



*St. Jane Frances de Chantal Catholic School*  
*Parent/Student Handbook*  
*2016-2017*

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### **PRINCIPAL’S RIGHT TO AMEND THE HANDBOOK**

The St. Jane Frances de Chantal School Student/Parent Handbook contains information regarding school policies and procedures. The Principal is the final recourse and reserves the right to amend, with notice, any or all of the provisions contained in this handbook as necessary to provide for the safety and welfare of students, parents or employees, and/or to promote proper order in the operation of the school under the guidelines set forth in the Administrative Handbook of the Department of Catholic Schools, Roman Catholic Archdiocese of Los Angeles, which is the source of the material herein.

In addition, the Principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at her/his discretion.

Parents will be notified through the school website of any changes in policy that occur during the school year. All parents/guardians and students must complete and return **Section H Parent/Student Policies Agreement Form** found on p. 58.

## **Message from the Principal**

**July 29, 2016**

Dear Students, Parents, and Guardians,

Welcome to the 2016-2017 school year at St. Jane Frances de Chantal School. It is a blessing to be part of this wonderful community. I am very excited for what this school year has in store for us.

Our handbook contains important information for students, parents, and guardians regarding the policies that govern our school. Please note the handbook and calendar will be available online only. Keep it handy so you are aware of events. Please take the time to read the handbook thoroughly with your student(s) to ensure that everyone is aware of school policy. Please pay special attention to the tuition section. A signature page will be sent home. It is imperative that every family returns the signatory page stating they have reviewed the online handbook. You and your student's signature signify that you have read and understand your responsibility to uphold and follow the policies in the handbook. We reserve the right to change the handbook at any time so please refer to it often.

As we begin the new school year we ask for God's blessings on all the members of the St. Jane Frances de Chantal School and Parish Family. We pray that God will continue to bless us and will guide us through the challenges and triumphs in the weeks and months ahead. St. Jane Frances de Chantal School is conscious that we are called to the high vocation of educating our young people to take their place as good Catholic/Christian citizens in the world. We as a school take this vocation seriously and we remember it as we fulfill our duty of educating the young people you have entrusted to our care. Thank you for choosing our school!!!!

May the Lord continue to bless our community.

God bless,

Gabrielle Benson, M.A.  
St. Jane Frances de Chantal School Principal

**Section A:**  
**General Information**

**1. St. Jane Frances de Chantal School Mission Statement**

The community of St. Jane Frances de Chantal School is committed to the task of educating the whole child-body and mind, soul and spirit. We focus on the development of Christian values, with respect to the freedom and dignity of the students as persons. We recognize the responsibility of parents as primary educators and realize that family, school, parish and the total community affect the child's formation. Our Schoolwide learning Expectations and Character Building Pillars emphasize that we strive to provide a Catholic Education that will be an Advantage for Life.

**School Philosophy**

In fulfillment of the Church's mission of Catholic education and in response to parental needs, St. Jane Frances de Chantal School exists to bring Jesus and the Gospel message into the formal educational experience of its students. It is understood that parents/guardians who enroll their child(ren) at St. Jane Frances de Chantal School are understanding and supportive of its Catholic identity, as it is further explained in the following paragraphs.

As a Catholic school of the Archdiocese of Los Angeles, St. Jane Frances de Chantal School recognizes that it shares in the Church's mission of evangelization of youth in today's pluralistic society and therefore strongly subscribes to the threefold purpose of Catholic schools articulated by the National Conference of Catholic Bishops (To Teach As Jesus Did, #14, #101):

- To proclaim the Gospel message, which offers a new vision of God, the world and humanity;
- To build a school community which responds to the dignity and worth of each member;

- To reach out in service to those in need through prayer and direct participation in the cause of social justice.

In accordance with these goals and in order to assist parents in fulfilling their primary responsibility for the education of their children, the school, by offering a traditional Catholic education of the whole person, addresses the spiritual, moral, intellectual, social, emotional and physical needs of every student.

Furthermore, St. Jane Frances de Chantal School seeks to produce Catholic Christian young adult leaders who use their Catholic education and intellectual gifts to foster peace and justice in the world.

To take even small steps toward the implementation of this philosophy requires discipline on the part of all and sincere cooperation with the grace of God.

## 2. **Code of Christian Conduct Covering Students and Parents Or Guardians**

The students' interest in receiving a quality, morally based education can best be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee

concerted activity, including but not limited to, picketing and the distribution of handbills.

- Any parent or guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.

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

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

### 3.

#### **School Organization**

Pastor: Father Antonio Carlucci, RCJ

Associate Pastor: Father Shinto Sebastian; RCJ

Principal: Mrs. Gabrielle Benson, M.A. Ed.

Pre School Director: Mrs. Kathleen Richardson

Pre School Teacher: Mrs. Grisel Redden

Pre School Aide:

Pre K Aide: Mrs. Teresa Ventura

Kindergarten Teacher: Mrs. Lorena Guzman

Kindergarten Aide: Mrs. Cynthia Goff

First Grade Teacher: Mrs. Vivienne Adams

Computers: Mrs. Virginia Roumbos

Music Teacher: Mr. John Lambertson

P.E. Teacher: Mrs. Joanne Faus

Lunch Program/Teacher's Aide: Ms. Anna Davis

Maintenance: Mrs. Juana Sandoval

Classroom Aide: Sona Gorlekian

Office Staff: Mr. Jeffrey Quintero and Ms. Samantha Crisanto

Second Grade Teacher: Ms. Bridgette Vargas

Third Grade Teacher: Ms. Sara Dominguez

Fourth Grade Teacher: Ms. Brittnie Nerkins

Fifth Grade Teacher: Mrs. Lucila Sangalang

Sixth Grade Teacher: Mr. Kayne Gorney

Seventh Grade Teacher: Ms. Rita Ozsvath

Eighth Grade Teacher: Mrs. Luisa Valero

Art Teacher: Mrs. Sheila Boyd

Extended Care: Ms. Diana Thiraterngkiat

Extended Care: Mr. Travis Ruiz

Maintenance Supervisor: Mr. Jose Gomez

Office Staff: Ms. Carol Rygiel

### 4.

#### **Relationship of School to the Parish**

St. Jane Frances de Chantal School is a ministry of St. Jane Frances de Chantal Parish. In keeping with Catholic Church tradition our ministry is to educate children and to teach as Jesus would in partnership with the Parish community.

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

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

### **Parent Organization**

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

### **Consultative School Council**

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

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

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Council.

## **6. Schoolwide Learning Expectations**

### **1. Solving Problems:**

Students will learn to solve problems both inside and outside the classroom. This will include learning how to communicate with classmates and others to resolve conflicts honestly and respectfully. Students will also learn how to adapt to change.

### **2. Think Creatively and Independently:**

Students will think creatively and independently to complete classroom assignments, projects, and participate in discussions.



**3. Justify the Means to Success:**

Students will be encouraged to achieve academic and spiritual growth. Through innovative methods, students will be capable of achieving to the best of their ability. Our mission will reflect a strong Catholic identity, which encompasses the whole child.

**4. Follow Our Faith Beliefs**

Students will be provided with opportunities to experience the Gospel of Jesus Christ and to bring Catholic beliefs and values into their lives.

**5. Respect Self and Others**

Students will be motivated to respect themselves by making wise choices in regards to their own safety and well-being. Students will be encouraged to respect others and accept the diversity of others by being considerate and compassionate.

**6. Achieve and Believe**

Through the implementation of various teaching strategies, students will be motivated to gain self-confidence.

**7. Nurture Their Beliefs**

To strengthen the basic Faith beliefs, students will attend and participate in weekly Masses, Family Masses, classroom prayers, Liturgical services, and Para liturgies. Students will be motivated to benefit from their Catholic education.

**8. Caring and Sharing**

The students are encouraged to care for their well-being through emphasis on Christian values and morals. Students are taught to use their special gifts and talents to serve others.

**9. Eagerness To Learn**

Students will be encouraged to work to their full potential. The eagerness to learn will be enhanced by tutoring and guidance.

**10. Strive For Uniqueness**

Students will be motivated to be and do his/her very best and to be prepared to recognize his/her individuality.

**Expected Learning Results**

Rooted in the proud tradition of Catholic education, St. Jane Frances de Chantal School seeks to provide a diverse and comprehensive curriculum to prepare our students for future educational opportunities, for a

responsible position in society and for a lifetime appreciation of learning. To this effect, the graduate of St. Jane Frances de Chantal School will be:

- I. Enriched by Faith, through:**
  - A. Instruction in Catholic doctrine and practice.
  - B. Liturgical and other acts of worship.
  - C. Experiences that nourish personal and community faith development.
  
- II. Prepared Intellectually, following a program of studies that promotes:**
  - A. Critical thinking skills.
  - B. Problem solving skills.
  - C. Written, verbal and non-verbal communication.
  - D. Core academic knowledge.
  - E. The functional use of technology.
  
- III. Committed to Promoting Justice and Peace, by advocating:**
  - A. Key principles of human dignity.
  - B. Respect for diversity.
  - C. Social justice grounded in Church teachings.
  
- IV. Characterized by Moral Courage and Conscientious Leadership, by manifesting:**
  - A. Respect for self and others.
  - B. Responsible citizenship.
  - C. Personal and civic integrity.
  
- V. Distinguished by Concern for Others as demonstrated by:**
  - A. Christian Service.
  - B. Preferential Options for the Poor.

## **7. The History of St. Jane Frances de Chantal School** **A tradition of Excellence**

On September 17, 1951, St. Jane Frances de Chantal School was established and was named after a 16<sup>th</sup> century saint, St. Jane Frances de Chantal. Our parish school is known for its high academic standards and excellence, and continues to educate and care for the spiritual growth of students in the rich tradition of the Catholic faith.

## **8. "Zero Tolerance Policy"**

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

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

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

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

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan’s Law and our “Zero Tolerance Policy”.

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

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.

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

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving

either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

**Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at

parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.

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

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

*Revised August 20, 2007*

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

**Code of Conduct for Student Workers/Volunteers**

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth

- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

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

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

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

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

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

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

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

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

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

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

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

#### **School Level**

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

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

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

## **Section B**

### **Admissions and Attendance**

#### **1. Guidelines for Admissions to Elementary Schools**

- Preferences shall be given to active members of the parish
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial



considerations; however, it may have insufficient resources to meet the educational and financial needs of all students

- The pastor and principal will review a students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

## **2. 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 operating as single sex schools.

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

### **Inclusion Procedures**

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

### **School as a Community**

Whenever people associate with other people in a public setting, such as a school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. They are expected to eliminate from their behavior those elements that display hostility or reveal a lack of concern for promoting what is desirable in human life. Members of a Catholic school community are challenged to express in their behavior a genuine love and concern for each other that flows from their faith in Jesus. Each member's own personal behavior should reflect a willingness to grow and mature as a contributing member of the community.

### **School as a Facility**

Since a school is also a facility that young people use to pursue their education, each member of the school community is responsible for the use and care of the school plant. The situation demands that everyone respect the buildings and the property so that the school will be attractive in appearance and useful for the good of all who attend.

### **School as an Institution**

The administration of the school is charged with the responsibility of assuring conduct in accord with its stated policies and those of the Archdiocese. By the act of registering to attend St. Jane Frances de Chantal, students and their parents indicate their agreement to abide by and support the policies and rules of the school.

### **3. Absence, Tardiness, and Truancy**

Students attending St. Jane Frances de Chantal are subject to the State Laws on Compulsory Full Time Education. The school is obliged to enforce these laws. Parents are likewise obliged by California State Laws to ensure that their student is in attendance at school when it is in session.

**THE SCHOOL DAY BEGINS AT 7:45 A.M., MONDAY THROUGH FRIDAY**

### **Absence**

- Absence is defined as non-attendance at classes when school is in session. Parents do not have the right to excuse their student from attending, except for a legitimate reason.
- The following reasons constitute a legitimate or excused absence from school:
  1. Valid Illness- a parent may be asked to provide medical verification. Such verification is required for an absence of more than three (3) consecutive days.
  2. Attendance at funeral services for family members.
  3. Quarantine directed by a County or City Health Official.
  4. An emergency or special set of circumstances judged as sufficient cause by school authorities. The principal should be notified of the circumstances immediately.
- Unexcused Absence: All other absences taken with permission of the parents, but not that of the school.

- This includes family vacations, trips, etc. Such an absence counts towards excessive absences.
- Excessive Absence: A student who misses more than eight class sessions in a trimester is considered to be excessively absent. Parents and students will be notified in writing after the student reaches the eighth absence.
- Special Circumstances: The School Office is to be notified in regards to serious illness or accidents so that appropriate arrangements can be made.

### **Absence Procedures**

- Parents must notify the School Office by 10am if a student will be absent.
- When the student returns to school after an absence, he/she must turn in a written note signed by the parent or guardian explaining the reason for absence to the School Office.
- Students will be readmitted upon the School Office Administration's notification to the teacher.
- Students who must leave school during the school day must provide the School Office and the respective teacher with sufficient notice.

### **Tardiness Policies**

Tardiness is defined as arriving in any class after the bell for the start of class has rung.

### **Classroom**

Tardiness to any class is a school infraction. It may be excused only when it is the result of an appointment with a school official and the teacher receives verification from that person.

### **Illness During the School Day**

- Students who become ill during the day outside of class must report to the School Office immediately.
- During class time, students must obtain written teacher permission to report to the School Office.
- A student may never independently call the parents and tell them to come and pick him/her up during the school day.

### **Truancy**

Absence from school without the school's or the parents' knowledge and/or consent

### **Student Accident Insurance**

The Myers & Stevens Insurance Program is provided for all students enrolled at St. Jane Frances de Chantal School. This program is secondary to the family's insurance and assists only with medical expenses incurred because of accidental bodily injury sustained by a student while attending St. Jane Frances, while traveling to or from school, or while participating in a solely school sponsored and supervised activity.

## **Health Office**

St. Jane Frances de Chantal School provides a Health Office located next to the School Office. A student who becomes ill during the school day must go to the School Office and a member of the staff will contact parents/guardians. The school does not provide treatment of any kind. At no time should the student contact their parent/guardian for pickup during the school day

In the event of any accident on campus or during a school-sponsored event, a written report, including date, time and description, will be made and filed with the School Office. The parent/guardian will be contacted.

## **Student Medication Policy**

State law does not permit students to carry ANY medication with them on school campus without first notifying the school. Students bringing ANY TYPE of medication to school must obtain a Request for Medication form from the School Office. This form must be signed and submitted to the School Office by the parent indicating the frequency that the medication should be taken. ALL medication will be stored in the School Office. Students are not allowed to carry ANY medication.

## **Non-Prescription Medication**

Students bringing any type of non-prescription medication, including any pain relievers or cold medicine to campus, must obtain a Request for Medication form from the School Office. This form must be signed and submitted to the School Office by the parent indicating the frequency that the medication should be taken. Once the form has been submitted, the student will be allowed to visit the School Office to take his/her medication at the indicated time.

## **Prescription Medication**

All prescription medication must be provided in the original package and kept in the School Office, where a school employee designated by the principal will allow the student to take the medication (requires Request for Medication form). Students must be ultimately responsible for knowing when and how much medication to take (with the exception of students in the Pre-School/Pre-Kindergarten/Kindergarten programs).

## **Asthma Inhalers**

Asthma inhalers are to be kept in the School Office, along with the Request for Medication form. Students will be allowed to visit the School Office to use their inhaler when needed. Parents/guardians are responsible for refilling/replacing their child's inhaler. Also, asthma inhalers must be picked up by the end of the school year so as to avoid their disposal by the school staff.

## **4. Communications Procedures**

In the event of problems regarding a particular class, it is to be addressed in the following manner:

1. Contact the teacher first. A parent may call the School Office at 818.766.1714  
Operating Hours: Monday – Thursday 7A.M. – 5P.M. & Friday 7A.M. – 4:30P.M. Alternatively, a parent may e-mail the teacher (please refer to the teacher’s webpage).
2. If the teacher is unavailable at the time a parent calls, the School Office will take a message to ensure that the teacher returns the phone call as soon as possible.
3. If the problem persists, the Principal should be contacted.

### **Website**

Information may be found at the school website, [www.st.janefrancischool.org](http://www.st.janefrancischool.org). All teachers have a webpage for their respective class, on which homework assignments, the Parent Newsletter, and the teacher’s contact information may be accessed. Parents should visit the website regularly for most current events, notifications, and school forms available for print.

## **5. Arrival/Dismissal Procedures**

### **Arrival Procedures**

All students must be dropped off and picked up in the designated areas ON CAMPUS.

- When dropping off or picking up students in the Victory parking lot, parents/guardians are expected to follow the signs and the directions of the traffic staff.
- Pre-School and Pre-Kindergarten students must be dropped off in their classroom because parents are required to sign in/out their children.

The school recommends that parents arrive at least 15 minutes before the start of school to help minimize delays and avoid tardies for the student.

Students may be dropped off as early as 7a.m. (Monday – Friday) and must be picked up by 3p.m. (Monday – Thursday) (by 1:00p.m. on Fridays), unless they are under the direct supervision of a teacher or a coach. If a student is not picked up by the given dismissal time frame, they will be sent to the care of the After School Care Program. Students who arrive before 7:30am will be supervised in the Morning Care Program. Please be aware that there is a fee for these programs.

## **6. Security Procedures**

### **Closed Campus Policy**

To preserve the academic environment and security, St. Jane Frances de Chantal School is a closed campus. Only St. Jane Frances students are permitted on the school grounds before, during or after school hours. No person may enter the campus unless authorized by school authorities. Visitors must present themselves at the School Office during the school day and obtain a Visitor’s Pass.

### **Designated Areas**

**The following rules are to be observed in the designated areas:**

- **Classrooms**

Students are to be in classrooms and seated at their desks when the bell rings. No food, drinks or gum chewing are allowed in classrooms or corridors. Classroom furniture is to be kept in good condition. Students are not to be in any classrooms without proper supervision.

- **Hallways/Stairways**

Unnecessary noise, rough housing, running and/or loitering are strictly prohibited.

- **Lunch Area**

Students must remain in their designated lunch areas until they are dismissed to lunch recess. All food and drinks are to remain in the lunch area.

- **Assemblies**

Assemblies are part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day. Should parent/guardian/family attendance be appropriate to the assembly, the teacher will provide notification.

- **Gymnasium**

No student is to be in the gym during or after school hours, unless under the supervision of a designated faculty member. This applies especially during lunch periods.

### **Release of Students**

Students may not leave the campus for any reason at any time during the school day unless they have parent and school permission. All legal regulations and insurance requirements must be met. Students may not have off-campus lunch privileges.

### **Visitors**

Students are not allowed to bring visitors, e.g. non-St. Jane Frances de Chantal School students, on campus during the school day, unless written permission has been obtained from the principal. The appropriate paperwork showing parent's consent must be submitted. Permission will rarely be granted and only for reasons deemed worthy by the Administration.

### **Textbooks**

The cost for rental of textbooks for the current school year is included in the New Student Registration and in the Current Student Re-Registration rates. Students are expected to maintain the condition of textbooks/workbooks they are lent; therefore, they are expected to cover all textbooks/workbooks. In the case that a textbook/workbook is severely damaged or lost, the student will be held financially responsible for its replacement prior to the end of the current school year.

### **Lost or Stolen Property**

The school is not responsible for lost or stolen property.

### **Recommended Transfer Resulting From Parental Attitude**

Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents; however, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of a parent/guardian, as described above, might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

In such a case, it is imperative that the opinion of the principal regarding the practical impossibility be sustained from a pastoral point of view. The regulations governing recommended transfer would then be applicable.

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

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

### **8. Work Permits**

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

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

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

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

### **9. Privacy and Access to Records**

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

### **Pupil Records**

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

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

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

### **Directory Information**

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

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

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

### **Verbal/Written Confidences**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal, faculty, staff, 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.

## **10. Transfer of Records**

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

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

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

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

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

### **Withholding of Records**

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

## **11. 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.

### **Section C** **Academics**

## **1. Curriculum Offerings**

St. Jane France de Chantal school offers academic instruction in the following areas:

Religion	Science
Math	Reading
Literature	Writing
Vocabulary	Spelling
Handwriting	Social Studies
Art	Music
Physical Education	Computers

## **2. Religion Program and Expectations**

### **Policy Regarding the Celebration and Reception of the Sacrament of the Eucharist**

As a Catholic school community, St. Jane Frances de Chantal School regularly celebrates the Catholic Mass of the Holy Eucharist. The Catechism of the Catholic Church reminds us:

1323 “At the Last Supper, on the night he was betrayed, our Savior instituted the Eucharistic sacrifice of his Body and Blood. This he did in order to perpetuate the sacrifice of the cross throughout the ages until he should come again, and so to entrust to his beloved Spouse, the Church, a memorial of his death and resurrection: a sacrament of love, a sign of unity, a bond of charity, a Paschal banquet ‘in which Christ is consumed, the mind is filled with grace, and a pledge of future glory is given to us.’”

1324 The Eucharist is “the source and summit of the Christian life.” “The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch.”

With these teachings in mind, the Eucharist is the source and summit of our community life at St. Jane Frances de Chantal School. Our Eucharistic celebrations are moments in which we participate in the life of the larger world Church and in the life of Christ. We lift our prayers with and for each other. We acknowledge our need for, and our reception of, our Savior. We receive the nourishment that the Lord offers as we become that, which we receive, bread for the world in the Body of Christ. At the mass we express our thanksgiving, the very meaning of the word *Eucharist*.

The St. Jane Frances de Chantal School community rightfully expects that all members of the community are present and participatory at our Eucharistic celebrations, including those of us who are well-churched and those

who are not, and those of us who are Catholic and those who are of other faiths. The basic expectation is that all are respectful and prayerful throughout the celebrations, following the norms of the Church.

Regarding the reception of the Sacrament, the body and blood of the Eucharist is only to be received by baptized Catholics, who have received their First Communion at their parish, who are in the state of grace with God, and who have observed the required fast.

For the non-Catholic members of our community, the U.S. bishops' guidelines for receiving Communion state: "We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Communion, we ask them to offer their prayers for the peace and the unity of the human family. (Further) Because they have not received baptism, the gateway to the other sacraments, non-Christians cannot receive Communion."

### **Sacramental Preparation**

Students enrolled at St. Jane Frances de Chantal School, in grades 2<sup>nd</sup> – 8<sup>th</sup>, who are baptized, may participate in the sacramental preparation for First Reconciliation and First Holy Communion. Details will be provided at the proper time. Those in grade 2 are instructed in the classroom. All other grades are instructed through the Parish program.

### **3. Graduation**

Graduation is an 8<sup>th</sup> grade class activity and consists of two parts:

- A Baccalaureate Mass during which thanks and praise are given to God.
- Commencement Ceremony during which each student is recognized.

***\*Diplomas are granted upon the absolute settlement of all school financial responsibilities.***

Graduation is a privilege and not a right and is reserved for those students who have met all academic, financial and disciplinary criteria and obligations established by the school. Parents and friends are most welcome to attend graduation activities, but are to be mindful of the appropriate dignity of the occasion.

### **4. Academic/Retention/Transfer**

The Principal may place a student on Academic Probation if their performance places them in danger of academic dismissal. Parents are notified and must meet with the student's teacher to plan a strategy for success.

### **Academic Integrity Policy**

All students are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. Moreover, students have a duty to be truthful and just and to demonstrate integrity in their academic life by presenting only their work or assignment for assessment. Copying assignments, cheating on exams, tests or quizzes, plagiarism, dishonesty and falsification of records are examples of violations of academic integrity.

Therefore, students must not:

- Copy any work from another student or assist another student with copying;
- Cheat on an exam or quiz;
- Aid other students during an exam without expressed permission from the teacher;
- Use any unauthorized aid on exams or assignments;
- Use, purchase or plagiarize the work of any other person with or without the expressed permission of the owner of the work.
- *Violations of this policy make a student liable to disciplinary action.*

## **5. Homework**

On the average, students should anticipate a total of two (2) to three (3) hours of homework to be assigned each day. Due to the emphasis given to the preparation for the high school curriculum, the Middle School students can expect an additional hour of home study.

However, students must accept that frequently they will have assignments that may take more than these suggested times. It is understood that even when no written or reading assignments are given, the student should spend a reasonable amount of time re-reading class notes and preparing for the next day's lesson. If a student is absent from school, homework assignments must be made up. This is the sole responsibility of the student. Parents may call the School Office, contact the teacher, or go on the school website to request any missed homework.

In the case of hospitalization or prolonged serious illness (five (5) school days or more), a parent must call the School Office to have homework provided for the student. A 24-hour notice must be given to the teacher to allow for an assignment to be provided. Direct contact with the teacher via e-mail is highly encouraged.

**All teachers post homework assignments online at [www.stjanefrancersschool.org](http://www.stjanefrancersschool.org). Parents should access this service to be familiar with class assignments.**

## **6.**

### **Grading and Grade Point Average (GPA)**

The following percentage scale is used to determine the semester grade for a course:

A= 93-100%	C= 74-76%
B+= 90-92%	C-= 70-73%
B= 87-89%	D= 65-69%
B-= 80-86%	F= 64% and below

C+= 77-79%

Generally, a student's grade point average (GPA) is computed at the end of a quarter, using the following scale:

A = 4 POINTS

B = 3 POINTS

C = 2 POINTS

D = 1 POINTS

F = 0 POINTS

At the teacher's discretion, students who are in danger of failing may be required, at any time, to attend tutoring sessions. (*See Section C 38. Tutoring*)

### **Report Cards**

In 2010, St. Jane Frances School began posting grades online. Trimester report cards are sent home after the end of each Trimester and will also be available online.

- The grade each student receives for any course of study is determined by the teacher of the course and is final. By law, only the teacher of the course may change a grade.

It is the responsibility of the parent and student to be aware of current grades by using the GradeLink portal assigned to each parent. Progress reports are not automatically sent home because parents have access to grades digitally at all times. The school encourages parents to regularly check grades online with their student(s).

## **7. Academic Honors and Recognition**

### **St. Jane Frances Honor Roll Qualifications Grades 5-8**

Membership is automatic when the following requirements are met:

1. Bronze: 3.3-3.4; Silver: 3.5-3.7; Gold: 3.8 or Higher
2. No Ds or Fs are acceptable.
3. Good conduct, good citizenship, and good character.

## **8. Field Trips and Excursions**

The curriculum may incorporate excursions and fieldtrips. They must be educational in nature and related to the curriculum and content of the course of study. The Principal is responsible for granting approval.

Parents are required to complete a Parent Permission form well in advance of the event. The Principal must approve students attending a fieldtrip

There must be adequate supervision and school rules of conduct will be maintained. Proposed trips outside of a 100-mile radius of the school must take into consideration the ability of parents to incur associated costs, the financial impact on other school fundraising activities and the class work that will be missed.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and fieldtrips. Student emergency information must be immediately available to the supervisor and at least one adult chaperone shall be in possession of a cell phone.

## **9. Electronic Communications Policy**

### **1. Systems, Devices and Materials**

- a. **Electronic communication systems** include, but are not limited to, electronic mail, voicemail, facsimile machines, stand-alone or networked computers, intranets, the Internet/ World Wide Web and any other communication systems that may be created in the future.
- b. **Electronic communication devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- c. **Electronic communication 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.

### **2. Electronic Communication Systems, Devices, Materials, and Users Covered**

- a. All electronic communications systems, devices and materials whether in a parish, school, or Archdiocesan department or office;
- b. All electronic communication devices and materials taken from parish, school or archdiocesan Office for use at home or on the road;
- c. All personal devices and materials brought home and used on parish, school or archdiocesan premises during regular business hours;
- d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- e. All users of electronic communication systems, devices and materials, including but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

### **3. Ownership and Control of Communications**

- a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices

and materials are to be used primarily to conduct official parish, school or archdiocesan business, and not personal business.

- b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- c. Parish, school, and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”
- e. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

#### **4. Guidelines for E-mail correspondence and other electronic communications**

- a. All users of parish, school or archdiocesan communication systems and devices should use care in creating e-mail, text, instant or voicemail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. E-mail 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,” and the like on intranets or the Internet or the World Wide Web **must be approved** by the principal or other person in charge before they are sent out.
- e. Use of personal electronic communication devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

#### **5. Prohibited Practices**

Users of school electronic communication systems, devices or materials and users of personal devices and materials on school premises, during normal business hours or under circumstances when the school may become implicated in the use, may not:

- a. Violate any federal, state or local laws, regulations, rules of conduct, and codes of ethics, safe environmental or educational rules.
- b. Post or distribute personal contact information about the user or others without the permission or review by a responsible adult, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; e-mail addresses and web addresses (URLs) of social networking sites or blogs.
- c. Post or distribute communications or pictures, which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age political beliefs, mental or physical disability, or veteran status.
- d. Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- e. Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in Internet gambling.
- f. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the original message.
- g. Record any telephone or other conversation without the expressed permission of the other participants to the conversation, except where allowed by the law.
- h. Use electronic communication devices for designing, developing, distributing or storing any works of programming or software, unless explicitly required by the duties of the job or assignment.
- i. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- j. Damage, alter, disrupt or gain unauthorized access to computers or other systems (e.g. use others' passwords, trespass on others' folders, work or files.)
- k. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information or otherwise jeopardize the security of the electronic communication systems (e.g. by unauthorized use or disclosure of passwords.)
- l. Transmit confidential, proprietary or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- m. Introduce a virus, attempt to breach system security or tamper with a system.
- n. Alter, without authorization, a start-up screen or the desktop, or install applications that will subvert these functions.



- o. Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- p. Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

## **6. Consequences of violations of electronic communications policy**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials and disciplinary action up to and including terminations of employment, removal from school activities or other appropriate disciplinary action.

### **Internet Usage Policy**

It is unacceptable to use the St. Jane Frances de Chantal School name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberately establishing, maintaining, participating in or posting on unauthorized Internet web sites or anywhere else, may result in serious disciplinary action from forfeiture of usage privileges up to and including expulsion.

Unacceptable uses of school or home computers include, but are not limited to:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or threatening others;
- Violating copyright laws;
- Using another person’s log-on and/or password;
- Trespassing in other’s folder, work or files;
- Revealing another’s personal phone number, name or address.

### **Wireless Laptop/iPAD Portal Agreement**

This network is provided as a service to the students of St. Jane Frances de Chantal School to aid in their studies and to further their development as morally courageous agents of peace and justice. Students are reminded to use campus computer resources responsibly and to respect the terms of the Computer Network Use Agreement. All St. Jane Frances de Chantal School policies regarding responsible behavior and the use of technology will be upheld while connected to this network.

Students are reminded that data on this network is not encrypted and publicly viewable. All activity on the St. Jane Frances de Chantal Wireless Network is logged including uniquely identifiable computer information. Abuse of this system will result in the revocation of access privileges in addition to possible disciplinary action.

Neither St. Jane Frances de Chantal School nor any agent of St. Jane Frances de Chantal School assumes responsibility for student laptops or other wireless devices attached to this network. Any damages, physical or

virtual in nature, which may occur to wireless devices connected to the network, will not be the responsibility of St. Jane Frances de Chantal School or of its agents. St. Jane Frances de Chantal School promises to maintain the St. Jane Frances Wireless Network to the best of its ability, though no guarantees are made on consideration to availability of quality of service.

These terms are subject to change without notice.

**Parents and students are required to sign a Computer Network User Agreement.**

### **10. 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.

### **11. Counseling Policy**

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing

that is needed for assessment of a student's academic ability, and learning patterns.

## **12. Athletics**

### **Athletic Philosophy**

Participation in athletics at St. Jane Frances de Chantal School is considered a uniquely valuable experience for every young person, and all are encouraged to participate in one of the many competitive sports offered during their elementary/middle school experience.

Participating in athletics at St. Jane Frances de Chantal School is a privilege that is earned. Student Athletes are expected to appreciate the opportunities provided by school athletics. We believe that the development of skills and attitudes, which result from athletic participation, are of special importance in our society today. A balance must be achieved and maintained between the desire for personal success and the accomplishment of the team.

### **Physical Examination**

All athletes are required to have a physical examination before they can try out for a sport. Physicals completed during the previous school year are not valid the following school year. Parents are encouraged to have their child's physical administered during the summer prior to the beginning of the school year.

You may pick up the required Physical Examination Form from the School Office.

### **Code of Conduct**

A St. Jane Frances de Chantal School athlete in competition is expected to follow certain principles:

1. Never use profanity or illegal tactics.
2. Be gracious in defeat and modest in victory.
3. Always congratulate the opponent.
4. When speaking to an official, always speak in a tone of respect and only to clarify a rule.
5. Violations of good behavior will result in removal from the team for a specified period of time.
6. Any athlete who is involved in a fight for any reason may be suspended for one game. Should this happen a second time, the athlete may be suspended for one year to the day and not receive any post-season awards.
7. Any student found guilty of striking an official will be barred from athletic competition at St. Jane Frances de Chantal School during the remainder of his/her athletic eligibility. This would constitute grounds for expulsion from school.
8. Any player found using any form of chewing tobacco at practice or during a game will be automatically suspended for one game

### **Hazing**

St. Jane Frances de Chantal is committed to providing an environment that is free from any type of harassment. The school will treat any and all allegations of harassment seriously. Harassment, including verbal/physical or written intimidation, degrading of a person, ethnic slurs, name-calling, prejudicial behavior, employing actions to victimize and make life miserable for others, and team initiation tactics will never be tolerated. Such actions call for serious disciplinary follow up from the school.

St. Jane Frances de Chantal athletes will meet the grooming regulations required by the school. The responsible adult will determine if a student meets the standard. Failure to do so will result in the athlete's ineligibility to participate in games or practices until the requirements are met. Permission to wear a game-day shirt may be granted if approved by the Principal.

### **General Athletic Policies**

1. St. Jane Frances de Chantal School provides secondary insurance coverage for physical injury for all students automatically.
2. A student who receives a GPA of less than 2.0 is ineligible to participate in interscholastic athletics for the time specified in the school regulations. In order to participate in athletics all grades must be a C or higher.
3. A student who misses three or more homework assignments in one week may not participate in the following practice. If a test is failed, the student may not participate in the following game.
4. Students absent from school may not participate in a game or a practice in the day he/she is absent. Absence is defined as failure to report to school by 10:30 A.M., and attend all scheduled classes until 2:45 P.M. Students absent from school on Friday may not compete in a game the following day, unless they present written permission from their parents prior to the game. The same rule applies when the student is absent on the day before a school holiday and the game is played on the holiday.
5. If an athlete drops a sport, he/she forfeits all awards for that sport. No athlete who drops a sport after the first scheduled game will be allowed to participate in another sport during the season or portion of the same season, except with mutual consent of both Head Coaches involved. This also holds true if the student is removed from the team because of disciplinary actions.
6. The athlete is financially responsible for all equipment checked out to him/her. All equipment issued must be returned or paid before the athlete can receive his/her awards or begins another sport. Replacement costs will be based on the current market value. An athlete may not receive final grades until restitution is made.
7. Uniforms and related equipment will be used only during scheduled practice and games of that sport. They may not be worn at any other time, unless permission to do so is granted from the Principal

### **Care and Use of Uniforms and Equipment**

Please remember the following guidelines:

1. Athletes are responsible for equipment and uniforms issued to them. The athlete must pay for any lost items.
2. Team uniforms are not to be used or worn at home or away from school, unless on a team trip/event.
3. Before each contest, the athlete must wash his/her uniform.

## **Responsibilities of Students and Parents**

### **Quoted from the Catholic Athletic Association Gold Book**

#### **A. ATHLETES**

1. **Serve as a positive example by exercising self-control and good sportsmanship.** Players are encouraged to shake hands with players on the opposing team at the conclusion of a game.
2. Accept both victory and defeat with pride and compassion.
3. Accept, seriously, the responsibility and privilege of representing your school community.

#### **B. STUDENT SUPPORTERS AND SPECTATORS**

1. Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are to be approved by the appropriate adult at the school.
2. Promote pre-game interest and activity so that the athletic program is shared by all, not just by athletes.
3. Be a good host or guest in relationship to the other school. Treat them as you would wish to be treated. Be respectful during the entire game (this includes any rituals/activities performed throughout the game/contest).
4. **Stay away from the visiting school's rooting sections and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.**
5. Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction to another school's property will subject the student to severe disciplinary action.
6. Stay out of playing areas until athletic event is completed.

#### **D. PARENTS**

1. Insist that your sons/daughters adhere to the high standards of good sportsmanship on or off the playing field, as athletes or spectators.
2. Support the school athletic program through participation in booster clubs, security programs, and by attendance at athletic events.
3. **Set a good example by your behavior at athletic events, whether your daughter or son is a player or a spectator.**

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

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

Archdiocese/School/Parish:

Class/Activity:

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

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

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

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

*Please initial the applicable boxes*

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

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

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

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

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

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

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

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:	Date:
Print Name:	
Relationship to Child:	
Address:	
Telephone:	
Name of Child:	Age:



**Section D**  
**Tuition and Fees**

1.

\* To receive the 5% discount, the total tuition must be paid **in full directly to the school office by September 30, 2014**. Otherwise, tuition payments are to be made monthly to the school office. **There is an annual fee of \$25.00 for tuition management**, which is added to the first month's tuition payment. Payment is due either the 10<sup>th</sup> or the 20<sup>th</sup> of each month based on your tuition agreement, **a late fee of \$25.00 will be charged if not received within 5 days of the due date**

<b><u>Year</u></b>	<b><u>Tuition</u></b>	<b><u>Less 5%</u></b> (if paid by September 30 <sup>th</sup> )
Pre-School	\$5,333.00	\$5,066.35
Pre-Kindergarten	\$5,333.00	\$5,006.35

**Grades K – 8**

**Registered in Parish rate\***

One child	\$4,843.00	\$4,600.85
Two children	\$6,460.00	\$6,137.00
Three children	\$8,475.00	\$8,051.25

\*Per the Pastor, Registered in Parish Rate requires the family to be both registered at St. Jane Frances Parish and that they enroll in Parish Pay through SJF Parish. The Parish office must confirm the family as registered before this rate may be offered.

**Catholic, non-Parishioner rate**

One child	\$4,986.00	\$4,736.70
Two children	\$7,060.00	\$6,707.00
Three children	\$9,075.00	\$8,621.25

\*The Catholic rate is for Catholic families not registered for Parish Pay at St. Jane Frances Parish.

**Out of Parish rate**

One child	\$5,233.00	\$5,066.35
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Two children	\$7,660.00	\$7,277.00
Three children	\$9,775.00	\$9,286.25

\*\*\* All Families must sign a new Tuition agreement each year, as well as update emergency contact information.\*\*\*

**Annual Financial Obligations (Non-Negotiable)**

Family Obligation (Tax Deductible)	\$550.00 (per family)
Technology Fee (new student) (Grades K – 8)	\$35.00 (per student)
Technology Fee (current student) (Grades K – 8)	\$35.00 (per student)
Registration Fee (new family)	\$500.00 (per student)
New Student Application Fee	\$75.00 (per student)
Registration Fee (current family- by 4/14/14)	400.00 (per student)
Registration Fee (current family- by 5/11/14)	450.00 (per student)
Registration Fee (current family- after 5/11/14)	500.00 (per student)
Graduation Fee (8 <sup>th</sup> grade only)	\$225.00 (per student)
Emergency Fee	\$30.00 (per student)
New Student Assessment Fee	\$50.00 (per student)

**Service hours**

In order to keep tuition low we ask that parents do service hours during the school year and at our Carnival.

19 hours (non-carnival)

6 hours (carnival)

\*\*\* Families will be charged \$30.00 an hour for standard service hours and \$50.00 an hour for Carnival hours not served.\*\*\*\*

**2. Tuition Collection**

The School Office will be responsible for collecting tuition payments.

**Payment Plan Options:**

1. Direct payment to St. Jane Frances de Chantal School in the full amount for the 2016-2017 school year is due by September 14, 2016.
2. Ten monthly payments to the School Office due September 2016-June 2017

*\*Upon your request, payments are due on the 10<sup>th</sup> or 20<sup>th</sup> of every month.*

**Methods of Payment:**

Tuition payments can be made directly to the School Office in the following forms:

1. Cash
2. Check or Money Order
3. Any major Credit Card

**Return Check Policy:**

All returned checks must be redeemed through a money order, bank check, or cash within 5 school days of notification and a \$25 service charge for a returned check will be added to the amount due. If your bank is responsible for the check being returned, please present a letter from your banking institution in order to pay by personal check.

**The annual budget, the hiring of teachers, the purchase of supplies and materials, and the fiscal operations of the school are based upon student enrollment. If a student withdraws for any reason at any time, all tuition or fees paid to the school will be forfeited and not refunded.**

**Tuition must be paid on a monthly basis. Families choose to pay their tuition on the 10<sup>th</sup> or 20<sup>th</sup> of the month. Tuition payments that are five days late will be charged a \$25.00 late fee. Any family that falls behind one month or more in tuition is subjecting their student to dismissal from St. Jane Frances de Chantal School. Tuition must be paid in full at the end of each school year in order to register for the next school year. Families behind in tuition will be blocked from the online grade portal and will not receive a report card at the end of the trimester.**

3.

**Tuition Assistance**

Tuition assistance is based upon financial need. Any family requesting tuition assistance must meet with the principal. All financial agreements are confidential. Failure to keep such agreements confidential may result in forfeiture of financial aid agreement by the school.

***Frequently Asked Questions about Tuition***

**Will you ever sell or share my email address?**

Our school's privacy policy forbids us from sharing your email address with anyone other than your school.

**Why do you require an email address?**

Much of our communication to you will come through email. For instance, if we need to contact you about a payment we have not yet received, we may use email.

**Why do you need my phone number?**

The School Office will only contact you by phone if you have missed a payment or a transaction has been unsuccessful. Providing a phone number can help resolve matters fast.

**Why would I provide you with my credit card information?**

Many parents who are pressed for time prefer an error-proof system of automatic deductions vs. the traditional mail-in payments. Copies of credit cards must be kept on file and remain confidential.

**What credit cards/types of bank accounts do you accept payments from?**

We accept MasterCard, American Express, and DISCOVER. You can use your debit card if it has one of the above-mentioned company logos displayed on the card. Convenience fees will be applied.

**What is my school's late payment policy?**

A \$25 late fee is applied to each payment that is not remitted by your due date. Any family that falls one month or more behind in tuition is subjecting their student to dismissal from St. Jane Frances de Chantal School. Families behind in tuition will be blocked from the online grade portal and will not receive a report card at the end of the trimester.

**When to Contact the School:**

- Make a payment
- Review recent payments
- Change bank/credit card information

**When to Update Personal Information**

- Concerns regarding your account
- Disputing amounts due including late fees, Withdrawing a student, Financial Aid requests, loss of job/income or other reason for non-payment.

**4. Fundraising**

Catholic education is essentially private education; as such it is very dependent on outside support for its existence. Because public funds are not available to the Catholic school, other systems of support must be devised. Tuition alone does not cover the expense of the operation of the school; in fact, tuition only covers about two-thirds of the annual school operation expenses.

All fundraisers must be pre-approved by the Principal whether held off or on campus. Please contact the School Office for additional information regarding the application process. Only fundraisers directly benefiting a St. Jane Frances organization, club, or sport will be permitted on school grounds.

**Family Service Hours**

It is part of our school's mission to get families involved in their child's lives and education. We attempt to carry this out by asking that each family be responsible for completing 25 hours of service for the current school year. Numerous opportunities are offered by the School and by the teachers to complete this requirement. If a family decides not to complete the 25 hours, there will be a bill issued in the amount of \$870.00 or in the quantity that reflects the number of hours not completed.

\*Each regular hour is valued at \$30. Carnival hours are valued at \$50 an hour.

### **Family Obligation- \$550**

The fundraising responsibility for the year is comprised of the Family Donation, which has replaced the traditional Chocolate, Magazine, and Gift Wrap sales. In the efforts to ensure the school's greatest profit and subsequent improvement, we require that every family make a contribution \$550. By making such a contribution, you may rest assured that all benefits are going towards your child's educational experience at St. Jane Frances de Chantal School.

\*The Family Obligation is tax-deductible.

## **Section E** **School Discipline**

In order to become the “...*intellectually prepared men and women who are committed to promoting a just and peaceful world as conscientious and morally courageous leaders in service to others*” the St. Jane Frances student must adhere to a code of conduct designed to encourage behavior that leads to achieving those ideals.

### **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.

### **2. 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

### **3. Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

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

#### **4. Rules and Regulations**

##### **Guiding Principles For School Discipline**

- A student must learn to exercise self-discipline.
- A student must strive to make good choices and take personal responsibility for his/her behavior.
- The school will make disciplinary decisions based on the common good of the entire school community as well as the individual.
- The school will be consistent in applying the discipline process, while considering individual circumstances.
- The school reserves the right to implement disciplinary procedures off-campus outside of school hours, where student actions are determined to have harmed the good reputation of the school.
- Parents must recognize that the school acts in place of the parents when dealing with student conduct.
- Parents must recognize that by enrolling their student at St. Jane Frances de Chantal School, they have agreed to comply with and help enforce all school rules and regulations.

##### **Definitions Of Disciplinary Terms**

###### **Teacher's Detention**

- This is a detention assigned by the student's teacher for a classroom infraction. It is to be served with the teacher in his/her classroom for the amount of time and on the day specified by the teacher. State law allows a teacher to detain a student for up to 60 minutes.

###### **Teacher's Referral**

- A teacher may write up a formal referral to the principal when a student's misconduct is serious enough for a Principal's intervention.
- A copy of the formal complaint and action taken will be sent home via mail. The teacher and/or Principal may also contact the parent sooner as the situation necessitates.

##### **Agents Of School Discipline**

###### **Classroom Teachers**

Are responsible for dealing with classroom infractions by implementing the following steps:

1. Correct and admonish the student immediately.
2. *If the student misbehaves further:* Confer with the student after the class or school and contact the parent by e-mail or phone.
3. *If the student misbehaves further:* Assign detention period after school supervised by the teacher.
4. *If the student misbehaves further:* Refer the student to the Principal and the student will enter the disciplinary process at the appropriate step of severity.

All **major** violations of discipline **must** be reported to the principal immediately. If a student's behavior is severely disruptive, uncooperative and/or unruly a Principal or another administrator must be summoned to the classroom to escort the student to the main office.

***Teachers are never permitted to simply send a student to the Office.***

### **All Faculty and Staff**

All administrators, teachers, classified staff (office, maintenance, custodial, and cooking staff) and coaches are responsible for reporting violations of school rules to the Principal.

### **Infractions Of School Rules**

#### **Classroom Infractions**

The individual teacher deals with this type of infractions.

- Minor classroom disturbance, such as being out of an assigned seat, excessive talking, impertinence (rudeness), grooming, etc.
- Failure to follow classroom procedural rules set by the teacher.
- Failure to do class and/or home work.
- Failure to have necessary books and materials in class.
- Failure to remove sunglasses.
- Failure to remove hood or head-covering in class.
- Food or drink in the classroom.
- Sleeping or other non-attentiveness in class.
- Gum Chewing
- Tardy to class. The teacher enters the tardy on the attendance report.

#### **School Infractions and Consequences for Violations**

This type of infraction should be reported to the Principal. The school authorities, acting in the place of the parents or guardians (*in loco parentis*), reserve the right to question students regarding infractions without the parents or guardians present. If the infraction is serious, the parents or guardians will be contacted in a timely manner.

1. **Riding a skateboard, roller blades or bicycle on school grounds.**

- Simple correction or warning, along with confiscation of the items, which can be returned only to parents.
- 2. Using a cell phone, tape or CD player, TV, pager, digital camera, mp3 player or iPod, or other such electronic devices during school hours on campus.**
- Cell phones and other devices may not be seen or heard during school hours (may be used with teacher/administration permission). The item will be confiscated and may be recovered only by a parent or guardian.
  - **All confiscated cell phones and digital cameras are subject to search by the Administration.**

St. Jane Frances de Chantal School is not responsible for the theft or damage of personal and/or unpermitted property, including textbooks and any kind of electronic device.

**3. Posting or distributing unauthorized flyers or suchlike materials.**

- Phone call to parents.

**4. Possessing or using matches or lighters on school grounds.**

- Action will be taken according to the circumstance. This will include confiscation of the items and possible detention, probation, parent conference and/or dismissal.

**5. Using faculty room.**

- Detention.

**6. Tardy to School or Class.**

- Parents must write a note to the teacher if there is a legitimate excuse for the tardiness.
- Excessive tardiness will result in detention.

**7. Out of Dress Code.**

- Students out of dress code will call parents to bring proper dress to school and will change to proper dress.
- A parent or guardian must recover any clothing/items confiscated by the school.

**8. Defacing school property**

- Depending on the severity of the violation, the student may be required to make complete restitution of all costs incurred by the school and/or subject to dismissal.

**9. Violation of Academic Integrity Policy**

**Plagiarize:** *1. To steal and pass off as one's own the ideas or words of another. 2. To commit literary theft. 3. To present as new and original an idea or product from an existing source.*  
(Webster's Third New International Dictionary)

***If a student copies work from another student or assists another student with copying:***

- The teacher will confiscate the material from both parties involved.
- Both students will receive a zero for the assignment.
- The teacher will write an academic integrity report, which will be turned in along with the confiscated materials to the Principal.

***If a student cheats on an exam or quiz, or aids another student during an exam without expressed consent from the teacher, or uses any unauthorized aid:***

- The teacher will confiscate any material.
- Student will receive a zero on the exam or quiz.
- The teacher will contact the parent.
- The teacher will write an academic integrity report, which will be turned in along with the confiscated materials to the Principal.

***If a student uses, purchases, or blatantly plagiarizes the work of any other person with or without the expressed permission of the owner of the work (using another person's words, images, or ideas without giving proper credit to that person):***

- The teacher will confiscate any necessary material.
- Student will receive a zero on the assignment.
- The teacher will contact the parent.
- The teacher will write an academic integrity report, which will be turned in along with the confiscated materials to the Principal.

### **Unauthorized Internet Websites.**

It is unacceptable to use the St. Jane Frances de Chantal School name, initials, logos or pictures of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication on the Internet or anywhere else, may result in serious disciplinary action including expulsion. **Students who have committed a serious violation of rules will be suspended from school and placed on strict probation. In each case, the Administration reserves the right to invoke a more severe penalty up to and including requiring counseling or expulsion if it judges that the nature of the action or the circumstances warrant it.**

**While all on-campus rules and regulations are to be observed on campus and within the vicinity of the campus, a student is a St. Jane Frances student at all times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by**

### **Infractions That Are Grounds For Dismissal (Termination Of Enrollment)**

1. A pattern of disruptive behavior in the classroom.
2. A pattern of defiance or non-compliance with school rules.
3. Violation of terms of probation.
4. A major violation of school rules may result in immediate dismissal, including but not limited to the following:
  - a. Destroying or defacing school property; vandalism on school grounds, including tampering with locks or locked doors, computer hacking and pranks of any kind.
  - b. Disrespect or extreme impertinence towards any faculty or staff member or anything that manifests contempt for school authority.
  - c. Serious misconduct in speech, writing or action including cheating or dishonesty and forging



- school or legal documents.
- d. Theft of any school or personal property.
  - e. Tampering with fire alarms or fire extinguishing equipment.
  - f. Scandalous, illegal or immoral conduct on or off campus at any time during the student's enrollment at the school.
  - g. Fighting, encouraging a fight on or off campus at any time.
  - h. Assault, extortion, threatening behavior or endangering the well-being of any person (i.e. setting off a firecracker, throwing objects in class or on campus, possession of flammable or explosive materials.)
  - i. Harassment, including verbal, physical or written intimidation, which includes but is not limited to using electronic communications to victimize, degrade or libel other persons; using ethnic slurs; name-calling; prejudicial behavior; employing actions that victimize and make life miserable for other persons.
  - j. Hazing or any act that injures, degrades or disgraces a fellow student or person attending the school.
  - k. Establishing, maintaining, participating in or posting on unauthorized Internet websites.

**In addition to the above criteria, the Administration reserves the right to dismiss a student from St. Jane Frances de Chantal School for what it considers due cause.**

**5.**

**Detention**

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

**6. Suspension and Expulsions**

**Suspension**

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student

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

## **Expulsion**

### **Reasons for Expulsion**

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

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

### **Procedure for Expulsion**

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

- A conference must be held with the parents or guardians, student, teacher, and Principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### **Written Record**

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

Name of Student:  
Offense or situation:  
Date:  
Parents notified by: \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

First Meeting:  
Place:  
Time:  
Persons present:  
Remarks:  
Signature(s):

Second Meeting:  
Place:  
Time:  
Persons present:  
Remarks:  
Outcome:

Signature(s):

### **Cases Involving Grave Offenses**

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

### **Time of Expulsion**

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

### **Reporting of Expulsions**

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

### **Right to Make Exceptions**

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

### **Home Study**

Circumstances may arise which dictate that a student, at the discretion of the principal, be

excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

### **7. St. Jane Frances de Chantal School 2014-2015 Dress/ Uniform Code**

Uniform is required on all school days, including fieldtrips, unless otherwise authorized by the Principal.

The St. Jane Frances de Chantal School Uniform Code applies to all grades. Please note that Pre-School/Pre-Kindergarten and Kindergarten - 8th grade have distinctive guidelines.

**\*Please refer to the Michael's Uniforms website [www.michaeluniforms.com](http://www.michaeluniforms.com) for your child's grade-level uniform requirements.**

There are several important reasons for the uniform code:

1. Dress represents religious and cultural values. St. Jane Frances de Chantal, as a Catholic school, cannot allow clothing and accessories that are counter to religious values of modesty, respect for others and for oneself.
2. Cultural trends that come and go often embrace attitudes directly opposed to religious and cultural values that have been held for centuries. For example, oversized, baggy clothing and shaved heads can indicate gang/crew affiliation. Neatness, cleanliness and simplicity are cultural values prized for many generations.
3. Practical purposes are attained: Good dress encourages good behavior and morale. Looking good induces self-respect.
4. Social enhancement is achieved: St. Jane Frances de Chantal presents itself to the public as something special, as a religious school with strong values. The proper dress of our students shows a little bit of whom we are to others.
5. A school uniform provides for justice and equality for students of differing socio-economic status.

The physical appearance of the student must be neat at all times. It is the responsibility of the parents to see that their child(ren) come to school in the appropriate uniform. Parents and students must abide by the School Uniform Code. Please refer to the Michael's Uniform brochure for grade-specific guidelines and prices. To ensure the proper return of a lost uniform, please write the student's name on the tags of all uniform items. The Faculty and Staff will enforce the School Uniform Code.

Hair must be clean and well-groomed. Boys must be clean-shaven and keep hair above the collar. No extreme cuts such as step, spiked, or shaved heads. No spray, mousse, or gel. No extreme styles, such as dreadlocks or beads in the hair are permitted. Shapes/symbols etc. may not be shaved into the hair. Hair coloring is not allowed.

Students are not to wear jewelry, necklaces, or rings other than the Blessed Mother, crucifix, or cross necklace. Girls may wear one pair of small stud earrings. No make-up or nail polish is allowed.

On cold days, the school jacket or a solid-colored, plain jacket may be worn OVER the school sweater. ONLY SJF logos may be on clothing; commercial logos of any kind may not be worn.

On P.E. days, students must come to school dressed in their P.E. uniform.

Failure to follow the guidelines may result in a conference with the Principal. A written note from the parent is required if a student is out of uniform for any reason.

Dress shoes must be black-laced leather oxfords for both boys and girls. In addition, girls may also wear Mary Jane buckle style shoes. **Dress shoes are required for Friday Mass, all other Masses, and for special occasions at church or school. Dress shoes may not be slip on, they must be laced or have a buckle, etc.** PE athletic shoes are acceptable on all other school days. They must be solid black or white with proper support and laces. Velcro®, elevated soles, or slip-ons are not appropriate.

**P.E. uniform clothing must be purchased through the St. Jane Frances School Student Store**

**All school uniform clothing must be purchased through Michael's Uniform.**

**225 S. Market St. Inglewood, CA 90301**

**310.672.2170**

**[www.michaelsuniforms.com](http://www.michaelsuniforms.com)**

### **Unisex Items**

#### **Shirts**

Short/long-sleeve polo shirts purchased only from Dennis Uniform in white or gray with the St. Jane Frances de Chantal School logo. Short/long sleeve polo shirts are to be worn at all times. This includes under sweatshirts and jackets.

Athletic team and approved club polo shirts may also be worn. Specific specialized St. Jane Frances de Chantal School approved t-shirt days will be announced. All shirts are to be worn in accordance with the dress code. Shirts cannot be rolled up under the sleeves

#### **Sweatshirts/Pullover Jackets/Sweaters**

Plain, solid-colored sweatshirts, pullover jackets or sweaters worn over a St. Jane Frances de Chantal School polo are acceptable.

#### **Shoes and Leg Wear**

Shoes are to cover the entire foot. No open-toe/heel shoes are allowed. No sandals, flip-flops, slippers or clogs. No high-heels. Socks must be worn. Stockings must cover the foot. No footless tights or leggings. Solid-colored tights in black, white, or blue are allowed. Boots may not be worn with one exception, on rainy days students may come to school wearing rubber boots but they must be removed and regulation shoes worn during the school day.

#### **Rainy Day Dress/Cold Weather Dress**

Solid-colored heavy rain jackets or rain jackets that have no wording or insignia are acceptable. Jackets must be removed when in the classroom. Please keep in mind that storage is limited in the classroom and jackets and coats should be sized appropriately.

## **Restrictions**

1. Student uniform clothing must be the proper size. The midriff area must be completely covered.
2. Boys' hair must be neat and clean. Boys' hair is to be trimmed at the collar in the back, to the bottom of the ears on the sides and kept out of the face. Bald or shaved hairstyles are prohibited. Only natural hair colors are permitted, no two-tone styles. Side burns may only extend to the bottom of the ear. Bizarre or exaggerated hairstyles are prohibited. Moustaches are not permitted. \*Final determination of the appropriateness of any hairstyle or hair color rests with the Principal.
3. Girls' hair must be neat and free from spikes, bizarre hairstyles or bizarre coloring. Only natural colors are permitted, no two-tone styles. The Principal may consider any "fad" hairstyle inappropriate.
4. No excessive jewelry, chains or exaggerated and/or bizarre makeup. Wallet-chains of any kind are not allowed. Boys may not wear earrings of any kind. Earrings in the same manner of style as gauges, expanders or spikes are not permitted. No tattoos are allowed. \* The ear is the only part of the female body that may be pierced.
5. Clothing must be in good condition and free from alterations, tears or excessive damage.
6. Only neutral-colored contact lenses are allowed.
7. No hats of any type, bandanas, sweatbands or beanies are to be worn on campus.
8. Sunglasses may not be worn in the classrooms.
9. The hoods on jackets and sweatshirts must not cover the head when the student is in class.

## **Alternative Dress Day Code**

Casual Dress- Clothing should be appropriate for school and of a modest nature.

***Alternative Dress is to be worn by students ONLY when authorized by the Administration.***

## **All Students**

- Shirts, sweaters, sweatshirts and blouses should be without any inappropriate emblems or lettering. Girls' tops should be appropriate and of a modest nature.
- Pants and walking shorts may be worn. Shorts and skirts must be no higher than 2" above the knee. Jeans may be worn as long as they are free from rips, holes or tears.
- All shoes must be close-toed and close-heeled.
- No tank tops or spaghetti straps or tube tops are allowed.
- Clothing must fit properly.

## **School Activities**

The uniform code for school functions and activities requires that students be cleanly and properly dressed in uniform. The nature of the activity dictates the type of dress that is appropriate. At no time is any bizarre, immodest or oversized type of apparel permitted.

***THE SCHOOL RESERVES THE RIGHT TO MAKE ADJUSTMENTS TO THE SCHOOL UNIFORM CODE AT ANY TIME. FINAL INTERPRETATION OF THE UNIFORM CODE RESTS SOLELY WITH THE SCHOOL ADMINISTRATION.***

***STUDENTS ARE SUBJECT TO SUSPENSION AND SCHOOL DISCIPLINE FOR VIOLATIONS OF THE SCHOOL UNIFORM CODE.***

***\*\*\*The Principal reserves the right to request any student to change attire, to regulate against certain fashions, and to confiscate any objectionable items when they deem necessary. The final interpretation of the appropriateness of any clothing or accessories, hairstyle or color rests with the Principal.***

### **8. Harassment, Bullying and Hazing Policy**

St. Jane Frances de Chantal is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

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

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

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

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



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

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

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

It is the responsibility of the school to:

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

It is the student's responsibility to:

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

## **9. 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.

## **10. School Searches**

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule. School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

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

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

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

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

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

## **11. Christian Character Policy**

In order to develop a sense of Christian morality and live the mission of the school, all students, staff and faculty of St. Jane Frances de Chantal School are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. In order to facilitate this commitment, the St. Jane Frances de Chantal School community recognizes that this campus-wide honor policy is desirable. We believe that students have a duty to be truthful and just. Therefore:

- All students at St. Jane Frances de Chantal School, as members of a Christian community, are expected to conduct themselves courteously in their relations with teachers, staff members, visitors and each other. This applies not only during school hours and on school grounds, but also at all school activities, such as athletic contests and dances.
- Students should always conduct themselves in speech, manner and dress that reflect a commitment to Christian morality and Christian charity on or off campus at all times.
- Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval and all other behavior disruptive to the classroom situation.
- Students are not to argue about tests, grades and punishments during class, but rather see the teacher after class or at the end of the school day in order to resolve such difficulties in a respectful manner.
- Students are not allowed to use stylized graffiti writing on any assignments or tests. No credit will be given for any assignment or test written in this fashion.
- Students are also required to treat school property with respect by not defacing it in any way and by making proper use of waste containers.
- Cheating, dishonesty and falsification of records are included under “immoral conduct.”
  - A student submitting work for credit under his/her name must have personally completed the work. (Using unauthorized materials or advanced information is not being truthful).
  - A student taking a quiz or test must follow the individual teacher’s instructions.
  - A student’s communication and interaction with others must be honest and considerate.

## **12. General Policies**

### **Abortion Policy**

#### **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 should 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.

### **Assemblies**

Assemblies are part of the school program. Therefore, students are required to observe the same rules of conduct as apply throughout the school day.

### **Cell Phones**

Cell phones may not be seen or heard on campus during the school day. This means a cell phone may not be used for communication or any other purpose, including but not limited to, as a camera, a calculator, a timepiece or to send text messages in or out of class. Cell phones may be used with express permission of the teacher or administrator.

If a student violates this rule, the cell phone will be confiscated and may be picked up only by a parent or guardian. All confiscated cell phones are subject to search by administration. Repeated cell phone violations may result in probation.

### **Public Affection Policy**

St. Jane Frances de Chantal School supports healthy boy-girl relationships on so far as they yield emotional, psychological and social growth in all students. **Excessive displays of affection will not be accepted on campus since they fall short of these goals.** Those students who engage in this behavior become liable to disciplinary action.

### **Controversial Issues**

Those topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered to be controversial.

St. Jane Frances de Chantal School is already committed to the teachings of the Church in matters of faith and morals, and is not free to accept or reject these teachings. However, with issues which are not in violation of those principles, teachers will handle controversial issues in a manner suited to the range of knowledge, maturity and competence of the students and will deal with conflict issues as impartially and as objectively as possible. Parents, who have concerns about the handling of such issues, should discuss those concerns with the teacher.

## **Section G** **Student Council and Activities**

### **1. Objective**

To develop skillful student leaders:

- By sponsoring a program of student council designed to teach effective leadership skills;
- By providing leadership opportunities within grades 5<sup>th</sup>-8<sup>th</sup>;
- By providing for leadership within various school projects and events.

### **2. Student Council**

The Student Council is comprised of two groups: Executive Student Council Officers and Class Representatives. Each has their own responsibilities; however, they also work together.

The Student Council Officers promote school related student activities. Class representatives promote the interests, activities, spirit and financial well-being of their own class.

The general student population is represented by the Student Council, which is composed of executive student body officers and class representatives. This group is designed to act as a liaison between the Administration and the St. Jane Frances de Chantal School students, to assist the administration in furthering the school's Mission Statement and to be a continuing source of constructive input in coordinating student activities.

#### **Elections**

Students who are interested in running for any of the Student Council positions are given the opportunity to campaign on school grounds. The candidates are asked to deliver a speech to their schoolmates. The students cast their votes, which are then tallied by the principal and the Student Council Advisors. The principal announces the final results by the end of the school day.

#### **Eligibility for Elections**

Students interested in seeking candidacy for an executive Student Council office or a Class Representative office must meet eligibility requirements as defined for current elections. Students on academic or disciplinary probation are not eligible to hold any office.

### **3. Activities and Organizations**

#### **Academic Decathlon**

St. Jane Frances de Chantal School's Academic Decathlon Team is an asset to the school activities program. The students dedicate significant hours of study and practice time towards the improvement of their performance as a team. These required meetings take place outside of their class time.

#### **Assemblies and Rallies**

These are part of the regularly scheduled curriculum and exist to address students in a given area or to promote school spirit.

#### **After School Art**

Students are welcome to join this class to explore various artistic means, outside of that which is taught in the curricular Art Course. Selected art pieces are displayed in the Annual School Art Fair. There is a separate fee for the after school art program.

#### **Choir**

Students in grades 3<sup>rd</sup>-8<sup>th</sup> are offered the opportunity to be part of the School Choir. Members of this group participate in the school's Friday Mass, as well as, in all special occasions and events. After school practices are required. Participation in all Family Masses (held once a month) is required of all choir members.

#### **Tae Kwon Do**

This class is designed to teach students about self-defense, discipline, and focus. The students' progress is acknowledged with the awarding of different colored belts. Classes take place after school. There is a separate fee for Tae Kwon Do.

### **2015-2016 Bell Schedule**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>SCHOOL STARTS</b>	7:45 A.M	7:45 A.M	7:45 A.M	7:45 A.M	7:45 A.M

<b>RECESS</b>	10:25-10:40 A.M. (Grades 5-8) 10:00-10:15 A.M. (Grades 1-4)	10:25-10:40 A.M. (Grades 5-8) 10:00-10:15 A.M. (Grades 1-4)	10:25-10:40 A.M. (Grades 5-8) 10:00-10:15 A.M. (Grades 1-4)	10:25-10:40 A.M. (Grades 5-8) 10:00-10:15 A.M. (Grades 1-4)	10:25-10:40 A.M. (Grades 5-8) 10:00-10:15 A.M. (Grades 1-4)
<b>LUNCH</b>	12-12:40 P.M. (Grades K-4) 12:25-1:00 P.M. (Grades 5-8)	12-12:40 P.M. (Grades K-4) 12:25-1:00 P.M. (Grades 5-8)	12-12:40 P.M. (Grades K-4) 12:25-1:00 P.M. (Grades 5-8)	12-12:40 P.M. (Grades K-4) 12:25-1:00 P.M. (Grades 5-8)	
<b>SCHOOL DISMISSAL</b>	2:45 P.M.	2:45 P.M.	2:45 P.M.	2:45 P.M.	12:40 P.M.

**Section H**  
**Parent/Student Policies Agreement Form**

**St. Jane France de Chantal School**  
**Parent/Student Policies Agreement Form**

*(Please print except where signatures are required)*

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received, read, and discussed together the **St. Jane Frances de Chantal School Parent/Student Handbook**. We are aware of, understand, and agree to follow the policies and procedures stated in the handbook. We acknowledge that the school has the right to amend the handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

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

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 \_\_\_\_\_

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

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.**