



# **OUR MOTHER OF GOOD COUNSEL**

**PARENT/GUARDIAN/STUDENT HANDBOOK**

2021-2022

Our Mother of Good Counsel  
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OFFICE HOURS:  
Monday-Thursday 7:30 a.m.- 4:30 p.m.  
Friday 7:30 a.m.- 3:30 p.m.

**FACULTY & STAFF**  
2021-2022

Our Mother of Good Counsel (Parish & school finance office).....323-664-2111

Rev. Alvin Paligutan, OSA Pastor

Our Mother of Good Counsel (School office & Principal's office) . . . . . 323-664-2131

Mr. Kevin Komenkul	Principal
Ms. Wendy Lucas	Office Assistant, After School Programs
Ms. Lizzet Alvarez	TK/K
Ms. Yolanda Rodriguez	First Grade
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Ms. Julia Lee	Fourth Grade
Ms. Lisa Sierra	Fifth/Sixth Grade Homeroom
Ms. Joi Robinson	Seventh Grade Homeroom
Mr. Michael Santos	Eighth Grade Homeroom
Mrs. Marcia Nix	Reading Specialist
Ms. Michele Ryan	Music
Mr. Jayro Martinez	PE/Health
Ms. Haley Wolff	Theatre/Substitute Teacher
Ms. Lupita Mendoza	Extended Care/Aide
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**PRINT, SIGN, & RETURN by 9/15/19**

## **1. SCHOOL PHILOSOPHY AND MISSION**

### **1.1 PHILOSOPHY**

Our Mother of Good Counsel School identifies faith, worship, stewardship, and scholastic achievement as the educational foundation upon which a partnership of home and school is built. Recognizing parents as the primary educators, and teachers as facilitators of learning, our students develop within a thorough educational program that is rooted in Catholic faith and imparts knowledge, values and life skills according to the abilities of each child. We strive to instill in our students a lifelong commitment and responsibility to the Christian ideals of peace, justice, equality, and respect for the dignity of life.

As a multi-cultural parish and school, we accept students of different races, religions, and cultures, and we strive to provide activities in which Christian interaction among the various groups is developed within the community.

### **1.2 RELATIONSHIP OF SCHOOL TO THE PARISH**

The school is an integral part of Our Mother of GoodCounsel Parish and must follow the policies established by the Pastor. Parents are asked to be involved in the parish by attending Mass on Sundays, by contributing to the church on a regular basis, and attending functions the parish holds.



## 2. SCHOOL-WIDE LEARNING EXPECTATIONS

### **School-Wide Learning Expectations (SLE's)**

A student of **Our Mother of Good Counsel School** is...

#### **faith-filled, and**

1. knows, understands, and recognizes the teachings, traditions, and practices of the Catholic Church.
2. actively participates in the Catholic community and treats others with respect and dignity.
3. develops a personal relationship with God through reflections, prayers, and liturgical celebrations.

#### **achieving excellence, by**

1. having a curious mind and becoming a life-long learner.
2. developing organizational and study skills to accomplish goals.
3. applying knowledge and critical thinking skills to problem solve.
4. developing the confidence to articulate clear and effective ideas.
5. utilizing technology responsibly and effectively.

#### **a responsible citizen, who....**

1. actively cares for the environment and conserves resources.
2. respects cultural diversity.
3. practices good citizenship and understands the effects of actions and events.

### **3. SCHOOL SCHEDULE**

#### **Monday-Thursday**

7:55	First Bell
8:00	Tardy bell
9:45-10:00	Recess Grades 5-8
10:05-10:20	Recess Grades TK-4
11:55-12:15	Lunch Grades 5-8
12:15-12:35	Recess Grades 5-8
12:15-12:35	Lunch Grades TK-4
12:35-12:55	Recess Grades TK-4
3:00	Dismissal - Extended Care begins at 3:15

#### **Friday, and 12:30 dismissal days**

7:55	First Bell
8:00	Tardy Bell
9:45-10:00	Recess Grades 5-8
10:05-10:20	Recess Grades TK-4
12:30	Dismissal - Extended Care begins at 12:45

#### **3.1 EARLY DISMISSAL DAYS**

School is dismissed every Friday at 12:30 p.m. for faculty professional development, faith formation, curriculum planning, and articulation.

School is dismissed at 12:30 p.m. the first week of school, for Halloween activities, the day before Thanksgiving, Christmas and Easter vacations and parent-conference days.

Archdiocese in-services might require the school to dismiss early or to be closed for a full day. Parents will receive notification at the start of the school year of the scheduled 12:30 dismissal days, holidays, and teacher in-service days.

## **4. ARRIVAL/DISMISSAL PROCEDURES**

### **4.1 ARRIVAL**

Students are to arrive punctually at school before the 8:00 a.m. tardy bell. They are to remain on the playground until the first morning bell, and then line up by grade-level. Students not with their class when the 8:00 a.m. bell rings are considered tardy and are to go to the office for a tardy slip before proceeding to their classroom.

Three tardies per quarter are considered acceptable. More than four tardies in one quarter may initiate a parent meeting. Students are expected to be at school by 7:55 a.m. Monday through Friday.

Students who have excused absences for Doctor appointments etc., will not be counted for late admittance as long as they present a note from the professional visited.

### **4.2 DISMISSAL**

The dismissal bell rings Monday-Thursday at 3:00 p.m. and Friday at 12:30 p.m. and students are dismissed by their teacher at that time. Students proceed to the school parking lot to be picked up by their parents. Parents are asked when picking up their child in the parking lot to follow the drop-off and pick-up procedures.

#### **4.2A DROP-OFF/PICK-UP POLICY**

The school accepts no liability for students left unattended on the premises. No children may be dropped off on the school grounds before 7:00 a.m. and left unattended by an adult. Students arriving after 7:30 a.m. will be supervised by a teacher. All children not directly involved in after school activities and left unattended by an adult 15 minutes after dismissal will be brought to the Extended Day Care program and families will be charged for using this service. Students may not leave campus between the end of the school day and the start of a school sponsored activity. The school accepts no liability if this policy is violated.

Families of children not registered in Extended Day Care, who use this service, will be charged \$20.00 per hour and an additional \$10.00 per 5 minutes per child if not picked up by 6:00p.m.

#### **4.2B RAINY DAY DISMISSAL**

Rainy day dismissal begins 15 minutes prior to the regular dismissal time. The [Remind](#) app is utilized to alert the rainy day pick up procedures, making families aware that dismissal will begin early to lessen traffic congestion and encourage slower, safer speeds. We encourage every family to register at least one parent for such alerts. This is a tool that we would like to be able to use schoolwide, but we need parent support. Please consider signing up for our OMGC School Urgent Update texting app using Remind.

## **5. VISITOR SECURITY PROCEDURES**

Our Mother of Good Counsel School is a closed campus. All individuals visiting or volunteering for the school are to go to the office and obtain a visitor's pass. No one may be on campus or in the building unless they have been authorized by the office. School staff and students are instructed not to open gates or receive items passed through fences. Please help keep our campus safe by dropping off items in our school office to be delivered by school personnel. *It is mandatory for all parents who volunteer to have completed VIRTUS training and be fingerprinted through the Archdiocese.*

For security reasons, parents are not allowed to visit the classrooms unless they have received a visitor's pass from the school office. If a parent is volunteering in a classroom or on the school yard, arrangements must be made with the classroom teacher or principal at least 24 hours in advance and the office must be notified to expect your arrival.

Parents who are present outside on the yard or in the lunch area during school hours will also check in at the office. It is important that we have an accurate record of people on the school campus at all times, and equally important that we can immediately identify strangers on the grounds.

In case of a natural disaster, a designated area will be assigned in which to pick up your children. All students must follow the school procedures in case of fire, lock down, or natural disaster. Please do not enter the school building or go to your child's classroom without permission from the office. Any unusual or emergency procedures will be communicated using the Remind app for the quickest relay of information.

## **6. EXTENDED CARE PROGRAM**

The Extended Day Care Program is an extension of the regular school program and is open to children in Grades TK-8 who are enrolled in Our Mother of Good Counsel School. This service is available only on the days that Our Mother of Good Counsel is in session. The program is designed to provide recreational and educational experiences for your child who will enhance interpersonal relationships with adults and peers, improve communication skills, build self-esteem, and be provided with opportunities to be productive and creative.

Sessions are offered Monday through Thursday 3:15p.m. until 6:00p.m. On Fridays it will begin at 12:45p.m. and run until 6:00p.m. Parents arriving after 6:00p.m. will be charged \$10.00 per 5 minutes late, per child.

Extended Day Care is not offered in the afternoons on special 12:30 dismissal days, as noted in the school calendar. Parents will be notified of these days.

Registration for Extended Day Care occurs during the first two days of school. Applications are accepted on a first-come, first-served basis. Sessions are flexible in that students may be registered on a monthly basis or on a daily basis. See the Extended Day Care Handbook for specific fee schedules. All Extended Day Care fees are paid monthly and are separate from school tuition. These fees must be paid using your SMART account.

Extended Day Care is a privilege, not a right. Parents must understand that their children are required to obey all Extended Day Care rules and regulations including all policies and procedures

outlined in the Parent Student handbook. All school consequences apply. Failure to comply with school policies and procedures may cause the family to no longer be able to utilize this program.

## **7. ILLNESS, ACCIDENT PROCEDURES**

### **7.1 ILLNESS**

Should a student become injured or become ill, the parents/guardians will be contacted. No students will be permitted to go home by him or herself. If the parent cannot be reached and the illness or injury is serious enough to require medical attention, the student's emergency card will be consulted and arrangements made for the treatment authorized. Please be sure we have your current phone numbers at all times. If you have a change in telephone number, address, or work, it is the responsibility of the parent/guardian to notify the office of the change immediately.

### **7.2 ACCIDENT**

If a student is involved in a serious accident, the parent will be notified immediately to make arrangements for the student to be seen by medical personnel.

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

### **8.1 CURRICULUM OFFERINGS**

The following academic courses are taught to all students in grades TK through 8: religion, mathematics, language arts (reading, English grammar and composition, spelling, vocabulary, and handwriting), social studies and science.

The following extracurricular courses are taught to all students in grades TK through 8: physical education, Spanish, music, art, and drama for middle-school students. Extracurricular courses are graded on a Credit/No Credit basis. Students will receive a grade of "CR" or "NC" based on participation.

Transitional Kindergarten and Kindergarten classes have an age-appropriate curriculum that integrates academics with social and fine/gross motor skills.

It is fundamental to the principles of Catholic education that each student actively engages in the educational process. Consequently, we expect every student to realize that the primary responsibility for learning rests squarely on his/her shoulders. This is something we try to instill even in the primary grades. Parents, teachers, and friends may guide and direct the learning process; however, real achievement in the academic endeavor is not possible when a student takes a passive role in the process. Hence, each teacher expects that the student will come to class fully prepared, ready, willing and able to participate in the lessons at hand.

Our Mother of Good Counsel School follows the Archdiocesan curriculum guidelines set forth as well as those established by the state of California. Each year, the Archdiocese of Los Angeles provides each school with the curriculum updates and requirements which each school is mandated to follow.

## **8.2 LIBRARY**

The school library is a place of research and study for our children. Silence and order must be observed at all times. Books may be checked out of the library for a period of two weeks. A fine will be charged for all overdue books. Damage to books will result in a fine comparable to the damage done. If a book is lost or badly damaged, it must be replaced at current replacement value.

## **8.3 RELIGION PROGRAM AND EXPECTATIONS**

Each student is expected to participate in daily religion classes, attend weekly school masses, and seasonal prayer services or devotional activities. Students are also expected to participate in the reception of the Sacraments of Reconciliation and Eucharist. Reconciliation is made available to the students during the seasons of Advent and Lent.

Students pray various times during the school day. Attention is focused on the various types of prayer and special devotions. Students learn both the traditional prayers of the Catholic Church, but also learn how to write their own prayers.

Each year, students in grades Transitional Kindergarten through 8th take part in an Archdiocesan approved Empowering God's Children. Parents will be notified in writing each year when this program will begin. Parents are encouraged to help their children with the assignment.

### **8.3.A SERVICE LEARNING**

## **8.4 SPIRITUAL GROWTH AND DEVELOPMENT**

### **8.4.A - DAILY PRAYERS**

Students pray in the morning, before and after recess, before and after lunch and at the end of the school day. Attention is focused on the major feast days and seasons of the Liturgical Year in religion classes and special liturgies. Special emphasis is placed on devotion to Mary, the Mother of God, through recitation of the Rosary and May Crowning ceremonies.

Students actively plan and participate in the weekly Wednesday school masses. Students in grades 2 and 8 participate throughout the school year to lead the other classes during the Liturgical celebration. Parents are invited and encouraged to attend these weekly masses.

Parents are expected to take their children to Mass on Sunday and celebrate the Eucharist together with the priest and parish community. Children should be given the opportunity to regularly receive the sacrament of Reconciliation with their family.

Children who have been baptized as infants will begin their formal religious education in Kindergarten. Preparation for First Reconciliation and First Eucharist is a two-year process and begins in the First Grade. First Reconciliation is usually celebrated during Lent and First Eucharist in April or May. Parents are required to attend parent spiritual formation evenings to help them pass on the legacy of their faith to their children.

Since a child's progress in spiritual formation depends upon the help and influence of his/her parents, it is essential that parents fully understand the preparation the child is undergoing and assume a partnership role in the catechetical instruction. A child's faith is best nourished through the faith expressed in the family and shown through regular attendance at Sunday Mass and reception of the sacraments.

#### **8.4.B - ALTAR SERVERS**

Students begin to serve Mass in the fourth grade. They will be notified when instruction is starting. Both boys and girls may train to be an altar server. This commitment is a privilege, honor, and responsibility. Students serving on school days should enter the church from the Plaza entrance and enter through the Sacristy, as church gates are locked from the school property. Students will not be marked tardy when altar serving. Students will miss minimal classroom instruction during monthly altar server training.

#### **8.4.C - RETREATS**

Retreats are scheduled in the spring for students in 8th grade.

#### **8.4.D - APOSTOLIC SERVICE**

All students in Grades TK-8 belong to the Holy Childhood Association, an organization that helps the world's poor, underprivileged, and deprived children. Students are encouraged to respond to their Christian call to service by supporting the Holy Childhood and for parish/school sponsored food, clothing, and toy collections. Requirements for students in grades seven and eight religion classes include participation in service activities. Parental example and leadership in volunteerism and church ministry is essential for children to fully internalize Our Lord's call to live out the gospel values.

#### **8.4.E - PARENTS AND THE SPIRITUAL FORMATION OF THEIR CHILDREN**

Parents are the primary educators of their children in the ways of faith and morals. Your example and active support of your child's religious development is essential to his or her growth in a

relationship with God. What you do and say at home can powerfully support the religious formation your child is receiving at Our Mother of Good Counsel School. A lack of home support in your child's spiritual formation can undermine and negate the best efforts of your child's teachers.

- Take an interest in your child's religion class and use homework assignments or discussion questions as a springboard for parent-child conversations.
- Provide the best example of Christian living to your child that you can, especially in attitudes toward prayer and respect for other persons.
- Participate with your child in the Sunday celebration of the Eucharist. Children who are baptized Catholic should attend Mass weekly with their parents. In the case of families from other faith traditions, this means joining in the weekly celebration of your faith tradition.
- Foster a sense of belonging with your own local church community beyond our O.M.G.C. parish.

## **8.5 GRADUATION REQUIREMENTS**

It is required that students maintain a passing grade in all the major academic subjects. A certificate of Attendance, rather than an Academic Diploma will be issued to the student who fails to meet the academic requirements.

Students who graduate must have completed the required courses established by both the Archdiocese of Los Angeles and our Mother of GoodCounsel School and must maintain a "S" or better in Behavior and Effort.

## **8.6 ACADEMIC PROBATION/RETENTION/TRANSFER**

### **8.6.A - Academic Probation**

All new students are placed on academic and conduct probation for the first two quarters. If a student cannot adjust to school regulations or meet the academic requirements, he/she may be asked to transfer to another school.

All students are required to maintain a "C" average or better in academics and in conduct and effort. If students fall below this requirement they are placed on probation and are required to improve their grade by the next quarter. If he/she is unable to meet this requirement he/she may be asked to transfer to another school or be retained.

Any student receiving an "S" in behavior on his/her report card is automatically placed on probation for one quarter. The student must achieve at least an "G" in conduct on the next report card or



he/she may be asked to transfer to another school. The parent should check frequently with the teacher to see that the conditions of probation are being met. If the student is placed on probation twice during a year, he/she may be asked to transfer to another school.

Eligibility for all school sports and extracurricular must maintain a "C" or above in each academic subject and a "B" or above in conduct. Students who receive a "D" or "F" or "S" in conduct on their final report card may not participate in fall activities.

A student may be promoted on a probationary basis if there is failure to meet academic requirements, or if there are behavior problems. Parents and student must sign a probation contract. If the student does not meet the terms of the contract, he/she may be asked to transfer to another school.

### **8.6.B - Retention**

Students who fall below "C" in three or more major subject areas for more than one quarter may be subject to retention or asked to transfer to another school at the end of the academic year. Meetings will take place with parents before any action is taken. These meetings will be documented and signed by both parents, teacher, and administration.

### **8.6.C - Transfer**

Students clearly unable to profit from the school by reason of subnormal ability, serious emotional instability or the conspicuously uncooperative attitude of either students or parent(s) may be asked to transfer to another school.

Students who repeatedly break school rules, show impertinence in the school, receive cumulative disciplinary referrals, have been suspended, or whose behavior is otherwise incompatible with the school behavior code will be placed on a behavior contract. If the student fails to meet the conditions of the contract, he/she may be asked to transfer to another school. Parents and students will be adequately informed. The principal, in consultation with the pastor, will make the final decision.

Any parent, 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, intentionally disrupts class work or extracurricular activities or causes substantial disorder, is guilty of a misdemeanor and is grounds for transfer.

Failure to meet financial obligations to the school is grounds for transfer.

Students who do not meet the academic requirements of the school and/or receive grades lower than an "S" in effort or conduct will be asked to transfer to another school where their needs can be met.

## **8.7 PROMOTION**

Students are required to satisfactorily complete work of a particular grade and be correspondingly mature in order to be eligible for promotion to the next grade. If retention is a possibility, the parent/guardian will be notified in writing and a conference will be held by the end of February. Both parents and teachers must consider the necessity of special assistance or directing the student toward some alternative program, which is more realistically suited to his/her needs. A follow-up conference will be held to evaluate the student's progress, with the final decision made by June 1st.

If the classroom teacher and administration recommend a student in the Transitional Kindergarten or Primary grades for retention, and his/her parents do not agree with the recommendation, the student will be allowed to enter the next grade on a probationary status. If, at the end of the year, a recommendation for retention is again made and parents decline, the student may be asked to transfer to another school.

## **8.8 ACCELERATION**

Just as we require social and emotional readiness as a prerequisite for admission to Transitional Kindergarten and Kindergarten, we feel strongly that students should not skip a grade or "play up" in sports. Even exceptional children will develop more satisfactorily if allowed to advance with their own age group. Instead, they should be encouraged to take their daily work to a more challenging level and to participate in an outside activity that will expand their untapped skills.

## **8.9 TESTING AND ASSESSMENT**

### **8.9.A - TESTING**

In accordance with the Archdiocese of Los Angeles directives, the following tests are administered each year at Our Mother of Good Counsel School:

Kindergarten: readiness tests given in the spring before admission

Grades TK-8: STAR standardized testing 3 times per year

Grades 5 & 8: ACRE Religion Inventory (winter)

Grade 8: Placement Test for Catholic High Schools (winter)

### **8.9.B - ASSESSMENT**

Assessment is a necessary part of understanding whether a student is grasping the material taught in his/her classes. Therefore, as part of class instruction, assessment tests are given to students on a regular basis in all of the core subject areas. Various types of formal and informal assessments, such as quizzes, tests, exit tickets, and projects are used to accommodate the various learning differences of our students.

## 8.10 HOMEWORK

The ability to study is a skill that must be nurtured; it is not inborn. Homework is assigned to foster the habit of independent study, to provide opportunities for extended practice, and for more challenging assignments.

Parents should provide their children with suitable study conditions and set aside pre-planned time each day to do homework. During this daily homework time, all other activities should be curtailed, however students should study in small segments of time corresponding to his or her age.

Students in grades TK-4 will submit teacher generated daily assignments via Seesaw or on paper, and children in Grades 5-8 will submit assignments via Google Classroom. Assignments should be checked daily; please review homework for completion, spelling, neatness, and expression of thought. Parental guidance and positive encouragement are both necessary and beneficial, however students must be responsible to do their own work. Homework is a way of showing the teacher what students know, and should be student-generated. Parents should check for completion, not accuracy.

Nightly homework, not including break times should generally be as follows:

Grades TK, K, 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grades 6, 7, and 8	60-80 minutes
	(Approximately 25 minutes per teacher)

It is the policy that homework should be assigned each weekday night unless a special situation exists. Homework should be reinforcement of a skill previously presented in class or an activity to promote the use of creativity and imagination. It should enforce repeated exposure, leading to mastery.

Homework should be assigned for 3 reasons: 1) to reinforce and make students feel successful, 2) to foster mastery through repeated exposure, and 3) to inform parents of concepts being taught during the school day.

It is the expectation that parents support completion of homework on a nightly basis, outside of extraordinary circumstances.

## 8.11 GRADING

The scholastic year is divided into four quarters. The Archdiocese of Los Angeles grading system is followed at Our Mother of Good Counsel School and is listed on the quarterly Report Card. Progress Reports are handed out after the completion of the fifth week each quarter.

### **8.11.A - 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> GRADING SCALE**

A (97-100%) Consistently does more than required; employs a wide vocabulary; is always alert; participates actively in discussion; is always dependable in taking down assignments; is prompt, neat, accurate, and thorough in all work; knows how to select books and materials; is a rapid worker; shows initiative and originality in thinking; can transfer the knowledge achieved in studies to life problems, achieves outstanding scores on tests and assignments.

A- (93-96%) Turns in assignments on time; frequently does more than is required; takes an active part in all class discussions; has an excellent vocabulary; is dependable in taking down assignments; displays initiative and originality in thinking; has ability to adapt to new and changing situations; can apply ideas gained in study; turns in assignments promptly, neatly and accurately done, achieves above average scores on tests and assignments.

B+ (90-92%) Does more than is required; has a good vocabulary; contributes to discussions; is careful in complying with assignments; is prompt, neat, and thorough; is accurate in work; is regular in attendance; is usually on task; has the ability to study independently; achieves above average scores on tests and assignments.

B (87-89%) Sometimes does extra work; often takes part in class discussions; employs a good vocabulary; does not waste time; does required daily assignments with care; maintains a cheerful response to corrections; is regular in attendance; usually achieves above average scores on tests and assignments.

B- (85-86%) Sometimes does extra work; occasionally takes part in class discussions; has a good vocabulary; makes good use of time; does required daily assignments; is usually neat and accurate in work; is attentive and motivated; has good attendance; often achieves above average scores on tests and assignments.

C+ (80-84%) Does what is required; possesses a moderate vocabulary; is willing to apply himself/herself to work during class hours; is attentive; is reasonably thorough and prompt in handing in assignments; has the ability to retain general principles taught in class; achieves average scores on assignments and tests.

C (75-79%) Possesses an average vocabulary; is willing to apply himself or herself to work during school hours; limits preparation; usually understands assignments; has average neatness and accuracy in work; is able to retain the principles of the course; usually achieves average scores on tests and assignments.

C- (70-74%) Has a weak vocabulary; usually does less than is required; attendance is irregular; frequently misunderstands assignments; is careless in preparation and presentation of assignments;

often lacks books and materials needed for class; work is late or not turned in; often receives below average scores on tests and assignments.

D (65-69%) Listless and inattentive in class; is usually tardy with his or her work; often lacks tools and equipment for work; seldom makes connections outside of the lesson; does work carelessly and inaccurately; attendance is sporadic; scores on tests and assignments are erratic and usually below average.

F (64% and below) Does not do required work.

### **8.11.B - CREDIT/NO CREDIT CLASSES**

Classes which meet only once or twice a week and are a participation class, rather than an academic class will appear on reports with a “CR” or “NC.” Students will receive credit for the class with active participation and enthusiasm for learning. These classes typically do not assign homework or require outside studies. Credit/No Credit classes include: Spanish, Art, Music, PE, drama, and Electives (grades 5-8).

### **8.11.C - KINDERGARTEN, 1<sup>ST</sup>, 2<sup>ND</sup> GRADING SCALE**

O = Outstanding (93-100%)

G = Good (85-92%)

S = Satisfactory (70-84%)

NI = Needs Improvement (65-69%)

U = Unsatisfactory (64% and below)

### **8.11.D - TRANSITIONAL KINDERGARTEN GRADING SCALE**

M = Mastered

X = Expected to Develop

T = Needs Time to Develop

### **8.11.E - PROGRESS REPORTS**

Progress Reports will be issued half-way through grading periods. Students earning a “C” or “S” or below in any academic subject will receive a Progress Report to be returned with a parent signature. Families are reminded that a Progress Report is not a report card but rather an indication of progress to date in a specific area. However, students who have earned a "D" or "F" on their Progress Report are no longer eligible to participate in sports, extracurricular activities or Student Government. Families are expected to monitor student progress on a weekly basis, as grades are “live” using the Student Information System: Gradelink.

## **8.11.F - REPORT CARDS**

Report cards are issued four times per school year. Parents are asked to sign and return the report card promptly. Teachers will notify parents of any noticeable decline in student performance in the interim. It is the responsibility of the parent and student to inquire at that time as to steps needed to correct any deficiencies.

An absence of ten days for any one grading period may deprive a student of a report card for that period. Incomplete is marked on the report card in cases of missing assignments due to absence or illness. It will automatically become a failing mark if not made up within a two-week period.

A specified academic average in each subject area is required for participation in the after school sports program and Student Government. Students must maintain a minimum "C" in each academic area and a minimum "S" conduct grade.

Excessive absences will be noted and affect report card grades.  
Modified curriculum will be noted and affect report card grades.

Report Cards will be held of any family with outstanding tuition and/or fees until all balances are paid.

## **8.12 HONORS/AWARDS**

### **8.12.A - HONOR ROLL**

Students in Grades 3-8 are eligible to be placed on the honor roll if they have maintained a certain GPA ***and*** Letter grades for a given semester. Honor Roll will be given twice a year. Only major subjects are used in the calculations of these honors (Religion, Reading/Literature, Math, Science, and Social Studies). The first semester assembly is for grades from quarter one and two. The second semester assembly is for grades from quarters three and four.

First Honors is for students in grades 3-8 who have a 3.5 GPA or higher in the major subject areas and a "G" in Behavior and Effort grades. Second Honors is for students in grades 3-8 who have a 3.0 GPA or higher in the major subject areas and a "G" in Behavior and Effort grades.

First or "A" honors is for students in grades 3-8 who have maintained A- or above in **all** academic subjects. Second or "B" honors is for students in grades 3-8 who have maintained B- or above in **all** academic subjects. (see subjects listed above).

Students with low Behavior and Effort grades are ineligible for Honor Roll.

As 1st and 2nd grade students are still developing effort and behavior habits, awards will be focused on SLE acquisition. Each student in grades 1 and 2 will receive an SLE Award based on the descriptions.

7th and 8th grade students are eligible to join two honor societies, the California Junior Scholastic Federation (CJSF) and the National Junior Honor Society (NJHS). Students must fulfill the requirements established by these organizations in order to become a member. The major areas of study are Reading, English, Religion, Math, Science, and Social Studies.

In order to wear gold cords at graduation, a student must be a member of the CJSF for three semesters (at least 1 semester of 7th grade and both semesters of 8th grade).

## 8.12.B - AWARDS

At the end of each semester, students in grades 3-8 will be recognized for achievement, citizenship, and service accomplishments on their report cards at an awards assembly.

### GRADES 3-8

#### AWARDS

Christian Citizenship Award

#### QUALIFICATIONS

G+ or above in Behavior and a student(s) who has gone over and above the call of duty in being helpful, concerned, respectful and polite; not related to academic achievement.

School Service

G+ or above in Behavior and a student(s) who shows service to the school and the community; not related to academic achievement. A "Good Deeds" award.

First Honors

"A" Honors

A- or above in all academic subjects (see above)

CREDIT in Non-Core subjects

G or above in Behavior

G or above in Effort

Second Honors

"B" Honors

B- or above in all academic subjects (see above)

CREDIT in Non-Core subjects

G or above in Behavior

G or above in Effort

#### AWARDS

Principal's Award (grades 4-8)

#### QUALIFICATIONS

Student(s) with the highest overall GPA in each grade

Teacher's Subject Award (grades 5-8)

Student(s) with A- or above in core subject area for both quarters, who show(s) great work ethic, consistency, creativity, and participation.

SLE Award (grades 1-8)

Student(s) showing greatest improvement or consistency towards School-wide Learning Expectations.

**Core subjects:** Religion, Math, ELA/Reading/Literature, Social Studies, Science

**For NJHS and CJSF the subject areas used in calculations are:**

Reading/Literature, Religion, Math, Science, and Social Studies.

NJHS

3.5 GPA in academic subjects

G or above in conduct and effort

Service to the school



CJSF            10 points (3 points for an A, 1 point for a B, no D's or F's)  
                  G or above in conduct and effort  
                  Service to the school

### **8.13 FIELD TRIP AND EXCURSION POLICY**

Every field trip has a specific goal related to the curriculum. Fees for bus transportation will not be refunded if a student is absent on the day of a fieldtrip. Drivers/chaperones for assigned groups may not provide treats or purchase meals for students or make stops en route unless specifically directed to do so by administration. Drivers who violate this rule will not be invited to drive on future field trips.

All students are expected to attend school-sponsored field trips during the year. No child will be allowed to participate in a school-sponsored field trip unless the permission slip is signed by parent or guardian and returned. Verbal permission will not suffice for any school-sponsored outing. Only children enrolled in Our Mother of Good Counsel School may go on scheduled class outings. Siblings may not be taken on class field trips unless they are in the same class. For various policy reasons, parents may not attend field trips with their children unless specifically invited to chaperone. If a student does not come to school the day of the field trip, it will be considered an unexcused absence unless a note from the parent giving reason for the absence is sent to the homeroom teacher. If a parent chooses and plans for a student not to attend a school-sponsored field trip, advance notice is requested. The parent is expected to keep that student home on the day of the field trip as alternative curriculum and supervision will not be provided. If the parent can provide sufficient written reason as to the choice to not attend, the absence will be considered excused. School rules apply while on school-sponsored field trips. Cell phones or other communication devices are not permitted.

If parents are assigned as chaperones they must have a TB test on file with the school, record of VIRTUS training, a signed Archdiocesan form on working with minors, appropriate identification and travel documents and must follow all Archdiocesan policies regarding safety. Parents who chaperone must be fingerprinted.

Parent/guardian volunteers driving students in their own cars:

1. Must be at least 25 years of age,
2. Have a clean driving record for the past three years,
3. Current, valid Class C driver's license
4. Current, valid California automobile insurance with limits of at least \$100,000/\$300,000. Proof of current insurance coverage must be on file with the office.
5. Vehicle must have individual seat belts for each student.

Field Trip classroom guidelines \*Dependent on Current LA County Health Guidelines\*

<b>Grade</b>	<b>Curriculum - Destination</b>	<b>Mode of Transportation</b>
TK	Community or Science -Underwood Farm	On Campus or carpool
Kinder	Community or Science - Underwood Farm	On Campus or Walking or carpool
1st	Science – Los Angeles Zoo - Underwood Farm	Carpool or bus
2nd	Community/Religion – Cathedral of Our Lady of the Angels	Carpool or bus
3rd	Science or Social Studies	Carpool or bus
4 <sup>th</sup>	Social Studies – Mission	Carpool or bus
5 <sup>th</sup>	Science – The Observatory Social Studies – The Autry Museum	Carpool Carpool
6 <sup>th</sup>	Religion – Christian Service 4 Life Science or Social Studies	Bus Carpool or bus
7 <sup>th</sup>	Religion – Christian Service 4 Life Language Arts or Social Studies Community Service	Bus Carpool or bus Carpool
8 <sup>th</sup>	Religion – Christian Service 4 Life Community Service 8 <sup>th</sup> grade retreat 8 <sup>th</sup> grade outing	Bus Carpool Walking Carpool or bus

### 8.14 SUMMER SCHOOL

The principal is responsible for the overall administration of all summer programs and all Archdiocesan policies are applicable. It is the decision of the pastor and principal as to whether a summer program is feasible and will be held on the campus in any given year. Many factors are involved that must be explored in making decisions.

### 8.15 ATHLETICS

#### TEAM SPORTS

Our Mother of Good Counsel School after-school athletic program provides quality and competitive sports in a Christian environment and competes in the Christian Youth Organization (CYO) and other sanctioned tournaments.

All qualified students may try out for membership on sports teams and extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final.

"A" teams are composed of 6th, 7th and 8th grade students. "B" teams are comprised of 3rd, 4th, 5th and 6th grade students. Fall sports programs are flag football (co-ed), volleyball (girls), cross country (co-ed). Winter sports program includes basketball (boys and girls). Spring sports program includes track & field (co-ed). All teams are dependent upon the availability of qualified coaches.

Parents are encouraged to volunteer as coaches by submitting a resume of qualifications to the athletic director.

There are academic and citizenship requirements for students active in the after-school sports program. The minimum acceptable grade is a "C-" in each academic subject. Eligibility is determined from report card grades in the prior quarter and current status. A student will be dropped from a team mid-season if grades decline. Because sports calendars and quarter dates do not coincide, failing grades on the progress report also affect eligibility. Conduct grades of "U" or "NI" disqualify a player from participation. A suspension automatically removes a student from a team. The grade and conduct requirements reflect the school's philosophy that our children are, first and foremost, student-athletes, not athlete-students. Parents are asked to reinforce this philosophy by staying current and proactive in the academic progress and conduct behavior of their children.

The parents of students representing Our Mother of Good Counsel School as members of our athletic teams are ultimately responsible for their athlete's behavior both on and off the court and playing field. Parents should conduct themselves in a manner consistent with our shared Christian values as positive role models for their children by showing respect for game officials and opposing coaches, players, and spectators in a manner that dignifies the game, the sport, and our school. They should make sure that their athlete is in good health and maintains the required academic and behavior grades. Parents are asked to attend all parent meetings.

Qualified coaches create a positive atmosphere where athletic skills are taught and Christian moral values and attitudes are modeled. They are required to know and adhere to school policies as stated in the school handbook and CYO requirements. Coaches must have a solid understanding of the rules and regulations of the sport they are coaching and help the athletes on his or her team to see the relevance of a Christian value system in their sport activities. They too are asked to show respect for the game officials and opponents while conducting themselves in a manner that dignifies the game, the sport and our school.

All parents, coaches and athletes are expected to help set up and clear away equipment and pick up trash at practices and on games days. Transportation to away games is the responsibility of each parent.

Students may not leave the school grounds after school if enrolled in sports or attending practices. They must be dressed for games and practices and sitting at the lunch tables where their coach will meet them. If the school activity does not start until later, the student must go home with his or her parents or enroll in Extended Day Care. When sports practices or games are held at school, those students not picked up by their parents at the specified times will be placed in Extended Day Care and parents will be charged accordingly.

## 9. TUITION AND FEES

Tuition is a yearly charge, usually paid in either ten installments, August through May, or eleven installments, July through May. No child may begin school unless tuition payments and all fees are up-to-date. An additional late fee of \$25 is charged for all payments received after the due date and for each month delinquent thereafter.

Our Mother of Good Counsel is partnered with SMART Tuition Management Company to help manage our monthly tuition and fees payment program. You will have three options to pay tuition. All families must create an account through [SMART](#).

- **Full Payment**

If you are planning on paying your tuition in full, the payment is due on or before August 15. Tuition paid in full, before August 15, will receive a 3% discount. Tuition payments made in full after August 15 will be subject to the amount in full.

- **Semi-Annual Payment**

You may opt to pay tuition in two installments. The first payment is due in August. The second payment is due in February.

- **Monthly Payments**

You may opt to pay monthly in ten payments, August through May, or eleven monthly payments, July through May. The SMART tuition plan offers three payment dates: you can choose either the 5<sup>th</sup>, 15<sup>th</sup> or the 20<sup>th</sup> of every month.

1. **Electronic Debit** - as authorized by parents, from their bank accounts (checking or savings accounts). There is an annual SMART fee of \$50.00 for families. It is important to note that the SMART Tuition Management Company and Our Mother of Good Counsel School never see your bank account nor have any direct access to your account. SMART complies with State and Federal Laws to be completely confidential and limited to what has been authorized by the parents to control the automatic payment process.
2. **Credit Cards** - SMART accepts the following credit cards, Visa, American Express, Discover and MasterCard. If you choose to pay tuition through your Credit Card, you will be charged a convenience fee.

If you have more than one child attending Our Mother of Good Counsel School, you will need to create only one SMART account per family.

The school reserves the right to deny re-admission to any family delinquent in tuition, fees and/or fines or who has not met the established service requirements. Failure to support the philosophy, objectives and policies of the school may also serve as a “deny to re-admission.”

When a family transfers with a balance owing, it is understood as a matter of contract that families, by their attendance at Our Mother of Good Counsel, waive their right to reception of report cards and diplomas which may have been granted by any and all legislative codification bearing the

reception of such records. As this Handbook represents the understanding of both parents and school attendance at school is therefore to be viewed as assent to the terms and conditions of this document.

## **9.1 TUITION ASSISTANCE**

The school is cognizant of the fact that many families are unable to pay the full amount of tuition. Therefore, a family may apply for financial aid through the Catholic Education Foundation in March (during re-registration times). If a family does not qualify for CEF funds, an OMGC tuition assistance application may be completed. OMGC does not have an assistance fund, however, these applications will be given to donors for review should donors seek out families to support. Our Mother of Good Counsel does not award scholarships, unless specifically donated for a designated family and/or school year. It is important that these financial aid forms be completed during registration time in March and returned to the school office by the stated deadline. Families seeking assistance after this deadline, may not be eligible for assistance.

Families are notified in July if they will receive assistance for the following school year.

## **9.2 PARENT SERVICE AND FUNDRAISING REQUIREMENTS**

Parents are required to give 40 hours of service per family, per year (20 hours to the school and 10 hours towards fundraising efforts, and 10 “flex” hours that may be applied to either effort). For the 2021-2022 School Year, we are reducing the service hours to 20. We value the gift of your time and the personal interest you express in the school.

Parents, or any persons who volunteer in the school, or visit for any reason, are required to wear a visitor's badge. Yard duty volunteers are to sign in at the school office as well so that the office knows that they are present. It is an important legal document that we know who is on campus at all times and can identify them.

State Law and Archdiocesan policy require that all parents who volunteer on a regular basis in the school must be fingerprinted by Live Scan and completed [VIRTUS](#) training. Forms are available in the school office. We value your presence on campus and sincerely hope that this safety policy does not dissuade you from volunteering.

Our service program provides many benefits to the educational environment and curriculum program of Our Mother of Good Counsel School. This program builds community by directly involving parents in the school program. It also provides opportunities for parents to interact with each other, with the children, and/or the school personnel. Services rendered must be school related and must benefit the school directly. A list of these opportunities for service both during the school day as well as on weekends and evenings is published on the school website. The services provided decrease the school's expenses significantly. It is the parents' responsibility to secure and pay substitutes if they cannot fill their commitment. All service commitments must be current for returning families to register in March.

### **9.3 RE-REGISTRATION**

Registration for the following school year occurs in March. All registration fees must be paid. These fees are non-refundable. All tuition accounts, late fees, library fines, lost book fees and service commitments must be current for returning families. If your financial and/or service commitments are not up-to-date, your registration will not be processed. Class lists will be compiled of children registered at this time.

It is important that parents understand that their support of the school, especially in regard to prompt payment of tuition and a willingness to volunteer in school projects, does operate as a prerequisite to registration and a condition for continued presence in our school.

### **9.4 REGISTRATION FEE**

A Registration fee is assessed to cover the rental of the texts and consumable workbooks required by the curriculum, as well as summer upgrades and maintenance for general school operations. Registration fees are due in March and are required to be paid in full by the end of the school year to allow for summer purchasing and planning. This fee is to be considered rental only: any damages to a book must be paid for by the student, proportionate to the damage incurred. Lost textbooks must be replaced at the current replacement value.

### **9.5 FIELD TRIPS**

Since the budget does not cover the cost of field trips that each teacher plans for his or her class, a charge is determined by the cost of the field trip. This charge is the responsibility of the parents to pay. The cost is divided among all of the students and chaperones so that everyone pays an equal amount.

### **9.6 TECHNOLOGY FEE**

Many programs and apps require subscription costs. In order to maintain our school network and devices, this fee helps provide access to wireless and wired networking and curricular software in classrooms, computer lab, and on individual student-used devices.

### **9.7 SPORTS FEE**

Our Mother of Good Counsel School is a member of the [Archdiocesan CYO League](#). This league charges each school that participates in it a fee to cover the costs for providing a sports program for the students within the Archdiocese. As a result each student who participates in each particular sport is charged a fee (per sport) to help defray this cost. The cost is determined each year by the fee charged by CYO.

### **9.8 GRADUATION FEE**

There is a graduation fee for 8th grade students in the amount of \$325.00. This is due at the end of January. The graduation fee pays for the rental of the gowns, gold chords, diplomas and covers, Farewell Mass, Graduation Ceremony, Field Trip expenses, Parent/Student Awards Dinner, special program covers, special awards, medals, video/slideshow, transcripts and other miscellaneous items. Fees must be paid in full in order for student to participate in any 8th grade activities and to receive his or her diploma. If fee is partially paid, or paid late, student will be permitted to participate in

activities occurring after fee is paid in full. Eighth grade activities will be determined based on the size of the current graduating class. Activities may be modified year-to-year as enrollment fluctuates.

### **9.9 AFTER SCHOOL EXTENDED CARE**

According to Archdiocesan Policy, the Extended Care Program must be self-supporting. As a result the monthly fee that is charged to families who participate must cover the cost of the program.

The cost of Extended Care is conveniently divided over 9 months (September - May) to make payments consistent. Monthly Extended Care payments remain the same regardless of school days in session. The only exception is the month of August, as our extended school year has required us to now offer this service for a few weeks during this month. An additional prorated cost applies for the month of August, when applicable.

## **9.10 LUNCH PROGRAM**

Our Mother of Good Counsel is a closed campus. No student may leave the campus during recess, the lunch period or at any time during school hours without permission from the administration. It is essential to academic and physical growth that your child comes to school with adequate, nutritious lunch and snacks daily. Mark all bags or boxes with your child's first and last name and grade. Do not deliver lunches to the classroom or lunch tables. Lunch delivered during school hours may be left on the desk in the front hallway, marked clearly with the student's name and grade. Advise your child to check this location for late lunches. A hot lunch may be purchased from an outside company. These menus are provided in advance; there is no refund in case of illness or other absence. Check your school calendar to determine field trip days that may take your child off campus. Fast food is discouraged and carbonated drinks are not allowed. Please do not send sugary drinks or snacks; this type of sugar negatively impacts your children during school time.

We cannot accommodate daily lunch deliveries. Please send a bag lunch with the student in the morning or order Hot Lunch online by 6:00 PM, 48 hours before. As this is an outside vendor, the school is unable to intervene.

Lunch periods are part of the school schedule Monday-Thursday. There is no lunch period on Fridays, as school is dismissed at 12:30 p.m. Students enrolled in After School Extended Care need to bring a "brown bag" lunch on Fridays.

## **9.11 SCHOOL PICTURES**

Individual and group pictures are taken in the fall and spring. Purchase is optional.

## **10. PARTIES**

All class parties and treats must be pre-approved by the classroom teacher and school administration.

Responsibility for parties outside of school hours belongs to the parents. The school administration and faculty disapprove of parties without adequate parental supervision.

Invitations to birthday parties may not be distributed to students at school. Gifts for friends must be delivered from home to home, not via the school. Picking up groups of children from the school grounds at dismissal time and taking them to parties accentuates the exclusion of uninvited individuals and is strongly discouraged. Holding part of the party on school premises is not permitted. Often, children who are not invited feel isolated and rejected, leading to possible playground problems.

Bouquets of flowers, balloons or other gifts may not be delivered to students at school for any occasion.

Attire at all school-sponsored activities, including sports-games and dances, must conform to the school dress code.



## 11. LOST AND FOUND

All items susceptible to loss should be permanently labeled. Lost articles are sent to the Lost & Found area (doorway next to the lunch tables) where they may be picked up during school hours. If not claimed within a reasonable time they will be given to the Used Uniform Sale. All uniforms look the same; they should be clearly labeled to facilitate return.

## 12. RULES AND REGULATIONS

A student enrolled at Our Mother of Good Counsel School assumes the personal responsibility for his or her conduct. As a member of a social institution, he or she is obliged to be considerate of fellow students and respectful of teachers. Each student is asked to accept this opportunity and obligation to become an integral part of the school community wherein he or she exercises convictions of Christianity, fraternity and love of thy neighbor by fully respecting the rights and privileges of all the other members of the school community. This basic attitude of respect characterizes the actions of the student toward him or herself, other students, teachers, clerical personnel, custodians, visitors, guests and school administration.

Therefore, we believe that life-long success depends on a person's ability to assume control over his/her own life. This means that the individual must take the responsibility for making appropriate decisions regarding achievement, interactions, safety and environment. He or she must be aware that consequences follow actions and choices, and that these potential consequences need to be considered in the decision-making process. Eventually the student should come to understand that he or she is not a victim of the actions of another but rather that he or she is in charge of the situation. In the light of these beliefs, we expect that the students of Our Mother of Good Counsel School will conduct themselves according to the principles of Christian and civic behavior.

1. To be honest in all dealings with fellow students, teachers, and school personnel;
2. To cooperate positively with fellow students, teachers, and school personnel;
3. To always respect the rights and the value of each individual person on school premises or at school-sponsored events and functions;
4. To obtain permission from the proper authority for the use of any of the school facilities or materials;
5. To comply promptly with the directions of school officials;
6. To be courteous, attentive and respectful when fellow students, teachers, visitors, administrators or performers address individual classes or the assembled student body;
7. To be responsible for the care of all materials loaned to the student for the course of studies during the year.

## 12.1 BEHAVIOR EXPECTATIONS

In order to effectively carry out our philosophy regarding discipline to guarantee your child and all students in our school the excellent learning climate they deserve, a school-wide policy has been established and is to be followed as well as the development of each teacher's own discipline policy for his or her classroom. The thrust of all schoolwide and classroom policies is the basic belief that all of our students can behave appropriately in class and at school. We will at no time tolerate any student stopping us from teaching and/or any student from learning at Our Mother of Good Counsel.

Therefore, the following should be followed:

- Students are to walk in a quiet and orderly fashion to and from all school activities.
- Students are to stay off the flag poles, fences, fence coverings, and wall when on school premises.
- Students are to take proper care of the restrooms and respect the privacy of others.
- Students are to stay off and away from the gates and parked and moving cars when on school premises.
- Students are to play in supervised and designated areas during recess and are not to play with balls before or after school.
- Chewing gum is not permitted on the school campus nor may students take food or drink from the lunch area.
- Students are to be proactive in keeping the school free from trash in both the classroom and playground and all trash should be placed in the proper receptacles.
- Students may not loiter in the office area, classrooms or by the drinking fountains.
- Students may not engage in any form of gambling at any time.
- Students are to be in the correct uniform and follow the adopted dress code and permitted hairstyles of the school at all times.
- Students are to respect all borrowed equipment and materials and return it in as good a condition as found.
- Students are to respect all school technology devices (including but not limited to iPads, laptops, computers, printers, projectors, and document cameras) and return it in as good a condition as found.
- Students may not leave the campus at any time during the school day without a parent or guardian.
- Students should not share food with each other at recess or lunch due to allergy and/or other dietary restrictions
- Students may not attend any evening or weekend function without a parent or guardian (including sports events).
- Students may not bring drugs or weapons (real or toy) of any kind onto the school campus (Drugs or real weapons on campus are grounds for automatic expulsion).
- Students may not bring toys to school, unless instructed by a teacher for classroom purposes.
- Students should always return borrowed equipment and items to their respective places.

In order to ensure that students meet the expectations, each teacher establishes age-appropriate classroom expectations as well as a reward-consequence system for his or her individual classroom based on positive reinforcement techniques. The general format for the classroom system is as follows: Positive reinforcement is given when students meet classroom expectations. If a student chooses to be disruptive in class, he or she will be disciplined as follows:

1. First offense: Warning
2. Second offense: Logical consequence, appropriate to failed expectation (including writing reflections/expectations, teacher lunch/after school reflection, class or activity timeout)
3. Third offense: Parent Conference/Contact, Detention (upper grades)
4. Fourth offense: Disciplinary Referral, as appropriate

Since there are times when an individual student finds it difficult to meet his or her personal responsibilities for good conduct, it becomes necessary for the school to indicate specific acts for which discipline will be administered.

A possible consequence for repeated classroom infractions is "reflection time." Students may be asked to sit out during lunch recess. Students in TK or K will sit out a maximum of 5 minutes. Students in grades 1-4 will sit a maximum of 10 minutes. Multiple infractions will earn a Disciplinary Referral. Disciplinary Referrals and Parent Conferences become part of the student's cumulative file.

Time outs are given for minor infractions and vary according to the classroom teacher (grades 1-4). Reasons for time outs are listed below. There is also a section called "disciplinary action" that is used at the teacher's discretion.

- Playing/chasing ball in the lunch area, or inappropriate area or time (ie. in line, after bell)
- Disruptive behavior/disrespect toward authority or peers
- Chewing gum
- Lying or cheating
- Eating on playground/in the bathroom
- Running/playing/hanging out in the bathrooms
- Inappropriate language
- Horse play or rough housing

## **12.2 BEHAVIOR GRADES**

All teachers collaborate to determine the overall Behavior grade for the quarter. "NI" or "U" prevents students from participation in field trips, Student Leadership, Honor Roll, academic organizations, and school sports.

## **12.3 DISCIPLINARY REFERRALS**

The following actions will warrant immediate disciplinary action. A Disciplinary Referral will be issued and a Parent Conference will follow. If the situation is judged by administration to be of a more serious nature, the student will be suspended from school for a period of one to five days.

- Leaving the school grounds. This includes unauthorized visits to the church, rectory, hall, parish center, and areas in front of the school. It also includes leaving the campus without a parent between the end of school and the beginning of Extended Day Care, sports or other activity.
- Aggressive behavior, both physical and verbal
- Projecting any object in an unsafe manner
- Disrespectful conduct toward adults
- Inappropriate language
- Dishonesty, cheating or plagiarism. Student will also receive a grade of "F" on the assignment or test
- Repeated disruptive or disobedient behavior
- Destructive to school property or the properties of others
- Failure to return to class at scheduled time
- Physical, verbal, or written harassment of another student, parent, teacher, or staff member
- Fighting; provoking a fight between other individuals or participating in activities that conclude in physical violence to any person
- Theft of or damage to property of the school, another student, visitors, or school personnel
- Use, possession, or distribution of narcotics, alcohol, tobacco, or dangerous drugs
- Indecent or obscene conduct or language while at school or at a school-sponsored event
- Habitual truancy
- Actions gravely detrimental to the moral and spiritual welfare of other students
- Incurable or disruptive behavior which impeded the progress of the rest of the class
- Possession of a knife, gun, or dangerous object or weapon that could cause damage to an individual
- Any action that is against Catholic values and teachings, is unsafe, or disrespectful

#### **12.4 LOWER GRADES (TK-4) DISCIPLINE POLICY-**

1. Warning - Notice to the student that continuation or repetition of specified conduct may be the cause of other disciplinary action
2. Reflection Time - Students are removed from the activity or from other students for a short period of time (see Behavior Expectations)
3. Discipline Referral - will become part of student's permanent file
4. Parent Conference - will become part of student's permanent file
5. Suspension - Exclusion from classes and loss of student privileges for a definite period of time. Parents are informed in writing from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Suspension is for a serious offense against the good conduct policies of the school and community. There are two types of suspension: those served at home and those served at school. Students suspended from school will be placed on a probationary status for the school semester. If further serious disciplinary action is necessary during this period, the student is subject to further discipline in the form of systematic expulsion.

6. Expulsion - Is the permanent termination of student-status at Our Mother of Good Counsel School without the possibility of readmission to the school.

In all cases of disciplinary action, the student's viewpoint and explanation will always be heard.

## **12.5 UPPER GRADES (5-8) DISCIPLINE POLICY**

A conduct report will be recorded and sent home for parent signature for any behavior that shows disrespect or disregard for persons or property. The conduct report will be returned to school and filed.

Three conduct reports will issue a detention. Three detentions will issue a suspension. Further behavior violations may jeopardize the student's enrollment at OMGC.

When three conduct reports are given within a quarter, will lower the student behavior grade and will continue to lower with any subsequent conduct reports. However, for every three conduct reports that are given at any time during the school year, detention will be issued. At the start of each quarter, student behavior grades "start fresh" with the opportunity to make good choices.

Safety concerns for others' physical or emotional wellbeing (students or adults) may warrant escalated consequences. Immediate detention or suspension may be warranted, at the principal's discretion. Parent support of student accountability is expected.

Detention will be held Thursdays 3:15-3:45 PM. Detentions will be assigned for the next available Thursday. Parents are expected to make arrangements for student pick-up. Students not picked up at 3:45 will be sent to Extended Care and the appropriate charges will apply. Same day detentions will not be assigned. Students will not be allowed to work on homework assignments at this time. Student accountability takes precedence over sports practices or games or other after school extracurricular programs. If detention conflicts with other schedules, it is expected that the parents support the consequence. Parents are expected to contact the principal with any legitimate scheduling conflicts prior to the assigned detention day.

## 12.5.B BEHAVIOR EXPECTATION VIOLATIONS

The following actions will issue a Conduct Report to be signed and returned by student and parent. If the situation is determined by faculty and administration, to be of a more serious nature, the student will bypass the Conduct Report warning system and receive immediate detention or suspension, as appropriate. A Conduct Report will be issued for any behavior that does not exemplify respect or regard for other persons, property, or rules. Specific examples of Behavior Expectation Violations are listed below.

- Leaving the school grounds. This includes unauthorized visits to the church, rectory, hall, parish center, and areas in front of the school. It also includes leaving the campus without a parent between the end of school and beginning of Extended Day Care, sports or other activity.
- Aggressive behavior, either physical and verbal
- Projecting any object in an unsafe manner
- Disrespecting authority
- Disregarding directives given by faculty or staff
- Disregard for or destruction of property, belonging to self, others, or school
- Inappropriate language, gestures, or writing
- Inappropriate use of technology
- Dishonesty, cheating or plagiarism.
- Repeated disruptive or disobedient behavior
- Excessive talking in the classroom
- Incurable or disruptive behavior which impeded the progress of the rest of the class
- Failure to return to class at scheduled time
- Physical, verbal, or written harassment of another student, parent, teacher, or staff member
- Teasing or taunting of another student
- Fighting; provoking a fight between other individuals or participating in activities that conclude in physical violence to any person
- Theft of or damage to property of the school, another student, visitors, or school personnel
- Use, possession or distribution of narcotics, alcohol, tobacco, or dangerous drugs
- Indecent or obscene conduct or language while at school or at a school-sponsored event
- Actions gravely detrimental to the moral and spiritual welfare of other students
- Possession of a knife, gun, or dangerous object or weapon that could cause damage to an individual or any replica
- Any action that is against Catholic values and teachings, is unsafe, or disrespect

### **12.5.C BEHAVIOR VIOLATION CONSEQUENCES - UPPER GRADES (5-8)**

1. Conduct Warning (1<sup>st</sup> and 2<sup>nd</sup> offense) - Notice to the student and parent that continuation or repetition of specified conduct may be the cause of other disciplinary action. Student and Parent signature required.
2. Reflection (all offenses) - Students are expected to be accountable for their actions. Reflection of action chosen and desired action in future situations.
3. Detention (Thursdays 3:15-3:45PM)- will become part of student's permanent file. Affects student behavior grade. Students earning a detention within any given quarter cannot earn higher than a G in behavior for that given quarter. Each subsequent conduct warning and/or detention within same quarter will continue to lower quarter behavior grade. Every 3<sup>rd</sup> offense will issue a detention, to supersede any sport practice, game, or after school enrichment. Refunds will not be given. Student character education supersedes extracurriculars.
4. Parent Conference - will become part of student's permanent file. Can be requested at any time with concern regarding repeated behavior violations.
5. Suspension - Exclusion from classes and loss of student privileges for a definite period of time. Parents are informed in writing from the principal and are asked to make an appointment to speak with the principal prior to the reinstatement of the student at school. Suspension is for a serious Behavior Expectation Violation of the school and community or issued after earning three detentions. There are two types of suspension: those served at home and those served at school. Students suspended from school will be placed on a probationary status for the school quarter. If further serious disciplinary action is necessary during this period, the student is subject to further discipline in the form of systematic expulsion.
6. Expulsion - Is the permanent termination of student-status at Our Mother of Good Counsel School without the possibility of re-admission to the school.

### **12.6 TARDY POLICY (PARENT RESPONSIBILITY)**

Students are allowed 3 tardy days per quarter. Students are expected to be in their classroom at 8:00. Students are tardy after 8:00. If students arrive after 8:10, parents will have to park on Ambrose and walk their child to the office. Parents will be charged \$1 for the 4<sup>th</sup> tardy day, the charge increases to \$5 for each tardy day over 4. The payment must be made immediately at the office in Cash. Students will then be issued a tardy slip and admitted to class. Unpaid fines will be charged to the family SMART account.

Students who have excused absences and/or tardies for doctor appointments, etc. will not be charged for late admittance as long as they present a note from the professional visited.



## 12.7 UNIFORM POLICY

The educational program at Our Mother of Good Counsel School is designed to help students grow in their Catholic/Christian identity. In a world ruled by media exposure to vulgarity, immorality, and unrealistic standards of beauty, we emphasize the "true" beauty that evolves from the way students see and value themselves. This sense of worth is expressed in how students walk, move, speak, dress, and care for themselves. The manner in which a person speaks and dresses indicates self-esteem and respect for others. It reflects inner worth and substance and communicates how well the student approves and admires his or her own identity. The following uniform policy has been established to help eliminate competition in the matter of dress, to reduce preoccupation with hairstyles and attire, to avoid immodest or gang-related apparel, and to make differences in economic status less obvious. It is essential that we work together to ensure compliance with this code. The uniform should be neat, clean, and mended at all times, and labeled with the student's name.

Our uniform company is Dennis Uniforms.

The school sells uniform sweatshirts and PE shirts. Order forms are sent out by the school office during the first week of school. Apparel is available for purchase in the school office throughout the school year.

### 12.5.A BOYS

#### **bottoms**

Navy blue twill pants (fitting - not tight or baggy)

Navy blue twill walking shorts (fitting - not tight or baggy)

#### **tops**

White or navy blue Polo Shirt (can only be worn on regular uniform days)

Short-sleeve white Oxford Shirt (must be worn on formal uniform days)

Navy blue Necktie (must be worn on formal uniform days)

#### **outerwear**

OMGC sweatshirt (can only be worn on regular uniform days)

OMGC school jacket (can only be worn on regular uniform days)

Red cardigan or V-neck pullover (can be worn on formal and regular uniform days)

#### **footwear**

White or light grey socks that cover the ankle

Non-canvas solid white or solid black athletic shoes\*

(athletic shoes are acceptable all school days, however students may wear solid black or white dress shoes on formal days and non-PE days)

(converse-style canvas shoes are not acceptable as they lead to student injuries due to minimal support)

\*laces must match the shoe color (black shoes must have black laces and white shoes must have white laces)

*\*minimal* white on a black shoe or black on a white shoe will be acceptable (black and white striped, checkered, patterned or mesh shoes are not acceptable), white shoes with a black sole or black shoes with a white sole are acceptable.

## **12.5.B GIRLS**

### **bottoms**

TK-3 Plaid front-zip jumper

4-8 Plaid box-pleat skirt (not tight, torn, or rolled at the waist, must come to the knee)

4-8 Plaid skort

Navy blue twill pants (fitting - not tight or baggy)

Navy blue twill walking shorts (fitting - not tight or baggy)

### **tops**

White or navy blue Polo Shirt (can only be worn on regular uniform days)

Short-sleeve white Oxford Shirt (must be worn with an undershirt)

TK-3 Plain white short-sleeve Princess Blouse with navy piping (must be worn on formal uniform days)

4-8 White Pointed-Collar Blouse (must be worn with an undershirt) (must be worn on formal uniform days)

Navy Crisscross tie (must be worn on formal uniform days)

### **outerwear**

OMGC sweatshirt (can only be worn on regular uniform days)

OMGC school jacket (can only be worn on regular uniform days)

Red cardigan or V-neck pullover (can be worn on formal and regular uniform days)

\*Personalized clothing from previous class years is not permitted

### **footwear**

White, light grey or navy socks that cover the ankle

White, light grey or navy knee-high socks or tights

Non-canvas solid white or solid black athletic shoes\*

(athletic shoes are acceptable all school days, however students may wear solid black or white dress shoes on formal days and non-PE days)

(converse-style canvas shoes are not acceptable as they lead to student injuries due to minimal support)

\*laces must match the shoe color (black shoes must have black laces and white shoes must have white laces)

*\*minimal* white on a black shoe or black on a white shoe will be acceptable (black and white striped, checkered, patterned or mesh shoes are not acceptable), white shoes with a black sole or black shoes with a white sole are acceptable.

## **12.5.C PE UNIFORM**

PE T-Shirt or Walk-a-thon T-Shirt (can only be worn on PE days)

PE shorts (can only be worn on PE days)

Navy blue sweatpants (can only be worn on PE days)

### **12.5.D ACCESSORIES**

One pair of stud earrings, not to extend past the earlobe (girls only)

One item of religious jewelry may be worn.

Other than a watch, no other jewelry may be worn. The school does not accept liability if lost.

[Apple watches](#) or other communication devices may not be worn.

Students may not wear colored nail polish or artificial nails, tattoos, hats, nor may they wear pierced rings/studs in other parts of their bodies.

Girls may accessorize their hairstyles with minimal headbands, bows or ribbons in the following colors: OMGC plaid (available at Dennis), navy blue, red, white, black or light grey (non-school colors are not to be worn). Students may not wear headbands with additional accessories as they distract in the classroom.

### **12.5.E BACKPACKS**

All books must be covered and every student should use a backpack for transport of school books, with his/her name clearly printed on the inside of the bag. Bags with wheels are acceptable only if they have straps that allow the bag to hang behind the student's desk. Book bags that sit on the floor are not allowed as they create a fire-hazard.

### **12.5.F HAIRSTYLES**

Hair should be neatly styled, combed and well groomed at all times and should never interfere with the student's vision. Boy's hair must be tapered from top to bottom; it may extend to mid-ear on the sides, above the eyebrow in the front, and above the collar in the back; special care should be taken to avoid extreme, shaved, or "trendy" hairstyles, including exaggerated step cuts. Heavy application of mousse or hair stiffeners is not allowed.

Unbecoming, bizarre, or distracting hairstyles and/or dyed hair are considered to be distracting and inappropriate and therefore will not be permitted. Any student who violates this regulation will be suspended until such time as the hair is restored to its natural condition. In all circumstances, Our Mother of Good Counsel School reserves the right to regulate unbecoming fads or fashions that reflect negatively on the school and/or person.

### **12.5.G OUT OF UNIFORM POLICY (Parent Responsibility)**

#### **All grades**

First offense: Parent Contact (phone call/email)

Second offense: Logical consequence, appropriate to failed expectation (including writing reflections/expectations, teacher lunch/after school reflection, class timeouts)

Third offense: Parent Conference

### **12.5.H FREE DRESS/DRESS DOWN/THEMED DAYS**

On occasion, students are given the opportunity to come to school in non-uniform attire, or free dress. Students are expected to come to school in clothes that are clean, mended, modest, and which do not impede learning or play time.

The following policy has been established to provide continuity in the expected attire of our students. Attendance at school-sponsored activities is also governed by the following regulations.

Students may NOT wear the following:

1. Attire which is considered unsafe or dangerous. Any clothing or accessories that are in the opinion of Administration, gang-related are not permitted on the campus or at any activity.
2. Faded or torn jeans, mini-skirts, spandex, short shorts
3. Tight or revealing clothing including, but not limited to, halter tops, tank tops, crop tops, bare midriffs, immodest necklines, spaghetti/narrow straps, bared shoulders
4. Shirts must be free of suggestive or inappropriate symbols and language including those involving violence, vandalism, sex, drugs, alcohol, or tobacco.
5. Socks or nylons must be worn.
6. Closed-toe and closed-heel shoes must be worn at all times.
7. The school will notify the student's parents to bring proper clothes if dressed inappropriately.
8. In all instances, Our Mother of Good Counsel School reserves the right to regulate unbecoming fads or fashions that reflect negatively on the school and/or person.

Free Dress is a privilege; students who consistently violate this policy will be denied this privilege.

### **13. PERSONAL ELECTRONICS/CELL PHONE POLICY**

Students are not allowed to possess personal electronic devices during school hours. Any devices that are found will be confiscated if not turned in the teacher's cellphone box. Possession of electronic devices are prohibited during school hours, including, but not limited to: AirPods, Cell Phones, smart phones, Apple Watches, Smartwatches, fitbits, iPods, iPads, and tablets. Headphones must be used exclusively in school and not taken home. A simple pair of headphones or earbuds with a 3.5 mm jack is sufficient.

# ARCHDIOCESAN POLICIES AND PROCEDURES

## 1. GENERAL INFORMATION

### 1.1. Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- 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.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

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

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

### 1.2 Zero Tolerance Policy

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

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

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**

- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

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

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

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

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

**Good-Touch/Bad-Touch®** is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

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

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

### **1.4 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

## **1.5 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*.

## **1.6 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.

### **1.6.a 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.

### **1.6.b 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.

## **1.7 Parent or Parent-Teacher Organizations and Consultative School Council**



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

### **1.7.a 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.

### **1.7.b 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.

## **2 ADMISSION AND ATTENDANCE**

### **2.1 School Student Non-Discrimination Policy**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, 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, medical condition, 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.

## **2.2 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.

## **2.3 Guidelines for Admission to Elementary Schools**

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student’s continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

## **2.4 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.

#### **2.4.a 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.

#### **2.4.b Directory Information**

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

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

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

#### **2.4.c Parent Authorization to Use Child's Personal Information**

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

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

#### **2.4.d 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.

### **2.5 Transfer of Records**

#### **2.5.a Student Transfers, Withdrawals and Graduation**

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

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

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

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

#### **2.5.b 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.

### **2.5.c Cumulative Pupil Record**

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

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

## **2.6. Absence**

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

### **2.6.a 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.

### **2.6.b Extended Absences**

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

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

#### **2.6.d 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.

#### **2.6.e 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.*

#### **2.6.f 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.

### **2.6 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" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

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

For additional information and forms see

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

## **2.7 Student Accident Insurance**

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

# **3 ACADEMICS AND CO-CURRICULAR ACTIVITIES**

## **3.1 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.

## **3.2 Counseling Policy**

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

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

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

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

## **4 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.

### **4.1 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

## **4.2 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

## **4.3 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

## **4.4 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

## 4.5 Expulsion

### 4.5.a 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

### 4.5.b 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

#### **4.5.c Written Record**

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

#### **4.5.d 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

#### **4.5.e 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

#### **4.5.f 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.

#### **4.5.g 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.

#### **4.5.h 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.

### **4.6 Harassment, Bullying And Hazing Policy**

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

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

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

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

physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

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

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

**Hazing** is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

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

#### **4.7 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.

#### **4.8 School Searches**

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

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

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

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

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

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

### **5 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.

## **5.1 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.

## **5.2 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.

### **5.3 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.

### **5.4 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.

## **5.5 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.

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

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

## **6. HEALTH AND SAFETY**

### **6.1 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*.

### **6.2 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.

### 6.3 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.

### 6.4 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.

### 6.5 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.

### 6.6 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.

## **6.7 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.

## **6.8 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.

## **6.9 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.

## **6.10 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.

## **6.11 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.

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

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

Exceptions to this rule may be made only:

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

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

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

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

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

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

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

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

#### **6.13.a 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.

#### **6.13.b 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.

### **6.14 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.

#### **6.14.a 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

## **APPENDIX A - CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

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

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

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

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

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

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

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

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

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

# APPENDIX B - PARENTAL RELEASE FOR CHILD

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Please fill out the following form. You can save data typed into this form. Highlight Fields

**PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL**

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

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

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


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

I \_\_\_\_\_ (Name) am the parent or legal guardian of \_\_\_\_\_ (Child's Name), a minor. I hereby authorize the Archdiocese/School/Parish to use the following personal information about my child:

**Please initial the applicable boxes**

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

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications.

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# APPENDIX C - STUDENT AND YOUTH ACTIVITY PERMISSION FORM

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**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 or 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

Fillable .pdf available at [Download Link](#)

# APPENDIX D - MEDICATION AUTHORIZATION AND PERMISSION FORM

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**ARCHDIOCESE OF LOS ANGELES  
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician  
Part D by parent/guardian – *please print*

A. \_\_\_\_\_  
Last Name of Student                      First Name                      Sex                      Birth Date

\_\_\_\_\_                      \_\_\_\_\_  
Purpose of Medication or Diagnosis                      Name of Medication

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Dosage Prescribed                      Time Schedule at School                      Dose Form (tablet/liquid)                      Color

\_\_\_\_\_                      \_\_\_\_\_  
Date of Prescription                      Length of Time this Medication will be Necessary

B. **Physician's Recommendations.** (check where applicable)

\_\_\_\_\_ Please notify this office if patient misses medication at school.

\_\_\_\_\_ Medication may have adverse effects (explain) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Special instructions and/or comments \_\_\_\_\_

\_\_\_\_\_

C. **Physician's Authorization.** The student for whom this medication is

Download document [LINK](#)

## **APPENDIX E - SCHOOL-OWNED TECHNOLOGY DEVICE USE AGREEMENT AND INTERNET SAFETY POLICY**

As a user of an OMGC device, I accept the following responsibilities: · I will follow the guidelines established in the OMGC Network Access Agreement.

- I will follow the guidelines listed below for proper care of electronic devices.
- I will use the computer for school purposes.
- I will not write on or place any labels or stickers on devices.
- I will report any problems/issues I encounter while using devices to the technology department immediately. (E-mail [technology@omgcschool.org](mailto:technology@omgcschool.org))

### **Guidelines for Proper Care of the Device**

1. Proper care is to be given to devices at all times, including but not limited to the following:
  - a. Give care appropriate for any electronic device.
  - b. Keep food, drink, magnets, sharp items away from the device.
  - c. Position the device on a safe surface so it does not drop or fall.
  - d. Device is not to be operated while moving or walking.
  - e. Do not attempt to repair a damaged or malfunctioning device.
2. Proper security is to be provided for devices at all times, ie. returning your device to the assigned storage area immediately after usage.
3. Student's parent(s)/guardian(s) will be financially responsible for the cost of repair/replacement of any damaged devices caused by student negligence.

### **Guidelines for Proper Usage of School Network**

1. School behavior expectations apply to student usage of school internet and wifi network.
2. All users are responsible for practicing positive behaviors in their digital life. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, school discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What users do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.
3. Personal electronic devices are not allowed to be connected to the school network/wifi.

## **INTERNET SAFETY POLICY**

Our school's internet network is compliant with the Children's Internet Protection Act (CIPA). [FCC Link](#)

Firewall provides image and content filtering.

Student cell phones/devices are not protected or blocked from content because they are personal devices that connect independently. Student cell phones are not allowed to be used during school hours. There is no perfect filter. Our staff are responsible for monitoring student use of devices during school hours.

Digital Citizenship program is taught to students at the beginning of the school year.  
[AUP](#)

Permission to Access Internet [Download Link](#)



# APPENDIX F - ACCEPTANCE OF HANDBOOK

[REQUIRED FOR ALL SCHOOLS]



## Our Mother of Good Counsel School Parent/Student Policies Agreement Form

### ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the **Our Mother of Good Counsel School** Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Parent/Guardian 1 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 2 Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print student names and grades:

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_

**Please return this signed form promptly to the School Office by September 7, 2021.**

This form will be placed in the students' permanent files