Our Lady of the Valley School

Parent-Student Handbook

2025-2026

Los Angeles Archdiocese and School Policies and Procedures

ARCHDIOCESAN POLICIES AND PROCEDURES

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ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION

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

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

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support

students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

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

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

1. **Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events**

Revised August 20, 2022

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

Revised August 20, 2022

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. **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-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 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, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

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

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

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 of 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 ***Our Lady of the Valley School Policies and Procedures section***

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 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.

1. **Work Permits**

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent 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

2.8 Student Accident Insurance

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

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

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.

1. **Counseling Policy**

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

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

● Provide advice regarding academic subjects and student progress in school
● Give limited guidance to students who present with non-academic personal issues or situations ● Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
● Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering 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.

1. 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 how 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 username 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.

1. 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.

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 ensure 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'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 always abide by them. 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: _____

Date: _____

APPENDIX B

Fillable .pdf available at
http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883

APPENDIX C

Fillable .pdf available at
http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808

APPENDIX D

Document available at
http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788

Our Lady of the Valley School
Parent/Student Policies and Procedures Agreement Form
Acceptance of Parent/Student Handbook

Our family has received and read the Our Lady of the Valley 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.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name: _____

Grade: _____

Student's First Name: _____

Grade: _____

Student's First Name: _____

Grade: _____

Student's First Name: _____

Grade: ____

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files

OUR LADY OF THE VALLEY SCHOOL POLICIES AND PROCEDURES

GENERAL INFORMATION

1. **Statement of School Philosophy and Mission**

SCHOOL PHILOSOPHY OF OUR LADY OF THE VALLEY SCHOOL:

Jesus Christ is the foundation for our community, The Catholic School in the Archdiocese of Los Angeles. His call to teach is our inspiration, His Image the model for our students. In partnership with parents, we prepare our students to become full and active members of the Catholic Church, to serve others, and to make a difference in the world. We commit our schools to provide a quality education so that a Catholic Education is an advantage for life.

"*A vision for Catholic school"*
Department of Catholic schools,
Archdiocese of Los Angeles

As partners in the education of children, we at Our Lady of the Valley school recognize parents as the primary educators of their children in our Catholic Community. The faculty and administration strive to inspire and model Gospel values enabling students to adopt them, live them, and extend them to the community.

The educators of our school community are dedicated to the spiritual, intellectual, social, moral aesthetic, and physical growth of its members and to the development of each person according to the example and teaching of Christ. We affirm that each child is unique, and that the dignity and potential of each individual should be respected.

We are committed to nurturing a community, which encourages understanding and appreciation of cultural diversity. While celebrating the diversity of our community, we define ourselves as members of one body, The Body of Christ. With this philosophy in mind, Our Lady of the Valley school community has chosen School wide Learning Expectations which will enable learners to graduate well prepared scholastically and with a Catholic identity.

MISSION STATEMENT OF OUR LADY OF THE VALLEY SCHOOL:

AS EDUCATORS AND LEARNERS IN A CATHOLIC ENVIRONMENT CENTERED IN JESUS CHRIST, WE WORK IN PARTNERSHIP WITH PARENTS TO PREPARE OUR STUDENTS TO BECOME FULLY ACTIVE MEMBERS OF THE CATHOLIC CHURCH TO SERVE OTHERS, AND MAKE A DIFFERENCE IN THE

WORLD. OUR COMMITMENT TO THE TOTAL DEVELOPMENT OF THE CHILD PROVIDES STUDENTS WITH A LEVEL OF LITERACY AND FLUENCY THAT ENABLES THEM TO BE MORALLY RESPONSIBLE CITIZENS OF THE WORLD; COMPETENT PRODUCTIVE CONTRIBUTORS TO THE WORKFORCE; AND THINKING, FULFILLED INDIVIDUALS IN A DIVERSE SOCIETY.

1. **List of School Personnel**

Pastor: Rev. Alex Amayun
Principal: Mrs. Angela Boyce

Transitional – Kinder Room 6: Miss Viola Medina
Kindergarten – Room 8: Ms. Adriana Solis-Rodriguez
Grade 1- Room 9: Ms. Robyn Tippit
Grade 2- Room 10: Mrs. Beth Milos
Grade 3- Room 11: Mr. Wakitalo Magala
Grade 4- Room 12: Miss Gabriella Moreno
Grade 5- Room 16: Mr. Ian Pliske
Grade 6- Room 15: Mrs. Paula Greene
Grade 7- Room 14: Ms. Bailey Moreno
Grade 8- Room 13: Ms. Elka Zakowski
Teacher Assistant-TK/Kinder: Ms. Amanda Cortez
Teacher Assistant-Kinder/Physical Education: Mr. Daniel Sandoval
Librarian: Mrs. Beverly Borra
Office Manager: Mrs. Blanca Moreno-Venegas
Secretary: Mrs. Mary Cortez
School Plant Manager: Mr. Nicolas Contreras
Director Crusader Club Day Care Mrs. Mary Cortez
Day Care Staff/Athletic Director Mr. Daniel Sandoval
Day Care Assistant Mr. Alexis Benitez

1. **Parent Teacher Association (PTA)**

The PTA is composed of OLV parents who assume the responsibilities of President, Vice President, Secretary, Treasurer, and Social Secretaries. The PTA organizes fundraisers and events as well as provides a voice for the parents of the school.

President: Debbie Floyd

Vice President: Lorraine Ramos

Treasurer/Communication Coordinator: Debbie Floyd

Secretary: Michelle Salinas

Administrator: Angela Boyce

Teacher Representative: Elka Zakowski

Marketing and Donations Coordinators: Carmela Galvan

Volunteer Coordinator: Michelle Salinas

Event Coordinator: Lisa Barbai

Event Committee Members: Megan D'Amico
Daisy Marin
Rose Morales
Clare Nierney
Rhonda Golston
Laura Gomez

Vanessa Carlen

Schoolwide Learning Expectations (SLE's)

Our Lady of the Valley Students are:

C atholic
We live and practice our faith.
R espectful
We value others and ourselves
U nited
We are all part of one community of faith.
S elf-disciplined
We strive to make good choices.
A cademic
We are life-long learners
D iverse
We recognize and accept our differences.
E nvironmentally Aware
We care for all of God's creations.
R esponsible
We know our choices and actions affect our lives.
S ervice Minded
We help others in our local and global community.

1. School Schedule

Beginning of School:
First Bell 8:00am
Tardy Bell 8:05am

Recess 10:00am-10:20am
TK Lunch 11:30am- 12:15pm

Kinder Lunch 12-12:50pm

1st-8th Lunch 12:15-12:50pm

Dismissal:
Monday-Thursday 2:50pm
Friday 12:30pm

1. **Dress/Uniform Code**

GENERAL UNIFORM

Personal appearance and dress reflect the habits and values of the person. For that reason we require the

children to observe certain regulations concerning dress, hairstyles, and cleanliness. Parents are expected to cooperate with this.

All clothes must be clean and of proper size, length, fit, and colors from Dennis Uniform. All shirts must be tucked into skirts, shorts, or pants at all times. **Shoes are to be black, white or gray, or a combination of these colors.** Shoelaces must be white or match the shoe color. If the shoes have a bit of another color, you may be asked to cover it up. All shoes must be securely fastened. **Sneaker slip-ons are allowed, but not the Vans brand.** Shoelaces must be visibly tied. Socks must be **above the ankle**. Socks can be all white, all black, or all navy blue, and **FREE OF ANY LOGOS.**

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

All uniforms, sweatshirts, jackets, lunchboxes, etc. should be marked with the student's name. Lost articles are kept on campus and may be included in a uniform sale at any time throughout the school year.

SPECIFIC UNIFORM

Girls: Girls may wear the plaid uniform jumper (grades K-3), plaid uniform skirt or skort (grades TK-8), uniform navy shorts or uniform navy twill long pants. White, navy, yellow, or gray OLV logo polo shirts may be worn with jumpers, skirts, skorts, shorts or pants. **All clothing must be purchased from Skobel Uniform Company**.

All girls must have at least one uniform jumper (K-3) or skirt/skort (TK-8) for Mass days and special events.

Boys: Boys may wear navy twill or corduroy long pants or navy shorts with white, navy, yellow, or gray OLV logo polo shirts, all of which must be purchased at Skobel Uniform Company. All boys must have at least one pair of uniform long pants for mass days and special events.

All students may wear uniform OLV blue cardigan sweaters, OLV sweatshirts, OLV jackets, or plain navy blue crew neck sweatshirts as part of their uniform. Any other outerwear will not be permitted in the classroom.

For extra warmth during cold weather, girls may wear tights instead of, or with, socks. Tights (with "feet") must be white, navy blue or black. Leggings or pants under skirts/skorts/jumpers are not allowed. For shirts, long sleeved logo shirts are available at Skobel or students are to wear navy sweatshirts for warmth. **No long-sleeved shirts or long underwear under short-sleeved uniform shirts are allowed.**

HAIR AND ACCESSORIES

Girls: Hair must be neat and clean and cut in an appropriate style. Hair may not interfere with vision by covering the eyes. Tinted, highlighted, streaked, frosted, bleached or dyed hair is not allowed. Only moderate hair accessories are acceptable. Head coverings such as hats or scarves are not allowed. Any hair accessories should be blue, black, white, or gold. No other colors will be accepted.
Make-up or its residue, false nails, or colored nail polish is not permitted. Students may wear clear ChapStick if needed in cold weather, and girls may wear clear or natural looking nail polish.

One small stud earring per ear is allowed in the ear lobe. NO CARTILAGE PIERCINGS ALLOWED! Earrings may not dangle. A watch (not a Fitbit or smartwatch), a religious necklace, a bracelet, and one ring are the only jewelry permitted.

Boys: Hair must be neat, clean, and cut in an appropriate style that does not touch the shirt collar or longer than the top of the eyebrows. **No "fad" hairstyles such as mohawks, designs, or extremely close shaves are permitted.** A "2" or higher is allowed. Tinted, highlighted, streaked, frosted, bleached, or dyed hair is not allowed. Head coverings of any sort are not allowed. Junior high boys should be clean shaven with no facial hair.
Boys may not wear earrings to school. A watch (not a Fitbit or Smartwatch), a religious necklace, and a

bracelet are the only jewelry permitted. Only regular watches may be worn to school. No watches with calculators, cameras, text messages capabilities, games, alarms, etc.

P.E. UNIFORMS

Students in grades 2-8 are required to wear a P.E. uniform. The uniform consists of navy blue OLV P.E. shorts purchased at Skobel Uniform or OLV sweatpants purchased at the Crusader Store. Any OLV T-shirt or Fiesta T-shirts must be worn. These t-shirts can be purchased at the Crusaders Store or Dennis Uniform. Students not wearing proper P.E. attire will not be allowed to participate, which will result in a lowered P.E. grade. Three P.E. out of uniforms will result in a detention and thereafter. Students in grades K-2 will wear their school shorts on their P.E. days.

3 OUT OF UNIFORMS IS A DETENTION

- **Students will receive a referral for an out of uniform.**
- **After the third referral the student will receive an "Out of Uniform Detention".**
- **"Out of Uniform Detention" will be given for every out of uniform offense after that.**
- **Students will be held in the office until parents bring the student a proper uniform to change into.**

NON-UNIFORM DRESS REGULATIONS (FREE DRESS)

All students, grades TK-8, have the privilege of non-uniform dress days during the school year. On such days we ask that you observe the following so that students are dressed appropriately for school. **Students will be sent home or parents called to bring the regular uniform if the teacher or administration determines dress is not appropriate.**

- Long pants, dresses, or skirts (no miniskirts), Shorts must be uniform shorts or proper fitting walking length shorts (no other shorts)
- Properly fitting (no skinny jeans), clean, un-ripped jeans are acceptable
- Plain colored or patterned T-shirts with non-offensive logos
- Shirts/tops must have collars or appropriate necklines. (spaghetti straps, cropped tops, low-cut tops, snug fitting, or exposed midriffs are **not acceptable**)
- Pants may not be overly tight, and no work-out pants
- Basketball shorts are allowed.
- NO PAJAMA BOTTOMS

Any student who goes beyond the school's notion of appropriate dress may be barred from attending class/activity until appropriate dress can be arranged.

ADMISSION AND ATTENDANCE

1. **Absence, Tardiness, and Truancy**

ABSENCES

Parents/guardians must notify the school office before 9:00 a.m. in cases of child(ren) absences or tardiness, or leave a message at any time in advance of the absence. We would appreciate your attention to this in order to keep us from having to make too many calls. However, we may call your home or business after 9:00 a.m. if you have not called us. This is a safety precaution.

In addition to calling the school office to report an absence, the State of California requires a written excuse signed by the parent or legal guardian. This note, which is required for re-admission to class, must state the reason for the absence, as well as the date(s) when the student was not in school.

Note if a K-8 student is absent for a total of fifteen (15) days or more during the trimester, the report card grades will be held until all work is completed.

When a pupil is absent without an excuse, the situation should be investigated and appropriate

remedies applied. Truancy will be reported to the attendance officer of the local public school district.
If a pupil is absent for fifteen or more days during a trimester marking period, official grades may be withheld. This decision is, however, left to the judgment of the local administrator.
Students will receive an automatic zero grade if or when vacations are scheduled during the regular school sessions. Parents must call the school when a child has a communicable disease/condition, (i.e., chicken pox, strep throat, head lice, pink eye, etc.). This information is needed so that we may notify other parents that their children have been exposed to such diseases. When a child has recovered from a communicable disease, a doctor's release is REQUIRED for re-entry to school. A pupil absent from school because of television or movie contracts is considered as an ordinary absentee and is marked as such in the Pupil Attendance Register. If, for family reasons, parents wish to take their children out of school temporarily, the Principal and teacher should discuss with the parents the possible effects of such an absence. It is suggested that a record of the recommendations made to parents be kept on file.
Children are dismissed through the office only. Dismissal must be noted in the release book; then the office personnel will send for the student.
All messages and forgotten items are to be brought to the office, never to the classroom. Please, do not interrupt a teacher while class is in session. Lunches are to be sent with the student in the morning; P.E clothes are to be brought to school by the student on P.E class days.

TARDIES

The Tardy Bell rings at 8:05 a.m. For traffic and safety reasons, the gates may remain open past that time, but students arriving after 8:05 are considered tardy.

Tardiness disrupts the learning process in the classroom; therefore a Tardy Policy has been issued: When your child walks into the office late, you must be walking in with them. You will be filling out their tardy slip and then handing it to Mrs. Cortez for her initials. Your child will take that slip with them to their classrooms to hand to their teachers. No student will be able to enter into the school office after the gates are closed with out a parent or guardian. If your child comes into the office by themselves, a phone call will be made for you to come back to school. The student will remain in the office until you return.

- **3 tardies: referral**
- **5 tardies: phone call/email**
- **6 tardies: lunch detention**
- **9 tardies: after school detention**
- **12 tardies: lose school event privilege (field trip/class parties /etc)**
- **14 tardies: parent conference with administration.**
- **15 tardies: suspension**

Any student with an excess of five tardies will not be eligible for a grade of Outstanding in conduct

for that trimester. No student is to arrive at school before 7:40 unless enrolled in morning

day-care.

No student is permitted to leave the school grounds during the school day unless signed out by an authorized adult.

All students are required to leave the school grounds immediately after dismissal unless they are involved in a supervised activity. There is supervision after school only for those students enrolled in the Crusader Club Extended Day Care and/or the supervised sports program. Your cooperation is most essential for the safety of your child.

AT <u>NO</u> TIME MAY A STUDENT LEAVE THE SCHOOL GROUNDS WITHOUT SCHOOL PERMISSION. THIS IS A SERIOUS OFFENSE. This includes before, during or after school. Example: Students may not go down the street to a fast-food
place between school and after school events. A note from a parent will not be acceptable. Failure to obey this rule may result in suspension, removal from a team, or expulsion. This policy will be enforced for the students' safety.

Students participating in any after school activity must be picked up as soon as the activity ends. Otherwise, they will be sent to Crusader Club and parents charged accordingly.

On early dismissal days (12:30), please, make arrangements for your children to be picked up PROMPTLY. If the Faculty Meeting is away from school, all teachers need to leave immediately. It is inconsiderate to expect teachers or office staff to supervise those children left here, thereby being late themselves. If parents are late picking up children, the students will be sent to day-care and parents will be assessed a fee. Students may not walk out of the school gates to wait for parents. They must remain within the play area gates.

MEDICAL AND DENTAL APPOINTMENTS

If a student has a medical, dental, eye or educational appointment during the school hours, the parent or guardian must inform the teacher by means of a written note, which is dated and signed. This note should indicate the time when the student is to be released from class and when he/she is expected to return to class. At the appointed time, the parent or guardian should go to the office and sign the child out. No student may leave the premises during the school hours unless signed out by an adult whose name is on the emergency card. A written certification from the doctor or dentist stating the time of release should be requested at the doctor's office and given to the teacher upon the student's return. The certification from the doctor is the ONLY LEGAL reason a student may not be counted tardy or absent.

With Friday 12:30 p.m. dismissal for all grades, we strongly encourage you to make appointments on these afternoons and not during school hours.

1. **Communications Procedures**

Communication is an integral part of the parent/school connection. Parents are encouraged to participate in their children's education. All parents will be given access to Gradelink to monitor grades at Back to School Night.

We encourage communication with faculty and administration. **In order to resolve questions regarding grading, behavior, classroom procedures, parents are to:**

1. Contact the teacher FIRST.
2. If the situation is not resolved parents should contact the principal.

FAMILY ENVELOPES

The family envelope is used as a means of effective communication between the school and parents. Family envelopes are sent home with the oldest child in each family on the first day of school each week. Inside the family envelope will be the principal's letter, important notices, Hot Lunch order forms, updated calendars, etc. It is requested that the family envelope be signed and returned to school the next day. This envelope system is the safest way to return payments, communication, etc. to the school office.

PARENT-TEACHER CONFERENCES

Annual parent-teacher conferences are held in the Fall. All families **MUST** make an appointment and attend a conference at this time. If individual conferences are desired at any other time, please contact the school office to set up an appointment with the student's teacher. **The principal is also available for consultation by appointment, but *only* after the parent has discussed the matter with the teacher if the question concerns a classroom matter.**

1. **Arrival/Dismissal Procedures**

DRIVING

There is no entering, exiting or dropping off on the Church side of the schoolyard. This is for children's safety as parishioners are arriving for mass at that time.

MORNING PROCEDURES: At 7:45 a.m. the parking lot gate closest to Kindergarten (near the corner of Gault and Glade) will be open for students to enter school on foot or for cars to drive through and drop students off. **THERE IS NO LEFT-HAND TURN ALLOWED AT THIS GATE. ALL CARS MUST APPROACH FROM TOPANGA AND MAKE A RIGHT-HAND TURN INTO THE SCHOOL.** Please pull all

the way forward when you drive in and be patient if there is a line.
DO NOT ENTER FROM GLADE AS THIS IS ONLY THE EXIT! There is no parking on the schoolyard in the morning. Drive-through only.
Any student who arrives before 7:45 a.m. will not be allowed on the school grounds. Before 7:45, the students are your responsibility. PLEASE DO NOT LEAVE THEM UNATTENDED. Morning day care is available for a fee. **NO CHILD SHOULD BE DROPPED OFF ACROSS THE STREET TO CROSS ALONE.** All students who walk onto campus or whose parents walk them on must enter though the walk-in path provided at the Gault. DO NOT ENTER THROUGH THE OFFICE UNLESS THE PARENT HAS BUSINESS IN THE OFFICE.
AFTERNOON PROCEDURES: At 2:35 p.m. both the Gault (entrance) and Glade (exit) gates will be opened for afternoon pick up. Please drive forward as far as you can and pull forward into a parking space, facing the hall. Students in grades TK-8 are to be picked up from the classroom porches, or area in front of the hall. All parents and students walk along the "safe path" and approach the parked cars from behind. Please, do not walk between the parked cars.
Bicycles, Skateboard and Scooters

a. Students may NEVER ride bicycles, skateboards, or scooters on school grounds. Students who violate this rule will receive detention.
b. Students must never ride bikes, skateboards, or scooters on sidewalks bordering the school grounds.

1. **Security Procedures**

The school will have a practice Fire Drill and "Drop" drill (used in case of earthquake or other disaster) each month to familiarize the students with emergency procedures. In the event of an actual emergency during the school hours, the students will be kept under the school's supervision until called for by the parents or other responsible adult with a note from the parent. Ordinarily, a telephone committee will contact parents in case of emergency. If an emergency occurs outside school hours, please, listen to your local radio station for instructions on school closure. As a general rule, Our Lady of the Valley School will follow the same procedure as the public schools in the area. The names of TWO local people MUST be listed on the back in case of an emergency when the parents cannot be reached. If your address or telephone number changes during the year, please notify the school office immediately.

VISITORS ON CAMPUS

Our Lady of the Valley School maintains a closed campus during school hours. The only entrance available is the school office on the Gault Street side. All parents and other visitors should report to the school office upon arrival. Visitors may not enter through the side gate next to the parish parking lot. This is for the safety of all students during school hours. NO other person will be allowed to visit the school or converse with students during school hours. To prevent embarrassment for all concerned, students are requested to acquaint their friends with this regulation.

Badges are required to be worn by anyone on the school grounds while classes are in session. To obtain your badge, you are required to sign in at the school office. This applies to volunteers for classrooms, yard duty and hot lunch.

1. **Parent or Guardian Right of Visitation**

NON-CUSTODIAL PARENT

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to the school's visitor policy, unless the school has received a legal order prohibiting such a visit. The parent who has custody should present legal evidence regarding the extent of the other parent's visitation rights. If a parent without visitation rights attempts to visit a student at school, the principal will inform the custodial parent.

1. **Extended School Day Program**

Our Lady of the Valley School provides an extended Day Care program for students enrolled in our school. Our extended Day Care Coordinator is Mary Cortez. These programs are under the guidelines set by the Department of Catholic Schools and monitored by the principal. Tuition does not cover morning or after school care. A separate fee is paid monthly if you decide to enroll your child.

Morning Care: This is from 6:30-7:30 a.m. and takes place in the school library. Entry is through the parking lot library door located in the church driveway entrance. After School Care: This care is from Dismissal until 6:00 p.m. If the child is not picked up by 6:00 p.m. an additional fee will be imposed.

1. **Health, Illness, Accident Procedures**

If a student becomes ill at school, he/she should report to the teacher. Depending on the severity of the illness (fever, suspected contagious illness, vomiting, diarrhea, undiagnosed rash, uncontrolled coughing, etc.), the parent might be instructed to pick up their child. If your child should show any of the above symptoms, please keep him/ her at home. Unusual illnesses will be reported to the Department of Catholic Schools.

If a student suffers an accident or head injury of any kind at school, parents will be notified. If parents cannot be reached, another person listed on the emergency card will be contacted. If additional treatment is necessary, the school will call 911. An accident report will be filed, and serious accidents will be reported to the Department of Catholic Schools.

The staff cannot provide any child with prescription or over the counter medications without written instructions from the child's physician and parent. This would include Vaseline, cough drops, cough syrup, Tums, pain relievers Anti-acids, Neosporin, etc. The staff is allowed to clean a wound, apply a Band-Aid and ice if needed. Some children may need prescription medication to be given to them during the school day, in order to do so the parent and physician must complete the Request for Medication to be taken during schools' hours before any medication is administered. If your child needs Junior Tylenol, Pepto-Bismol, cough syrup, etc., a doctor's note must be accompanied with the medication.

ACADEMICS AND CO-CURRICULAR ACTIVITIES

Students are expected to work to the best of their ability. Each student is expected to come to school daily with an attitude conducive to learning and with the supplies necessary to complete assignments. Homework is to be completed neatly and turned in on time. Most students should be able to maintain passing marks in all subject areas. D's, F's or unsatisfactory marks are signs for concern and possible academic probation. In the case of a pupil with a severe learning difficulty, special testing may be necessary to determine which type of educational setting best fits the student's needs. It may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that a transfer to another school may be necessary. Retention may be necessary if a child is not making sufficient progress.

1. **Curriculum Offerings**

The basic curriculum prescribed for all elementary schools, beginning in kindergarten and continuing through eighth, includes the following areas: Religion, Language Arts, Science, Physical Education, Social Studies, Spelling, Art, Reading, Handwriting, and Music

The offering of additional instructional programs and services is dependent on the available resources and needs of each school.

1. **Religion Program & Expectations**

MASS

OLV school community attends Mass weekly, joining the parish community at the 8:15 a.m. Mass each Friday. On these days students are required to wear their full-dress uniforms.

RECONCILIATION

Students in grades 3-8 have the opportunity to receive the sacrament of reconciliation during Advent and Lent.

SACRAMENTAL PROGRAM

Parents whose children are preparing for the reception of First Reconciliation and First Eucharist are to attend scheduled meetings and instructions as required by the pastor so that they are better able to help their children prepare for these sacraments. **At least one parent from each family is obliged to attend these meetings**. These requirements are fulfilled during the child's second grade year.

1. **Graduation Requirements**

Students who satisfactorily complete the eighth-grade courses participate in a graduation ceremony. **All financial obligations must be clear for students to be eligible to participate in the graduation activities (class trips, etc.) to receive his/her final report card and diploma.**

1. **Academic Probation/Retention/Transfer**

ACADEMIC PROBATION

A student who receives two D's or one F in any academic subject on his/her report card will be placed on academic probation for one trimester. The principal will send a letter to the student's parents informing them of this status. Academic probation restricts the student's participation in school-sponsored activities.

RETENTION

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the pupil, (i.e. made by carefully weighing academic, emotional and social factors).

In the event that retention is under consideration, the following guidelines should be applied:

- The teacher is responsible for consistent evaluation. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for academic testing or outside remedial help, such as professional tutoring, remedial learning center or a summer session.
- Withholding of diploma: If a student merits two "F"s on the final report card, the diploma can be withheld until a passing grade is achieved in summer school.
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1. **Testing and Assessment** Assessment of student learning is a critical component of the educational program; it is ongoing and multifaceted. To help all students achieve high standards and become self-directed, responsible, and faith filled individuals, schools shall assess student learning with standardized and curriculum-based forms of assessment. STAR testing occurs four times throughout the school year. Results are shared with parents throughout the year. The Assessment of Catholic Religious Education (ACRE) is designed to assess the religious knowledge and outcomes of Catholic school religious programs. The assessments are administered annually to Grade Five and Grade Eight.
1. **Homework** Homework is assigned to reinforce material already taught and to foster habits of independent study. Parents are to check homework assignments daily. If a student habitually has no homework, or parents are in doubt as to whether the child understands his/her work, they should check with the teacher.

Parents are strongly encouraged to review their child's homework every evening to reinforce the concept of

homework as a valuable activity. Many students limit their understanding of homework to specific written assignments. Thus, many children tell their parents they have no homework, when in reality they may have been assigned to study for a test, read assigned pages, memorize poetry, etc.

1. **Grading**

The teacher of each course determines the grade each student receives for any course of study.
The following scale is used at Our Lady of the Valley School in accordance with the Department of Catholic Schools for grades 3-8:

A = 93-100%	B- = 85-86%	C- = 70-74%
B+ = 90-92%	C+ = 80-84%	D = 65-69%
B = 87-89%	C = 75-79%	F = 64% and below

The following scale is used at Our Lady of the Valley School in accordance with the Department of Catholic Schools for grades 1-2. This scale is also used for conduct/behavior grades:

O = Outstanding	S = Satisfactory	+ = Area of Strength
G = Good	NI = Needs Improvement	✓ = Area of Improvement

Honors/Awards

Students in grades 4 through 8 are eligible for the Honor Roll. The following criteria are required for inclusion in the Honor Roll:

● High Honors- GPA of 3.76 and above or all O's in Math, Religion, Science, Social Studies, and Language Arts ● Honors- GPA of 3.5-3.75 or O's and G's in Math, Religion, Science, Social Studies, and Language Arts

Students must have a behavior grade of "S" or better in Art, P.E. Music, Computer, Behavior,

and Work Habits. 1. **Field Trip and Excursion Policy**

Field trips shall be of educational or cultural value. Parent permission slips must be completed by a parent/guardian before a student can participate in a field trip.

1. **Summer School**

Students who do not perform at grade level throughout the year, and have been in conference with the teacher and principal, may not progress into the next grade without attending summer school. It is the teacher's discretion along with the advice from the principal to attend summer school. Proof of summer school attendance is needed to enter the next grade.

1. **Athletics/Student Government**

Students in grades 5-8 (on occasion 4th grade) are eligible to join school athletic teams (and grades 7-8 Student Government) providing the following requirements are met:

1. Students must maintain a 2.5 average with no grades of “F”.
2. Behavior and Work Habits grades must be satisfactory.
3. Parents must sign Permission/Medical release forms and pay a sports fee.
4. Failure to meet the above requirements may result in temporary probation or

permanent removal. **TUITION AND FEES**

1. **Tuition and General Fees**

Tuition may be paid in full or through automatic deduction each month. This is provided through the FACTS tuition service. There is an annual set up fee of $50.00.

Registration for the following year is due in April/May. There is NO REFUND given.

Fundraising assessment required is $650.00 per family. This is payable in cash or by participating in the fundraisers in the net equivalent amount. There is an 8th grade graduation fee of $225.00 and 7th grade special event fee of $100.00.

2. **Tuition Collection, Payment Plans, Automatic Deductions**

Tuition is automatically deducted through FACTS on the 5th or 20th of each month designated by the parent at the time of registration. **Tuition and daycare accounts must be current. If you are more than 30 days past due, your child may not participate in extracurricular activities. If accounts reach 60 days past due, your child may not return to school until payments have been made.**

If you are withdrawing your child from from Our Lady of the Valley School, you must contact the school office. Families are not eligible for a refund for tuition no more than 30 days after the payment has been made.

3. Tuition Assistance

The Catholic Education Foundation provides tuition assistance to students who attend archdiocesan elementary schools, and who qualify according to financial guidelines, established by the Catholic Education Foundation. Applications are available from the school office during February of each year.

4. Parent Service and Fundraising Requirements

Each family is expected to contribute a total of 40 hours of service per year. Various opportunities arise during the year, which are publicized in the family envelope or by the classroom teacher. All hours must be completed by the beginning of June. Hours not completed on time will be billed at $25.00 per uncompleted hour. 5 hours are required to go towards Yard Duty

Yard Duty

Each family is expected to participate in the yard duty obligation (5 days) during the student’s lunch period from 12-1pm .**When coming to do yard duty, parents must sign in at the office in the yard duty binder. If you do not sign in, credit will not be given.** If parents are not helping with yard duty, they will be billed $25 per lunch period not served. **The family service programs are NOT OPTIONAL; it is as much an obligation as tuition. Service hours and yard duty are to be completed by the child’s family. At no time, can another family complete your service hours. Anyone doing service hours or yard duty, must be over 18.**

DISCIPLINE

1. **Rules and Regulations**

The discipline policy of Our Lady of the Valley School is based on the following two principles:

■ Any behavior which interferes with a teacher teaching, or a student learning is unacceptable.
■ Everyone at Our Lady of the Valley School must show respect for all people, property, rules, and ideas.

All students are expected to:

- Follow all classroom rules established by teachers
- Refrain from chewing gum
- Show acceptable, non-violent behavior in play and language
- Be on time for school and prepared for class
- Follow all uniform guidelines

DETENTION

Detention will be held every Tuesday after school from 3:00p.m to 4:00pm. Any student who receives a detention within the previous week is expected to attend. Detention should be considered very seriously at home. Forms must be signed by a parent and returned the following day. **Three detentions within a trimester will cause an automatic suspension** requiring a parent student conference with an administrator prior to returning to school. Six detentions will require a behavior contract for the remainder of the year. This may result in not being asked back for the next school year.

Should serious discipline problems arise, the policy on discipline dealing with such problems in the Archdiocesan Handbook for Schools will be followed. The Archdiocesan policy for suspension/expulsion is as follows:

It is the responsibility of the school to:

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

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing. ● If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher. ● As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

ACTIONS/ATTITUDES OF PARENTS OR GUARDIANS

Every parent, guardian or other person who upbraids, insults or abuses any teacher or administrator of the school, in the presence or hearing of a pupil, is guilty of a misdemeanor (Education Code 44811).

If the teacher is insulted or abused by any person in the presence of other school personnel on school premises, on public ways adjacent to the school, or at another place where the teacher is assigned, that person is also guilty of a misdemeanor (Education Code 44812).
Under normal circumstances a student is not to be deprived of a Catholic Education on grounds relating to the actions/attitudes of parents. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude or abusive behavior of parents might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

BOOKS AND SCHOOL PROPERTY

Each student is responsible for replacing any lost books or payment for damage he/she may cause to schoolbooks and property.

PERSONAL PROPERTY

All uniforms, backpacks, and lunch boxes need to be clearly marked with the student's name. The following personal items are not allowed at school: Toys Cigarettes Gum Trading Cards Tobacco Drugs Alcohol Weapons (toy or other) **Electronic devices**

CELL PHONES

Students are not permitted to carry or use cell phones during school hours. Students will be asked to turn off cell phone and turn the cell phones into their teacher and will be given it back to students at the end of the day. After school hours, phones may be used for emergency use only with the permission (and in the presence) of an OLV staff member. Cell phones improperly used during the school day will be confiscated and returned to parents only. Neither children nor teachers will be called to the telephone during school hours. Students are not to use the school telephone except in cases where a real emergency exists.

LUNCHES

The school has a pre-ordered, pre-paid daily lunch program. Additional information will be sent home through the family envelope. If not taking part in the school hot lunch program, students should arrive at school with lunch. Children should be responsible for bringing lunch daily. Parents are not allowed to drop off lunches or snacks in the school office. Please send a nutritious snack to school each day. Do not send drinks in a glass bottle. Regarding special celebrations, NO FOOD can be sent to a classroom unless: The teacher and office are notified in advance. An adult must come to serve and clean up. Teachers will not be responsible for set up.