

# Notre Dame School



Handbook  
2018-2019

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## General Information

### Statement of Philosophy, Mission, and Vision

**Philosophy:** Notre Dame School strives for excellence in students' spiritual, academic, social and physical development. The value and uniqueness of each individual to the whole community is recognized and encouraged. Recognizing parents as primary educators and acknowledging the presence of God in all persons, Notre Dame School provides a Christian environment that promotes peace and justice.

**Mission Statement:** In partnership with Our Lady of Sorrows Parish and our parent community, Notre Dame School's mission is to offer a quality Catholic education, welcoming students from diverse socioeconomic backgrounds. While facilitating the learning process, teachers also recognize and support parents in their role as primary educators of their children. Motivated by faith, teachers nurture in students a love of God, a sense of compassion for others, recognition of the importance of service to others, and celebrate academic achievement.

**Vision:** Notre Dame School's vision is to create a positive learning environment in which students develop strong personal faith and identity. Living the Gospel message will inspire an appreciation for diversity in the world, compassion for those in need, and service to the community. Respect and recognition of students' unique personalities, learning styles, and backgrounds will allow them to achieve success.

### Code of Christian Conduct

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.
- 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.

## **School Organization, Staff Roles and Responsibilities**

### **Pastor and Principal**

Notre Dame School is governed by the pastor who delegates the immediate direction and supervision of the school program to the principal.

### **Staff**

The school staff consists of office staff as well as faculty and staff. The office staff is responsible for maintaining a professional environment in the school office and providing the community with current information. The teachers are responsible for the education and well-being of the students during the school day. Teachers will maintain a professional relationship with all families.

### **Consultative School Council and Parent Organization**

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

### **Parent or Parent-Teacher Organizations**

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

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

### **Consultative School Council**

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

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

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

**List of School Personnel**

Ms. Christina Stefanec	Principal
Mrs. LeighAnn McDonald	Kindergarten Teacher
Ms. Maria Gomes	Kindergarten Teacher
Ms. Lindsay Vogel	First Grade Teacher
Ms. Rosa Salgao	First Grade Instructional Assistant
Ms. Abby Stewart	Second Grade Teacher
Mrs. Natasha Lomeli-Kauka	Third Grade Teacher
Ms. Alexandra Kelleher	Fourth Grade Teacher
Ms. Lindsay Buchanan	Fifth Grade Teacher
Mr. Ernesto Rodriguez	Sixth Grade Homeroom/Middle School Mathematics and Science Teacher
Mr. Leon	Seventh/Eighth Grade Homeroom Teacher/Middle School ELA Teacher
Mrs. Massi	Transitional Kindergarten Teacher
Mrs. Tovar	TK Teacher Assistant
Ms. Tagrid	Instructional Assistant
Ms. Irma Rodriguez	Secretary

Schoolwide Learning Expectations

With the mission statement as a standard and our philosophy as a guide, Notre Dame School has adopted schoolwide learning expectations which all members of the school community are asked to support and promote. The SLE's are inspired by the words of St. Julie, "Teach them (the children) what they need to know for life."

Notre Dame Community envisions its graduates as

A. Faith-filled learners who

1. pray using memorized and spontaneous prayer
2. study scripture from a Judeo-Christian perspective
3. plan and participate in liturgies and prayer services
4. participate in the sacraments
5. show devotion to Mary and the saints
6. demonstrate knowledge of Catholic doctrine and morality issues
7. discriminate between right and wrong in order to make choices appropriate for followers of Christ

B. Academic learners who

1. express their thoughts creatively in written and oral form
2. connect learning to practical life experiences
3. use research skills and technological resources
4. meet Archdiocesan benchmarks and the Common Core State Standards (Link: [Common Core State Standards Initiative/The Standards](#) Click on English Language Arts Standards)
5. practice critical thinking and problem solving
6. develop skills to be career and college ready

C. Responsible learners who

1. work independently and in groups
2. set goals and evaluate themselves
3. complete assignments

D. Culturally-aware learners who

1. are knowledgeable about current events and world affairs
2. know geography
3. learn about individual, racial, and cultural differences

E. Members of the community who

1. work cooperatively with others
2. participate in community service
3. respect and actively care for their environment

Revised

5/20/14

## **History of the School**

Notre Dame's history began in 1906 when the pastor of Our Lady of Sorrows Parish saw the need for a Catholic elementary school. Dolores School was first established at the corner of Anacapa and Figueroa Streets under the direction of the Sisters of Notre Dame de Namur. After several moves the present school was constructed. The building was damaged in the 1925 earthquake so Dolores School sought other quarters and the repaired building became Santa Barbara Catholic High. When Bishop High School was established in 1959 Dolores School moved back to the building. After merging with Guadalupe School in 1974 the school was renamed as The Notre Dame School. In 1990 the Sisters of Notre Dame withdrew from the administration of the school. Lay administrators guided the school until Sister Judy, SND, became principal in 2013. The philosophy of providing a quality Catholic education for children, regardless of their families' income level, lives on in the staff that serves the school today.

## **School Schedule and Calendar**

### **Regular School Schedule:**

7:30 Morning supervision available  
7:30 to 7:50 Breakfast available  
7:55 First Bell Rings – Students line up in class lines  
8:00 Second Bell Rings – Morning assembly begins  
10:10 Recess  
10:30 End of recess  
12:00 Lunch  
12:35 End of Lunch  
3:00 Dismissal (2:00 Dismissal on Mondays)

### **Rainy Day Schedule**

Rainy day schedule is the same as regular, Monday, and minimum day with the exception of student dismissal. At dismissal time, teachers will walk students to the auditorium and parents may pick up their children there.

### **Faculty Meetings**

The Archdiocese permits an early dismissal on Mondays. Faculty meetings will be held for the following purposes:

1. Further implementation of WASC evaluation recommendations.
2. Planning sessions for general school activities.
3. Interdepartmental communication meetings.
4. Faculty in-service.

Every Monday dismissal is at 2:00 p.m. to allow for additional time for the faculty to meet. Extended day care is available from 2:00 p.m. until 5:30 p.m.

### **Breakfast, Snacks and Lunch**

Breakfast is available every morning from 7:30 a.m. to 7:50 a.m. and is free for all children. Snacks may be eaten at the morning recess. We recommend healthy snacks rather than candy, sweets, etc. Soda is not permitted on Notre Dame's campus. Lunch is available daily on a free, reduced price, or full-price basis, depending on household income. Reduced-price is \$.40 and full-price is \$4.00. A monthly menu will be distributed so that parents can know the food choices for any given day.

If you find it necessary to deliver lunch to your child(ren), you may drop it off in the school office. Your child will be informed about his/her lunch. Do not deliver lunches to the classroom. Do not deliver lunches to the lunch tables or playground without signing in with the office first.

### **Morning Rules**

On campus supervision is available every morning at 7:30 a.m. Students should not arrive to school before that time. If students arrive between 7:30 and 8:00 they are expected to immediately join the morning supervision group.

### **Weekly Newsletter/Monthly Calendar**

Most communication from the school will be sent home on Thursdays. "Thursday Thoughts," Notre Dame's newsletter, is posted on Notre Dame's website every Thursday and can be emailed to parents. Printed copies can be requested in the office. If requested, the "Thursday Folder" is sent home on Thursdays with the oldest child in every family. Please read the information carefully and return the envelope the next day.

### **Dress/Uniform Code**

Notre Dame Catholic School views the education and formation of its students as its most important task. All aspects of school life must support this task. Therefore, the school requires that the students dress in a specific manner that contributes to a Catholic learning environment.

All students from preschool through eighth grade must wear the school uniform. Students are expected to arrive and leave school each day dressed according to code and neatly groomed. Parents/guardians should also be sure that students attend to matters of personal hygiene and grooming. All clothes must be neat, clean, in good repair and fit properly.

**DENNIS UNIFORM-WOODLAND HILLS**  
**20920 Victory Blvd.**  
**Woodland Hills, CA 91367**  
**(818) 887-5376**

You can also order through their website <http://www.dennisuniform.com>

Enter the School Code **SH00ND** or **Notre Dame School** to view and order items that meet the uniform code.

Your child's teacher will be in contact with the parents if s/he does not follow the dress code. The principal and/or pastor will make the final decision on all matters of uniform and dress code should any questions arise. Approved eighth grade dress code privileges are announced yearly.

The following is an outline of the Notre Dame School Dress Code. Any interpretation of the uniform/dress code is made by the principal and/or the pastor.

#### **Girls' Dress Code**

**Shirts:** White polo shirts with school logo. Only plain short sleeve white tshirts/undergarments may be worn underneath shirts. All shirts must be tucked in and may not be oversized.

**Jumpers (PS-4), Skirts (5-8) and skorts and shorts:** Jumpers, skirts and skorts and shorts must be no more than 2 inches above the knee.

**Pants:** Pants must not be over-sized and must not sag. They must be purchased through Dennis Uniform Co.

**Socks and Tights:** Solid white or navy blue crew socks, **covering the ankle**, no stripes or symbols. Girls may wear white or navy knee socks or tights.

**Shoes:** Athletic shoes, one neutral color, either white, black, brown, grey or navy, may be worn. Shoes must be fully laced and tied or fastened in some way. Shoelaces are to match the white, black, brown, grey or navy color of the shoe. No sandals, flip-flops, boots, or clogs may be worn.

**Sweaters/Sweatshirts/Jackets:** Only what is available through Dennis Uniforms may be worn inside the school and at school events.

**Grooming:** Cosmetics (including lip gloss) and nail polish may not be worn or brought to school. Only clear lip balm may be used. Nails are to be kept trimmed to an appropriate length. False nails are not allowed. Make up, hairspray and nail polish may not be brought to school.

**Hair:** Hair must be neat, clean and well groomed at all times. Color of hair must be the natural color-no hair coloring, bleach, striping or streaking. Hair must not hang in the eyes.

**Jewelry:** For the safety of all students, girls with pierced ears may wear one pair of non-dangling, no- hoop earrings, one ring per hand, one bracelet per wrist and one necklace or chain. No body piercing or tattoos are allowed.

### **Boys' Dress Code**

**Shirts:** Gray polo shirts with school logo. Only plain short sleeve white tshirts/undergarments may be worn underneath shirts. All shirts must be tucked in and may not be oversized.

**Shorts or Pants:** Pants and shorts must be hemmed. Pants and shorts must not be oversized, sag or be faded. Pants and shorts are to be worn at the natural waist. No underwear should be seen. Pants and shorts must be purchased through Dennis Uniform Co.

**Belts:** Black, brown or navy blue belts are encouraged and must be worn if pants are loose.

**Socks:** White or navy crew socks, **covering the ankle**, with no stripes or symbols.

**Shoes:** Athletic shoes, one neutral color, either white, black, navy or brown, may be worn. Shoes must be fully laced and tied or fastened. Shoelaces should match the shoe color. No sandals, flip-flops, boots, etc. are allowed.

**Sweaters/Sweatshirts/Jackets:** Only what is available through Dennis Uniforms may be worn inside the school and at school events.

**Hair:** Hair must be neat and well-groomed at all times. Hair may not hang in the eyes or over the ears. Boys' hair length is not to exceed beyond the top of the collared shirt. This includes curly hair that when straightened exceeds beyond the top of a shirt collar. No stripes, tails, shaved heads, spiked hair, gelled hair, or exotic hairstyles are allowed. The color of hair must be the natural color-no hair coloring, bleach, striping or streaking.

**Jewelry:** Boys may wear one ring, but may not wear earrings. Girls may wear one bracelet per hand, one necklace that may be worn under the white shirt, and one ring. Body piercing and tattoos are not

allowed.

### **Spirit Dress, Masses, and Field Trips**

**“Spirit Day” or “Jean Day”:** On this day, students may wear blue jeans (see “non-uniform code” for appropriate fit) that are non-worn or faded along with their uniform shirt or red Notre Dame tee.

**Birthdays:** Students may come to school in non-uniform dress. (Please see the “Nonuniform Code” for acceptable attire.)

**Masses and Field Trips:** Students are to be in full uniform when attending Mass or participating in a field trip (unless otherwise authorized by the teacher and/or principal). Masses and field trips are a wonderful opportunity for our students to represent our school and, in a subtle way, to bear witness to the greater community about their faith.

**Full Uniform:** Attire is long pants and uniform shirt for boys and skirt or jumper and uniform shirt for girls; shorts may not be worn.

### **Non-Uniform (“Free Dress”) Code**

Clothing must be modest and appropriate for the school environment and fit in a traditional manner (skirts, skorts, pants and shorts must be worn at the waist and may not be worn baggy or sagging; pants must be hemmed to an appropriate length; frayed hems and split seams or clothing that is torn or faded is not allowed).

The following items may not be worn:

- short-shorts, cut-offs, bicycle shorts, tights (unless worn under a dress or skirt in a coordinating color) leggings, tank tops, halter tops, tube tops, crop tops (any top that shows a bare midriff)
- sandals, clogs, platform shoes or any shoe with open backs or slick soles
- cloth headwear other than a narrow headband or scrunchy for a ponytail (no bandanas, scarves, long tied headbands, etc.)

A consequence of wearing the above will be to have the parent called to bring appropriate clothes for the student.

Failure to follow the uniform code will result in the loss of a Spirit Day or other nonuniform occasion privileges (including 8<sup>th</sup> grade privileges). Students will receive an “out-of-dress” notice. The notice will serve as a telephone pass for the student to phone for someone to bring the uniform. If there is no one available to do so, a uniform will be borrowed from the school – to be laundered and returned the following day

Teachers will inform parents of any “out of uniform” situations. In certain cases (as in a Mass day or field trip) if a student is out of uniform, the parent may be required to bring the child the uniform that day in order for him/her to participate. If repeated offenses occur, the principal may conference with the parents in order to resolve the situation.

**The principal and/or pastor will make the final decision on all matters of uniform and dress code should any questions arise. Approved eighth grade dress code privileges are announced yearly.**

### **Zero Tolerance/Safe Environment**

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

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

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

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

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

### **Safe Environment Training for Children and Youth**

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **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 students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

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

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

## **Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events**

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others

- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian. Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors. Parent or guardian written permission is required for the publication of a picture of a minor. Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

### **Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**

*Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. The form is attached as *Appendix A*.

### **Parent/Student Complaint Review Process**

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

#### **School Level**

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

to the person bringing the complaint.

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

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

## **B. Admission and Attendance**

### **School Students: Non-Discrimination Policy**

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

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

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

### **Inclusion Procedures**

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

### **Guidelines for Admission**

Preferences are given to active members of the parish

- The recommended age for transitional kindergarten students is four (4) years of age on or before September 1st
- The recommended age for kindergarten students is five (5) years of age on or before September 1st
- The recommended age for first grade students is six (6) years of age on or before September 1st
- 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 not have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

### **Privacy and Access to Records**

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

#### **Pupil Records**

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

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

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to

challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **Directory Information**

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

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

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

### **Parent Authorization to Use Child's Personal Information**

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

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

### **Verbal/Written Confidences**

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

## **Transfer of Records**

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

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

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

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

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

### **Withholding of Records**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy. Notre Dame School follows the policy of withholding from parents/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.

### **Cumulative Pupil Record**

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

Permanent records include only the following information:

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

## **Absence, Tardiness and Truancy**

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register. Elementary schools record absences according to the instructions on the student attendance register.

### **Absences with Acceptable Excuse**

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

### **Extended Absences**

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

### **Leaving School Early**

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

### **Tardiness**

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

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

### **Truancy**

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

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

A student who has been reported once as a truant and who is absent again from school one or more

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

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

### **Appointments**

A student must bring a written note stating the reason for and time of the appointment, signed and dated by the parent/guardian, giving permission to leave campus at a specific time during school hours. An authorized adult must then check out students through the school office. Please try to keep medical and dental appointments during the school day to a minimum. Any type of absence is detrimental to the student's learning. Any medical appointment during school will be marked as an excused medical absence only after receiving a signed and dated medical slip from the doctor.

### **Vacations**

It is not the responsibility of the classroom teacher to prepare class/homework in advance for a child who is going to miss school due to a vacation. The parent is asked to please inform the teacher of the child's absence and the child has the number of days absent plus one to make up the work upon return.

### **Arrival/Dismissal Procedures**

Students may be dropped off each morning in the school parking lot near the girls' restroom (cars should follow the orange cones while driving on campus). Students should enter the school building through the door nearest to the girls' restroom and walk directly to the morning supervision area.

Students should not be on school grounds before 7:30 a.m.

Students may be picked up at 3:00. Drivers should enter the school playground no earlier than 2:55p.m., following the orange cones to guide them. Students will be lined up between the staircase closest to the girls' restroom and the fence lining Anacapa Street.

All adults and students are required to obey the teacher or designated adult supervisor on duty.

Students will be released to parents/designated adults when the supervising teacher sees the parents/designated adults and dismisses the children.

Anyone assigned to pick up children must be listed on the Dismissal Authorization Form and must be informed of these rules by the parents.

### **Security Procedures**

#### **Playground Supervision**

Staff members supervise children from 7:30-8:00 a.m. and outside for dismissal from 3:00-3:15 p.m. on Tuesdays to Fridays, from 2:00-2:15 p.m. on Mondays, and from noon to 12:15 p.m. on noon dismissal days (e.g., the days beginning the Christmas and Easter breaks). Students may not be on campus unsupervised **at any time**.

During recess and lunch, the playground is supervised by parent volunteers, aides, teachers, and the principal respectively.

Once students have arrived at school they are to remain on the school premises until dismissal, unless properly checked out by their parent, guardian or someone duly authorized (in writing) by their parent or guardian. Leaving the campus without permission will result in an **automatic suspension**.

Students are not to arrive earlier than 7:30 a.m. Students who arrive between 7:30 and 7:50 a.m. must go directly to the morning supervision area where they can be supervised. Students who are on campus after 3:15 p.m. will be checked into the Extended Day Care (EDC) Program where they can be directly supervised. Only those students signed up for and engaged in the after school sports program are under the supervision of the athletic coach. All siblings of team members can remain on campus only if they are checked in to the EDC Program.

### **Parent or Guardian Right of Visitation**

Parents should always obtain a visitor's pass from the office before walking through the campus during school hours. Parents having an after-school conference with a teacher are required to check in at the office. Lunches, forgotten books, or other articles should be left at the office.

When picking a child up early, parents should go to the office, sign their child(ren) out and the student will be called to the office. Parents should not go directly to the classroom.

### **Custody Disputes**

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

### **Non-Custodial Parent Visits**

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to the school's parental visitation policy, unless the school has received a legal order prohibiting such a visit. Prior to taking any action, the principal must 1) identify the parent, and 2) determine whether or not s/he has visitation rights. The parent/guardian who has custody should be given the opportunity to present legal evidence regarding the extent of the other parent's visitation rights. Visitation rights are usually limited to specified days of the week and to specified hours. The principal must be made aware of these restrictions. If a parent without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

### **Children in Foster Care**

When a parent whose child is in a foster home makes a request to visit with the child at school, the school shall inform the agency which was responsible for placing the child in the foster home.

In all of the above cases, it is preferable that the principal and the parent(s) work out a mutually agreeable alternative to interrupting the student's schedule at school.

## **Extended School Day Program**

The Extended Day Care (EDC) Program is offered to students in grades K-8 and is located on the bottom floor of the building. The program is designed to provide after-school day care services. For further details, you may request information from the director.

## **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>

## **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 is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **Health, Illness, Accident Procedures**

When a student is sick or has suffered an accident, the school will first assess the situation and then contact the parents or guardians. The office staff will continue to call all available phone numbers on the student's emergency card until someone is reached. Please keep the phone numbers on the emergency card that the school has for your child current. If there is a change in a phone number, please notify the school office.

### **Drugs and Medicine**

In these times when drugs are so easily accessible, problems at school can be omitted or detected if you abide by these guidelines.

When it is necessary for a student to take medicine during school hours, the following directives must be followed:

1. Notwithstanding the provisions of Section 753, during the regular school day, any pupil who is required to take medication prescribed by a physician must have a written statement from such physician detailing the method, amount, and schedules by which such medication is to be taken by the child.
2. All prescription drugs are to be delivered by the parent or guardian to the office in the original labeled prescription bottle, together with the medication form signed by the health care provider and parent/guardian. To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or nonprescription) to school. Only medication prescribed by a health care provider may be taken during school hours.
3. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication During School Hours" form must be requested from the school office. The physician/health care provider will write directions on the form, sign and date it.
4. Students carrying inhalers must have a physician/health care provider's release on file stating that s/he may have it with him/her while at school or at a school activity.
5. The student will administer his/her own medication at the school office in the presence of school personnel.

Only under these conditions may any medication be given at school.

### **Student Accident Insurance**

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parishes. 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 sports and extended day programs.

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

### **Curriculum Offerings**

#### **Departmental Program**

The departmental program of Notre Dame School involves students in grades 6-8 and focuses on the curricular areas of Language Arts, Math, Science, Social Studies, and Religion. The staff has the right to place students in the 6th-8th grade departmentalized program according to their individual level of academic achievement, criteria based assessment, and annual standardized testing. The departmental program gives the students the advantage of having a teacher who has expertise in specific curriculum areas

#### **Technology Program**

The use of technology is an integral part of the instructional program. During lessons, teachers and students of grades Kindergarten to 3 can interact with interactive white boards; all classrooms have Apple TV, students use iPads under the teacher's direction for research, note taking, writing and presenting, communication, and review, among other areas.

#### **Physical Education**

Each class, kindergarten through eighth grade, participates in Notre Dame's Physical Education program weekly. P.E. classes focus on developing gross and fine motor skills. All classes are based on an age appropriate curriculum.

#### **Library Program**

Notre Dame has a refurbished and up to date library that offers students extensive literary choices and is staffed by a librarian. Kindergarten through 8<sup>th</sup> grade students visit the library each week, focusing on library and literary skills, author studies, and checking out books.

#### **Art Program**

Students in grades K-8 have a weekly art class. The 60 minute class enriches the core curricular areas with the use of fine art and developing art skills.

### **Religion Program and Expectations**

Notre Dame School is committed to enhancing its strong Catholic identity. It does this by integrating the Roman Catholic faith into all areas of school life: liturgical/prayer events (school Masses, prayer services), all content subject areas, school-wide gatherings, visual displays of Catholic symbols/icons in every classroom as well as in the hallways and auditorium, reception of sacraments, and through the sharing of the Notre Dame Catholic experience to supporters and the outside community.

1. Liturgies: Kindergarten through eighth grade students plan, attend, and participate in the school Masses which are held monthly. Penance Services, including opportunities for individual reception of the Sacrament of Reconciliation, are provided. Paraliturgical services are offered

throughout the school year. Classes attend and participate in the Stations of the Cross each week during Lent.

2. First Communion: Second graders receive First Communion and First Reconciliation. Parents are encouraged to exercise responsibility in the preparation of their children for these sacraments. Their efforts will be supplemented and guided by the priests and teachers through meetings held during the year.
3. Altar Servers: Training is begun in the third grade under the direction of a deacon, parish priest, or qualified person. Every Catholic student should regard it a privilege to serve at the altar.
4. Service: Various all-school service opportunities are presented to the students throughout the school year. A primary goal for the school is to develop, coordinate and implement a social service opportunity for each class (preschool through eighth grade).

The students will be active participants in support of God's people throughout the Santa Barbara community and beyond. Service hours are also a requirement for junior high students.

### **Graduation Requirements**

A diploma will be issued to eighth grade students who have satisfactorily completed the course of studies for students attending Notre Dame School, as prescribed by the Archdiocese of Los Angeles and Notre Dame School. A student must receive a "D" average or higher in all academic subjects to receive a diploma. The principal reserves the right to refuse the awarding of a diploma for reasons involving poor academic achievement or conduct.

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

The decision to promote a student to the next grade or to retain him or her in the present grade shall be based upon a consideration of the overall welfare of the student, made by carefully weighing academic, emotional, and social factors. The principal, in consultation with the parents and faculty, shall make the final decision regarding retention.

### **Learning Difficulties**

In the case of a student with significant learning difficulties, it may be necessary to recognize that the school is not equipped to meet the needs of every student and, therefore, a recommended transfer may be necessary.

### **Report Cards**

Report cards are issued four times per year, on a quarter basis. Report card envelopes must be signed by parents and returned promptly to the teacher. If a student is absent 15 or more school days during the report card period, his/her card may be withheld unless the absent work is completed. Progress reports are sent home midquarter. These also must be signed by the parents and returned to the teacher. Parents may also regularly check their children's grades by logging onto the school's online grading program.

## Testing and Assessment

Four times a year, students in grades 1 to 8 take the STAR math and reading tests. The scores from this test are analyzed and reviewed by all teachers and the principal. Students in grades 5 and 8 take the Assessment of Catholic Religious Education (ACRE) standardized test in January. Students are also assessed both formally and informally on a daily basis to ensure the progress of all students. It is extremely important that students are not absent during the standardized testing times.

## Homework

The purpose of homework is to reinforce learning by encouraging further research, organizing and applying knowledge, and practicing necessary basic skills. Parents are encouraged to provide their children with an environment free from distraction and conducive to good study habits. Teachers must be contacted, through a written note, when a problem with completing homework arises.

Tardiness, absences, incomplete homework, and other academic situations which require make-up work must be completed per teacher instructions. Students who repeatedly do not complete homework assignments may receive an "incomplete grade." Teachers will notify parents regarding missed assignments. If incidents continue to occur, the parents will be called in for a conference and a consequence for the individual will be established. A sick child is allowed to make up work over the weekend for full credit.

Archdiocesan suggested homework schedules are as follows:

Grades 1-2 not to exceed 45 minutes

Grades 3-5 not to exceed one hour

Grades 6-8 not to exceed two hours

## Grading

### Kindergarten through Second Grade Grading Scale:

O =	Outstanding
G =	Good
S =	Satisfactory
NI =	Needs Improvement

### Intermediate and Department Grading Scale:

A =	93-100%	C+ =	77-79%
A- =	90-92%	C =	73-76%
B+ =	87-89%	C- =	70-72%
B =	83-86%	D =	65-69%
B- =	80-82%	F =	64%& Below

**Remember:** Grades do not indicate the *ability* of the individual, but an average of actual *performance* and *effort* of an individual.

1. A student will receive an “A” for doing superior work, which means the synthesis of ideas and original ideas about the topic.

2. A student will receive a “C” for doing average work, which is reproducing exactly what is taught in class.

### **Honors/Awards**

Awards Assemblies to congratulate students for high scholarship.

#### **3<sup>rd</sup> – 8<sup>th</sup> Grade Awards**

Students who maintain a 4.0 GPA are awarded with the Principal Honor Roll. Students who maintain a GPA of 3.70-3.99 are awarded with Honor Roll.

In addition to these awards, special awards are given to students who display characteristics of peacemaker and achievement (academic or behavioral).

### **Field Trips and Excursion Policy**

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 snakebite 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 airplane.
- 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, and 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: \_\_\_\_\_

## **Summer School**

The principal is responsible for the over-all 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 non-covered 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

## **Tutoring**

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

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

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

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

## **Counseling Policy**

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

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

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

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

## **Athletics/Sports Program**

The following requirements must be met in order to participate in the sports program:

1. Academic: Students must maintain at least a "C-" average in each core subject area.
2. Social: Behavior must meet Notre Dame School standards. A conduct referral results in a week of suspension from the current sport.

Progress reports will be sent home midway into the quarter. If a student is earning below a C- average in any core subject area, s/he will enter a probationary period for two weeks. If there is sufficient evidence (e.g. tutoring, extra credit, improved grades) that the student is trying to improve grades, s/he will be allowed to remain on the team. If a student does not show evidence of trying to improve grades, the faculty and principal will inform the student and parents of his or her removal from the team.

Teachers will continually monitor academic and social behavior to be certain the students maintain the above requirements.

Practices are held after school for the teams. Game schedules are sent home each season. Team players must be picked up at the designated end-of-practice time on practice days and immediately after the end of each game. It is unfair for parents to expect coaches to be responsible for watching students until parents arrive.

Teams are under direct supervision of the coaches. Boys and girls from other grades or siblings are not allowed at practices or games unless accompanied by an adult because of the need for supervision. The school or coaches cannot be liable for students after school who are not in the sports program.

School insurance covers participation in school-sponsored athletic events and practices. Parent permission forms and payment must be on file in the office before any student can participate in the sports program.

### **Sport Games and Tournaments**

All parents and athletes are expected to model a respectful and supportive attitude toward coaches and referees. Any demeaning comments made to a coach or referee will result in a parent or athlete being dismissed from the game.

Students attending games must have a parent or designated adult present and responsible for them. Siblings are never to be at practices or games unattended.

## D. Tuition and Fees

### Tuition and General Fees

Single Child & Multiple Child Discount	Tuition Total
1 Child	\$4,750
2 Children	\$9,250
3 Children	\$13,575
4 Children	\$17,700

Additional Fees	
SMART Payment Plan Fee	\$43.00
Registration Fee	\$250.00
Graduation Fee (Eighth grade only)	\$125.00

### Payment Options

1. Pay in full.
2. Create a 10, 11, or 12 month payment plan through SMART.
3. Fulfill requirement of 30 service hours to the school or pay \$500.00 at the end of the school year.

### Registration Fee

Registration fees pay for:

Student Insurance	Books
Clerical Time	Computers, PE, ART, Music, Library
Supplies	Testing Materials

## **Tuition Collection, Payment Plans and Automatic Deductions**

Any family which is behind in tuition payments must meet with the principal or pastor. Arrangements can be made with the principal and/or pastor if a hardship exists. Parents are responsible for contacting the principal if a tuition payment cannot be made.

## **Tuition Assistance**

Partial scholarships and tuition assistance are offered for students in grades PreK-8 and are based on need and information disclosed on a financial statement. In order to be considered for financial assistance, parents must apply to the Catholic Education Foundation and pay the registration fee in full or have created a payment plan with the principal. Families receiving a scholarship must continue to demonstrate a generous volunteer attitude and continue monthly tuition payments.

## **Parent Service Program and Fundraising Requirements**

Notre Dame is in partnership with the parents to educate the students and therefore parents are encouraged to participate in their children's education. Each family is responsible to fulfill 30 service hours. Parents may choose to pay a \$475.00 non-participation buy-out at the beginning of the school year. Families who do not complete the service hours will be charged the equivalent monetary amount of the remaining service hours on May 20<sup>th</sup>.

In order to work with students, all volunteers must be fingerprinted and Vitrus trained. Free fingerprinting sessions are held at Santa Barbara and Ventura area churches monthly. Free Virtus trainings are offered at various locations throughout the year.

## **Other Cost/Fees**

Please visit the school's website to learn about other costs and fees. [www.notredamesb.org](http://www.notredamesb.org)

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

## **Detention**

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

## **Suspension**

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference

- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

#### **Reasons for Expulsion**

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

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

#### **Procedure for Expulsion**

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

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

### **Written Record**

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

### **Cases Involving Grave Offenses**

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

### **Time of Expulsion**

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

### **Reporting of Expulsions**

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

### **Right to Make Exceptions**

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

### **Home Study**

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

## Harassment, Bullying and Hazing Policy

Notre Dame School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

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

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

**Bullying** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs 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.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing

- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

### **Student Threats**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

### **School Searches**

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.

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.

## **ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]**

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

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

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

### **Definitions**

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

**Electronic communications devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players,

Blackberries®, and other wireless equipment that may be created in the future.

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

### **Electronic Communications Systems, Devices and Materials and Users Covered**

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

### **Ownership and Control of Communications**

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

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

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

## **Guidelines for Email Correspondence and Other Electronic Communications**

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.

k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.

l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.

m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

n. Information systems hardware should be secured against unauthorized physical access.

## Prohibited Practices

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

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

- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

### **Consequences of Violations of Electronic Communications Policy**

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

## **F. Health and Safety**

### **Emergency Card**

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

## **Examinations and Inoculations**

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

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

## **Immunization**

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

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

## **Health Records**

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

## **Medical Appointments**

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

## **Medications**

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-

pen or inhaler on his or her person, consideration will be given for a variance.

- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

### **Communicable Diseases**

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

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

### **Allergies**

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

### **Student Sexual Conduct and Pregnancy**

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

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

However, should a pregnancy occur, the entire school or parish community should offer Christian

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

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

### **Closed Campus**

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

### **Research Projects and Rights of Parents**

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

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher. Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

### **Removal of Students from School During School Hours**

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made

- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

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

### **Interview and Removal from School of Students by Police Officers**

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

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

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

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

### **Interview of a Student During School Hours by a Police Officer**

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

school hours is impossible, impractical or would duly interfere with the enforcement of law.

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

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

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

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

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

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

### **Guidelines Related to Possession and Use of Alcohol and Controlled Substances**

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

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

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

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

withdraw from the school, or may be expelled.

### **Procedures in the Case of Suspected Possession or Use**

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation

In cases where sale or possession is verified, school administrators follow these procedures:

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary

When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken

If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

**Right to Amend**

The principal reserves the right to amend this parent handbook and the student handbook during the school year. Parents will be notified via the *Thursday Thoughts* if changes are made.

**Waiver of Policies**

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

**This handbook requires a parent signature. Please sign and return the handbook form to the office**

**Notre Dame School  
Parent and Student Handbook  
Acknowledgement Page**

I/We have reviewed the 2015-2016 Notre Dame School Handbook

Print family name: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please sign and return this page