase, or bother one another.
3. Students are not to be involved in rough play/games of tag.
4. Students are not to jump over benches, hang from rails, or play on stage.
5. Students are to report any problems to the person on yard assistance immediately.

## **Discipline Policy**

- |         |   |
|---------|---|
| Step 1- | Student is issued a verbal warning from the teacher.  |
| Step 2- | Student continues to disobey or disrupt class, written notice is sent home, with a phone call to the parents.   |
| Step 3- | Student continues to disobey or disrupt class, written notice is sent home, with phone call to the parents to schedule a parent teacher conference.   |
| Step 4- | Student continues to disobey or disrupt class, written notice is sent home, with phone call to the parents to schedule a parent teacher conference, with principal. At such time parents are informed that the next notice is a suspension. |
| Step 5- | Suspension.   |
| Step 6- | Expulsion (at discretion of the principal).   |

## **SUSPENSION/EXPULSION**

The principal may suspend any student from school with or without the recommendation of a teacher. Suspension includes, but is not limited to, fighting of any kind, open defiance to school personnel, and continued disciplinary measures for the same offense. Parents will be notified of the reasons and dates of suspensions. Suspensions will be recorded in the student's records, and three suspensions may be cause for the expulsion of the student.

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

1. Actions gravely detrimental to the moral and spiritual welfare of other students.
2. Habitual profanity or vulgarity.
3. Assault, battery, or any threat of force or violence directed toward staff or students.
4. Bullying or harassing school personnel or other students.
5. Open, persistent defiance of the authority of the teacher.
6. Continued willful disobedience.
7. Use, sale or possession of narcotics, drugs or any other controlled substance.
8. Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
9. Smoking or having tobacco.
10. Stealing.
11. Forging signatures.
12. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school, including graffiti.
13. Habitual truancy.
14. Possession or harmful weapons or materials that can be used as weapons.
15. Membership in or affiliation with a gang or group responsible for violent activity. Whether inside or outside of school.
16. Actions in or out of school which are detrimental to the school's reputation.
17. Inappropriate conduct or behavior unbecoming a student in a Catholic school.

The procedures for expulsion found in the Administrative Handbook will be followed involving notification, conferences, etc. A written record of all steps taken, communications, reports will be kept at school.

## **SERIOUS OFFENSES**

In cases involving grave offenses which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community and, in the reasonable judgment of the Principal, which may pose a serious threat to the health and welfare of other pupils, the student may be immediately suspended followed by probable expulsion. The times of expulsion and reporting steps of expulsion may be found in the Administrative Handbook of the Elementary Schools. 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.

## **INTERNET AND TECHNOLOGY USE**

Any student that is allowed access to the Internet at our school site must have a signed parental consent form.

## **PHONE USE/CELL PHONE POLICY**

Students are not allowed to have cell phones in their possession. The school phones are available for students to call home in cases of illness or emergency only. Students will not be allowed to use the office phone for personal matters or "reminders." Parents may call the school office to give important messages to their children, but students will not be called from the classroom to speak to parents.

If a cell phone disrupts a class the teacher has the right to take away the students cell phone. Cellular devices are collected in the Middle School grades until the end of the day. In an immediate necessity a student may go to the office to make a call to the parent/guardian with the teacher's permission.

## **MIXED 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, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school.

## **PUPIL PREGNANCY**

Elementary students involved with a pregnancy have changed their status and thus, some of their obligations, responsibilities, and priorities. They have accepted the responsibility of bringing a new life into the world, and such a responsibility necessitates a change in status. In order to ensure the best interest of the elementary student, parents, and the school community, the principal, in consultation with the pastor and the Superintendent, shall review all aspects of each case and make a determination as to the student's attendance at the school.

Of its nature, abortion is contrary to the teachings of the Catholic Church. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for the student to be dismissed from Our Lady of Victory School.

# SCHOOL UNIFORM POLICY

All students must be in complete uniform as of the first day of school. Uniform items must be purchased from Cambridge Uniforms. A description of the required school uniform has been given at a parent meeting as part of the registration documents. Any unusual circumstances in which a student cannot be in full uniform must be reported by the parent and approved by the Principal. The school will not be held responsible for lost or stolen items belonging to the student. It is the student's responsibility to care for his/her belongings, and the parent's responsibility to mark them permanently and clearly to avoid any confusion regarding which the item belongs to. Items not claimed at the lost and found within a month will be sold.

## DRESS CODE:

- A. Students must wear the school uniform at all times.
- B. Students may wear P.E. uniforms to school on P.E. days **ONLY!**
- C. Free dress means "dress up." No oversized clothes may be worn to school. Baggy pants, low cut tops, tank tops, loose shirts, or make-up will **NOT** be allowed. "Dress up" days are when the students should wear slacks, dresses, appropriate shirts and blouses. Blue jeans, tank tops, T-shirts, overalls are not considered dress up clothes. **Skinny jeans and skinny pants may NOT be worn to school.**
- D. Students are expected to come to school bathed and well groomed daily. It is expected that students wear a clean uniform daily. Students who do not come to school ready to learn, and well-groomed will be sent home.
- E. In cold weather, students may wear heavy outer jackets outside the buildings **ONLY**. Students may only wear the uniform sweater in the classroom with the teacher's permission.
- F. Only plain white T-shirts may be worn under the uniform shirt.
- G. Boys must have clean, conservative and traditional haircuts - no designs, shaved heads, flat-tops, and spikes, nothing that may be associated with gangs. Hair should not obstruct vision. Boys' hairline will not be allowed below the ears or the natural hairline of the neck.
- H. Plucked or shaved eyebrows are not permitted for girls or boys.
- I. Girls are not permitted to wear beads, or hairstyles that are extreme or associated with gangs.
- J. Only one pair of small stud earrings (no hoops or dangling earrings) may be worn by girls. Boys are not allowed to wear earrings.
- K. A small neck chain is allowed and a wristwatch is allowed; rings and bracelets are not allowed.

## REQUIRED SCHOOL UNIFORM

### PreK – 5<sup>th</sup> Girls:

- Plaid Jumper (Closed sides, pleated skirt with belt)
- Light blue, button-front blouse with Peter Pan collar
- Navy Cross Tie
- Royal Blue or White knee socks
- Navy blue twill pants (winter) or walking shorts (summer)

### Boys and Girls

- Royal Blue Cardigan Sweater
- Royal Blue Jacket
- Navy Blue sweatshirt with school logo
- Navy Blue walking shorts
- All black shoes or Black with white; Dress shoes are mandatory for Mass

### Grades Girls: Grades 6<sup>th</sup>-8<sup>th</sup>

- Plaid, pleated skirt
- Plaid, open-front vest
- Light blue, button-front blouse with pointy

### Boys Grades PreK-8th

- Royal Vest
- Navy Tie
- Navy blue twill pants
- Royal blue or White knee socks
- Navy Blue twill pants (winter) or walking shorts (summer)
- Navy Cross Tie

**P.E. Uniform May ONLY be worn on scheduled P.E. days or special activities.**

## ATTENDANCE

### ABSENCES

1. The school should be notified if the student will not be in school. If the school does not receive such information, the parent or guardian will be called at home or work to insure the safety of the child.
2. In case of an absence, students must bring a signed note from the parent in order to be readmitted to the classroom.
3. Absences of more than three days must have a doctor's excuse. Signed medical or dental excuses are not counted as absences on student records.
4. When the parent/guardian knows that the child will be absent for more than one day, the teacher should be notified so that arrangements can be made with the family member or neighbor to take assignments home.
5. If a student is to leave school for a medical or dental appointment or a personal reason, a note from the parent or guardian stating the reason for early dismissal should be sent to the school office. Students will be released from the office. Parents should not enter the classrooms once school has begun. If someone other than the parent is to pick up the child, the parent or guardian should notify the office in advance. The student will be sent

to the office at a convenient time for the classroom teacher, in order to avoid interruptions to class activities only when the parent/guardian is at the office ready to pick up.

6. Students absent more than 15 days in a report card period may not receive a report card or may receive a grade of incomplete.
7. In the case of an unexpected need to pick up a child before dismissal, we request that parents pick the students up during their respective recess or lunch periods.

### **TARDY POLICY**

Students arriving in the classroom after 8:00 a.m. will be marked tardy on the class roster. Students arriving after 8:00 a.m. must stop in the office for a Tardy Slip in order to be admitted in the classroom. Students arriving late will be noted in the daily tardy list in the office.

### **WORK PERMITS**

No minor may work without a work permit. Under certain conditions, work permits are granted to students. Student work permits may be obtained from the Work Experience office in a public school and must be completed and signed by the Principal for satisfactory attendance and academic achievement.

## **HEALTH AND SAFETY**

### **UPDATING PERSONAL AND HEALTH INFORMATION**

It is extremely important that Emergency Cards, with current information, be completed yearly. If at any time during the school year there is a change of address or telephone number, please notify the office in writing **immediately**. Information on all the records should be accurate and up-to-date in case of an emergency. In case of illness or emergency, your child will only be released to persons listed on your Emergency Card.

### **ILLNESS/ACCIDENT**

Our Lady of Victory School does not have a trained nurse on staff. Parents must notify the school of any special health conditions that require special attention. We are **not** allowed to dispense medication of any kind. You may complete a special form required of parents whose children must have medication during school hours. Also, please note that you **must** have a release from your doctor as well, for your child to be able to take **ANY** type of medicine.

If your child is hurt, or becomes ill while on campus, you will be notified and asked to come pick up your child. We will clean minor cuts with water, and place band-aids or ice if necessary. If an emergency arises we will notify you and we will call 911.

## **REQUIRED IMMUNIZATIONS/TESTS/SCREENINGS**

State and county regulations require that the school maintain up-to-date student records of required immunizations, tests, and physical exams. Students will be excluded from class until required information is sent to the school.

## **ANNUAL HEALTH SCREENINGS**

Students will receive annual routine health screenings including height and weight, visual, auditory, and scoliosis. Recommendations may result from these screenings for examinations by a professional.

School personnel may check students for head lice periodically throughout the school year. We recommend that parents check their children for head lice at home and notify the school of any signs of infestation.

## **STUDENT INSURANCE**

The Student Insurance Program is provided for all students in archdiocesan parish elementary schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school, or while participating in a school sponsored and supervised activity.

# **ARCHDIOCESAN POLICIES**

(These policies are to be copied verbatim into your Parent/Student Handbooks)

## **A. GENERAL INFORMATION**

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS**

The students' interest in receiving a quality, morally based education can best 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 or guardians to withdraw their children. It shall be an express condition of enrollment that the students and parents or guardians shall 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 school.

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

- Parents or 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 or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or 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 or 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 his or her child in the school. 6/9/2009
- These expectations for students and parents or guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. 7/9/2009

## **CONSULTATIVE SCHOOL COUNCIL AND PARENT ORGANIZATIONS**

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

### **Parent Organizations**

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school. Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws.

### **Consultative School Council**

The general responsibilities of the Consultative School Council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the Council's goals and activities. The membership of the Consultative School Council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998). The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Council. 8/9/2009

## **"Zero Tolerance Policy"**

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

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

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.** Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As 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." 9/9/2009

## **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**. **Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe. **VIRTUS Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460. 10/9/2009

## **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. 11/9/2009
- 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 parents or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they do not have these requirements. 12/9/2009

## **BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with

children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign this Code of Conduct form to verify that they understand their obligations.

## **CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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

### **As a student volunteer I will:**

- Respect the adults and supervisors with whom I interact
- Safeguard at all times children or other youth entrusted to my care
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/youth
- Avoid situations where I am alone with a child/youth
- Use positive reinforcement rather than criticism or comparison when working with children/youth
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to my supervisor, or if it involves my supervisor, report it to the principal or pastor at the location
- Be aware that young people can easily become infatuated with a youth leader or an adult. If I sense that this is happening. I will not encourage it. I will make my administrator aware of it so that the supervisor can resolve the matter, including reassigning me to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth
- Dress appropriately and not wear any clothing with offensive messages or pictures 13 9/2009

### **As a Student Volunteer I will not:**

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

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

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and Title of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

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

#### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

#### **Department of Catholic Schools Level**

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

determination, which will be final and binding, in writing to all parties.

## **B. ADMISSION AND ATTENDANCE**

### **GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS**

- Preferences shall be given to active members of the parish
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

### **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

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

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

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

### **INCLUSION PROCEDURES**

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

## **WORK PERMITS**

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

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

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

For additional information and forms see

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

## **PRIVACY AND ACCESS TO RECORDS**

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

### **Pupil Records**

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute. Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

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

### **Directory Information**

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

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

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

### **Verbal/Written Confidences**

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

## **TRANSFER OF RECORDS**

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

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report 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, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

## **STUDENT ACCIDENT INSURANCE**

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

## **C. ACADEMICS AND CO-CURRICULAR ACTIVITIES**

### **TUTORING**

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

### **COUNSELING POLICY**

The mission and purpose of the school is education. 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 or 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 professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- 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 schools 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 Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

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## **PARENT'S AUTHORIZATION TO USE CHILD'S IMAGE, NAME, VOICE AND/OR WORK FOR NON-COMMERCIAL PURPOSES**

***This section to be completed by Archdiocese/School/Parish***

Archdiocese/School/Parish:

Class/Activity:

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes

(describe class/activity, date(s) if applicable):

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

***This section to be completed by Parent/Legal Guardian:***

I,

(name), am the parent or legal guardian of

(child's name), a

minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

*Please initial the applicable boxes*

Image/visual likeness: yes no Voice: yes no

Name: yes no Work: yes no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular

reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other

non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and

agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications,

catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now

known or later developed (the "Materials").

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

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

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

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

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I

understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:  
Telephone:  
Name of Child:  
Age:  
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## **E. DISCIPLINE**

### **DISCIPLINE**

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

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

### **MAINTENANCE OF EFFECTIVE DISCIPLINE**

Effective discipline is maintained when there is

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

### **DISAPPROVED DISCIPLINARY MEASURES**

The following disciplinary measures are forbidden:

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

### **DETENTION**

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

## **SUSPENSION**

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

## **EXPULSION**

### **Reasons for Expulsion**

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

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

### **Procedure for Expulsion**

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

- A conference must be held with the parents or guardians, student, teacher, and

principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.

- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

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### **Written Record**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the supervisor at the Department of Catholic Schools.

Name of Student:

Offense or situation:

Date:

Parents notified by: \_\_\_\_\_ Date

Remarks:

First Meeting:

Place:

Time:

Persons present:

Remarks:

Signature(s):

Second Meeting:

Place:

Time:

Persons present:

Remarks:

Outcome:

Signature(s):

### **Cases Involving Grave Offenses**

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

### **Time of Expulsion**

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

### **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

### **Right to Make Exceptions**

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

### **Home Study**

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

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### **HARASSMENT, BULLYING AND HAZING POLICY**

(Name of 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 or guardians and students.

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

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

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

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

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

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- 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.

**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.

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 or 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 or guardians of the student who has made the threat  
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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.

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### **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.

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

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

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

to the school or to the student.

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

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

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## **ARCHDIOCESAN POLICY FRAMEWORK**

**(Please review these revised policies as you write your local school policies. These policies will be placed in the revised Administrative Handbook)**

### **EXTENDED SCHOOL DAY PROGRAMS**

The decision to provide an extended school day program shall be made jointly by the principal and, and, in the case of parish schools, the pastor, after careful and thorough consideration of the responsibilities, liabilities, and long-term consequences. If the school decides to offer an extended school day program, the school must consider the following points:

- The program must be consistent with the school's philosophy and mission
- The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel
- Archdiocesan student insurance covers students during the time of the program
- The school requires an extended school day agreement with participating parents
- Fees charged to parents must be adequate to cover the total cost of the extended school day program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- Adequate space shall be provided for activities detailed in the program, and this space shall be clean, safe, well maintained, and provide a pleasant, child-centered environment. The facility must have access to a telephone
- Extended school day staff must be at least eighteen years of age, and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. It is recommended that they have formal training in child development, recreation, or education, possess prior experience working with school-age children, and are familiar with age-appropriate behaviors and abilities of children
- Staff shall supervise children appropriately at all times, and a written job description detailing work duties shall be given to all staff members. It is recommended that there be no more than 14 children per one adult staff member. It is also recommended that two staff employees be available at all times in the event of an emergency. At no time should a child be left unattended
- Staff members shall be inserviced regarding signs of child abuse and neglect, and appropriate reporting procedures. Workers shall be given opportunities to attend

workshops in child development, and individual staff members shall meet on a regular basis with supervisory personnel for on-going support and feedback

- Staff members shall carefully maintain appropriate records regarding family information, emergency contact, arrivals, and departures

A school may arrange with independent contractors or entities to provide extended school day programs on a fee basis. Independent contractors and entities must have appropriate licenses, agreements for use of the premises and insurance. All individuals and entities providing extended school day programs must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

## **FIELD TRIPS AND TRANSPORTATION**

### **FIELD TRIP POLICIES**

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams.

Schools may plan field trips for one or more days including overnight field trips.

Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bit kit must be included in any area where there may be poisonous snakes.

### **TRANSPORTATION POLICIES**

- Transportation may be by personal car, school or chartered bus or van, boat, or air plane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three

years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.

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

**STUDENT AND YOUTH ACTIVITY PERMISSION FORM**

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Activity: Field Trip Other (specify) \_\_\_\_\_

Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Educational Purpose: \_\_\_\_\_

Description of Activity: \_\_\_\_\_ See Attached

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

Teacher/Adult Leader: \_\_\_\_\_ Attire: \_\_\_\_\_

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

directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for

personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones. Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

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

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

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

Name: \_\_\_\_\_

Day phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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## **SUMMER PROGRAMS**

The principal is responsible for the overall administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of noncovered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger
- The summer program staff shall participate in an orientation that includes:
  - The mission of the Catholic school
  - Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors
  - Field trip policies
  - Safety and health procedures, i.e., first aid and CPR
  - Supervision of students
  - Emergency/Disaster plans

## **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

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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 are 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 Local policies for parishes and schools**

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email or text messages that raise questions or concerns

*Sample:* “Thank you for sharing your concern/question with us.

Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence.”

- consequences that will result if the parish or school policy is not followed

Our Lady of Victory Catholic School



**Our Lady of Victory School Parent/Student Policies Agreement Form**  
*(Please print except where signatures are required)*

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the \_\_\_\_\_ School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_ Grade \_\_\_\_\_ Student's First Name \_\_\_\_\_

Grade \_\_\_\_\_

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files