Saint Jane Frances School
Parent-Student Handbook
2019–2020 School Year

St. Jane Frances de Chantal School
12950 Hamlin Street
North Hollywood, California 91606
School Office: 818-766-1714
FAX: 818-766-5372

www.stjanefrancesschool.org

*This edition negates and supersedes all previous editions
PARENT'S PRAYER

Dear God,
I thank you for the gift of my child to raise,
this life to share,
this mind to help mold, and
this body to nurture, and this spirit to enrich.

Let me teach my child to be respectful to you and your workers,
show kindness to others and all of your creation,
and accept responsibility for choices made.

Help me to guide my child in the model of Saint Jane Frances,
By her prayers
help us to be faithful in our vocation
and always to be the light of the world for our children.

Amen
ST. JANE FRANCES de CHANTAL

Jane Frances Fremot was born into nobility in 1572 in France. Her father was president of parliament at Dijon; her brother became an archbishop. Since Jane’s mother had died when Jane was young, she had to take on added responsibilities. She was intelligent, beautiful, and charming. She fell in love, married Christopher de Chantal, and went to live in a castle at age 21. She persuaded her husband to have daily Mass for the household. Not only did she care for her home and her four children, but she also nursed those who were sick and aged. Those who begged were never turned away.

Then Jane’s husband was killed by another man in a shooting accident. For a while, Jane lost interest in everything. Then her father-in-law demanded she come and manage his estate, or he would take away her inheritance. The young widow took her children and her belongings to her father-in-law’s house. The man was tyrannical. Jane prayed for hope and strength. After seven years, Jane’s father suggested she spend Lent with her own family. A well-liked bishop, Francis de Sales, was giving talks in that diocese. He became Jane’s spiritual director. Francis was amazed at Jane’s deep faith, courage, and prayer life. Francis encouraged her to seek God in a way of love, gentleness, and humility. When Jane returned home, she had a more positive outlook and became reconciled with the man who had caused her husband’s death.

Francis de Sales shared with Jane his dream of a religious community of women who would help those who were poor in the cities. Jane agreed to found such a community. On June 6, 1610, they opened the first convent. Jane and 12 other women called themselves the Order of the Visitation of Holy Mary. When Francis de Sales and Jane decided to open a second convent, a cardinal in Lyons, France, protested because sisters at that time did not go out into the world to serve. So Jane and Francis made the Visitation sisters cloistered. Eighty convents were founded before Jane’s death. St. Jane Frances de Chantal is the patron of forgotten people, widows, and parents who are separated from their children.
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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.
### FACULTY AND STAFF FOR THE 2019-2020 SCHOOL YEAR

Pastor: Father Antonio Carlucci, RCJ  
Principal: Mrs. Ashley Giron & Ms. Alexandra Aceves  
Vice Principal: Ms. Brittnie Nerkins

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<th>Class</th>
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<tr>
<td>Pre-School</td>
<td>Ms. Grisel Redden</td>
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<td>T-Kindergarten</td>
<td>Mrs. Kathleen Richardson</td>
<td>Ms. Teresa Ventura</td>
<td>Mrs. Cynthia Goff</td>
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<td>Kindergarten</td>
<td>Mrs. Rose Whited</td>
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<td>First</td>
<td>Ms. Sara Dominguez</td>
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<td>Second</td>
<td>Ms. Kendall Moksal</td>
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<td>Third</td>
<td>Ms. Ashli Redden</td>
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<td>Fourth</td>
<td>Mrs. Priscilla Ramie</td>
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<td>Fifth</td>
<td>Mrs. Lucila Sangalang</td>
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<td>Sixth</td>
<td>Mr. Traico Marinoff</td>
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<td>Seventh</td>
<td>Ms. Brittnie Nerkins</td>
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<td>Eighth</td>
<td>Mrs. Luisa Valero</td>
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<tr>
<th>Department</th>
<th>Faculty</th>
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<tr>
<td>Physical Ed/Spanish</td>
<td>Mr. Edgar Cuevas</td>
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<tr>
<td>Art</td>
<td>Mrs. Maria Holcomb</td>
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<td>Music</td>
<td>Mr. Marra</td>
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<td>Office</td>
<td>Ms. D</td>
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MISSION STATEMENT

St. Jane Frances de Chantal School guides our students and their families to experience the harmony between academic learning, social growth, and Catholic faith formation.

SCHOOLWIDE LEARNING EXPECTATIONS

A St. Jane Frances de Chantal Student will:

Solve Problems by Thinking Critically and Collaboratively (Academic)
Students will:
• think critically and utilize technology to improve their research skills and problem solving abilities.

Justify the Means to Success as We Strive for Uniqueness (Social)
Students will:
• Implement their Catholic Identity
• Develop independence, responsibility, and resiliency (tenacity)

Foster The Faith (Faith)
Students will:
• Accept diversity through an understanding that we are all created in the likeness and image of God

A student will become a faith filled individual who has learned to:
• Love God
• Love others (neighbors)
• Love learning
• Love Self
HISTORY OF ST. JANE FRANCES DE CHANTAL SCHOOL

On September 15, 1951, four Sisters of St. Joseph of Carondelet arrived tasked to open St. Jane Frances de Chantal Catholic School. In April 1952, the school officially opened with two hundred twenty four students in grades 1-4. The Sisters staffed the school which included four classrooms, a basement hall, and convent. In 1953, new classrooms were built which included grades 5 and 6. The first eighth grade class graduated in 1955. Sixteen classrooms were completed in 1958. The school currently has a Transitional Kindergarten, Kindergarten, and grades 1-8.

Fundraisers and volunteer labor helped develop the school. Registration at the school grew and more classrooms were added.

A Kindergarten was established in 1971. In 1986 two additional rooms were combined to accommodate a Pre-Kindergarten. In 2008, the former garage was converted to a Pre-School. Both the Pre-School and Pre-Kindergarten are licensed by the state of California. Their accounts are kept separate from the school and they have their own director.

After serving the school for many years, the Sisters of Saint Joseph withdrew in 1978. A lay principal was named and St. Jane Frances de Chantal Catholic School continues to be staffed by lay people. The school has had five lay principals since that time.

St. Jane Frances de Chantal Catholic School has participated in the Core Instructional Process (CIP) professional development series provided by the Department of Catholic Schools. The school has implemented the process across all areas of the curriculum.

St. Jane Frances de Chantal Catholic School is an Archdiocese of Los Angeles parish school. In July of 2015, the Rogationist Order took over pastoral care of the parish. The Rogationist order charism includes prayer for vocations of hall kinds, with special intentions for orphans and mothers. They work by the motto “The harvest is abundant but the laborers are few” (MT 9:37-38).

St. Jane Frances de Chantal Catholic School is located in North Hollywood, a suburb of Los Angeles, in the San Fernando Valley. The school is diverse in its ethnic composition which reflects the diversity of the surrounding community.

The faculty and staff of St. Jane Frances de Chantal Catholic School work continuously to improve the academic environment for our students. We are committed to educating the whole child- body and mind, soul and spirit.

St. Jane Frances de Chantal School is committed to improving student learning. Through the commitment, encouragement, motivation and example of the administration, faculty and staff of St. Jane Frances de Chantal School continues to offer an effective, relevant, faith-based learning environment for its students.
PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) membership includes all parents and legal guardians of children enrolled in St. Jane Frances de Chantal Catholic School. The purpose of the PTO is to promote the general welfare of the school through establishing a closer connection between home and school and promoting needed fundraising activities. The PTO will be solely consultative (advisory) in nature.

PURPOSE OF THE PARENT-TEACHER ORGANIZATION

1. Promote open communication among the parents, teachers, and administration
2. Provide support for the principal in her role as the administrator of the school
3. Promote goodwill and cooperation between and among parents, faculty, administration, and parish
4. Direct and coordinate parental support through parent education activities and social functions that build community
5. Help build and enhance the faith community of St. Jane Frances de Chantal Catholic School
6. Raise funds for the school
7. Coordinate the service and volunteer program
8. Lobby for legislation that has a positive impact on the school and its students

ROOM PARENTS

The Room Parents membership includes all parents and legal guardians of children enrolled in St. Jane Frances de Chantal Catholic School. The purpose of the Room Parents is to help the teachers plan their calendar year with important activities and celebrations. Members of the Room Parents are appointed by the Faculty and the principal on an annual basis. All Room Parents need to be Virtus trained and fingerprinted.

Purpose of the Room Parents

1. Work in close cooperation with parents and the classroom and the teachers.
2. Communicate with the teachers and parents about school events and activities.
3. Coordinate with the PTO on schoolwide activities (i.e. Santa’s Workshop, Harvest Festival, Carnival, etc.)

ROOM PARENTS FOR THE 2019-2020 SCHOOL YEAR

Pre-School:
Transitional Kindergarten:
Kindergarten: Yesica Vasquez
1st Grade: Tammy Hakopian
2nd Grade: Joyce Campos
3rd Grade: Annette Reyes
4th Grade:
5th Grade: Manushak Madanyan
6th Grade: Lynette Tacadena
7th Grade: 
8th Grade: 
Principal: Mrs. Ashley Giron 
Teacher: Ms. Sara Dominguez 
Teacher: Mrs. Luisa Valero 

ACCREDITATION

St. Jane Frances de Chantal Catholic School is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association. 

CONSTITUTIONAL PROTECTIONS

Catholic schools are governed by Contract Law not Constitutional Law. This Parent-Student Handbook is governed by Contract Law.
INSTRUCTIONAL PROGRAM

CURRICULUM (SUBJECT AREAS)

Because of the unique philosophy of St. Jane Frances de Chantal Catholic School, the atmosphere for all subjects reflects Catholic beliefs and traditions. Emphasis is placed on good study habits and problem solving skills. In teaching basic communication and computation skills the faculty endeavors to develop in students a love for learning and the ability to think critically and creatively. The academic program is balanced with growth in athletic development and abilities, as well as, an appreciation for art and music. The faculty is actively involved in ongoing curriculum evaluation as required by the Western Association of Schools and Colleges (WASC) and Western Catholic Education Association (WCEA).

The subjects taught in St. Jane Frances Catholic School include:
Religion, Reading/Literature, English, Spelling/Vocabulary, Mathematics, Social Studies, Science, Spanish, Physical Education, Computer, Art, and Music

Religion classes include the Christ Our Life Program in Grades K-8 and the VIRTUS Teaching Touching Safety Program in Grades Preschool – 8. Parents are notified when the classes will begin and asked to sign a permission form. Parents are welcome to review any of the above curriculums and may contact the office at any time to make arrangements.

**Religion**: We respect the individual’s right to practice his/her own faith expression and we do not attempt to impose our Catholic faith on others. However, all students, Catholic and non-Catholic, are expected to participate fully in all religion classes, daily prayers, Mass attendance and religious activities during school hours, as well as the monthly Family Sunday Masses.

Those who wish their child to be baptized in the Catholic faith are encouraged to contact the parish office at (818) 985-8600 for information.

SERVICE LEARNING PROJECT

“Making a difference through actions of caring for others through personal contact, indirect service, or civic action, either in school or in the community, with preparation and reflection.”

Students in grades K-5 are required to perform Christian Service as part of their religion curriculum. Students in grades 6-8 are required to perform Christian Service as an extension of their religion curriculum. The purpose of the Service Learning Project is to encourage the student to gain a deeper understanding of themself, work with their family, collaborate with their school, and go outside of their immediate family and friends to reach out to others in the community.
Each student will receive necessary forms and instructions to reflect on and document their service from their Religion teacher. Project requirements will differ among each class. A digital portfolio will be produced.

**Service Project Themes are as follows:**

- Grades K-1: Self Care
- Grade 2: Reconciliation and Communion
- Grade 3: My Home
- Grade 4: Missions
- Grade 5: Kindness Club
- Grade 6: Introduction to Service & Environmental Awareness
- Grade 7: Hunger and Poverty Awareness
- Grade 8: Anti-Bullying

**SCHOOL FAMILIES**

“School Families” are organized by the teachers at the beginning of the school year. A school family is comprised of students that are organized so that there are students from each grade in each family. An 8th grader is the “head” of the family.

- enable all students to experience a stronger sense of school unity and pride, a sense of “community”
- to develop in students and understanding of self, and of their relationship to individuals
- to provide opportunities for older children to learn principles of leadership, and then to practice them
- to make it possible for younger students to have the chance to know the older ones, to be able to look up to them, to feel they are an important part of the school environment
- by using activities created for this purpose, to bring about a sense of responsibility of students toward their school, to the end of bettering the school both morally and physically
- to enable students and the faculty to improve the faith community dimension of the total school philosophy
- to allow students to grow in appreciation of other students from varying home environments and cultures
- to have fun together. Activities are scheduled one afternoon per month as the schedule permits.

**HOMEWORK**

Homework is assigned each day, at the discretion of the teacher. The purpose of homework is to reinforce material already taught and to foster habits of independent study. Assignments of written homework are
limited to days on which the school is in session, unless make-up work or long-range assignments are required.

Suggested homework schedules are as follows:

- Grades K, 1 and 2: 30 minutes
- Grades 3 and 4: 1 hour
- Grades 5 and 6: 1 1/2 hours
- Grades 7 and 8: 2 hours

Long-range assignments should be carefully planned so as to avoid last minute rush efforts. If a student cannot finish her/his homework in the time given, a written note from either a parent or guardian with an acceptable written explanation will be accepted provided that this is done only for exceptional reasons and that the homework is made up the next day. It is the responsibility of the student to properly note assignments and complete them on time. Failure to complete homework assignments can seriously affect a student’s grade.

Homework may be assigned Monday through Thursday evening. Unfinished classwork may be sent home to be finished and is not included in the above mentioned time allotments. It is up to the discretion of the teacher to give assignments for students who are absent due to illness or vacation. Parents may contact the classroom teacher for more information. The school must be notified at least two weeks before an extended vacation is scheduled if the parent is expecting to take classwork and homework for the trip. Absences without a note is not considered an excused absence and work will provided only as available.

Classrooms will not be unlocked for forgotten books and homework once school is out.

If a child is experiencing difficulty, it is important that there be an open line of communication between parents and teachers. It is also very important that parents be willing to spend some time helping their children who need assistance. Education is a collaborative effort.

FIELD TRIPS

Throughout the year field trips are scheduled to offer students an opportunity to widen their experiences and to reinforce curriculum areas. Announcements of scheduled trips will appear in the parent newsletter. Field trips are a privilege. A student may be denied participation if she/he fails to meet academic or behavioral requirements. Students who fail to submit a proper form, signed by either a parent or a guardian, will not be allowed to participate in the field trip. Telephone calls WILL NOT be accepted in lieu of proper forms. There is a form at the back of this handbook that may be photocopied if the student has lost the form given by the teacher or was absent when it was passed out. Parents have a right to refuse to allow their child to participate but should notify the teacher in writing. Eighth graders may be denied participation in the Graduation Trip/s if behavioral expectations are not met and if tuition/fees are not paid in full. All field trip chaperones must be VIRTUS trained and fingerprinted.
Students on buses must follow the rules of the driver, which include keeping hands, head, etc. inside the bus.

**DAILY SCHEDULE**

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<td>Monday</td>
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**SNACKS AND LUNCHES**

Students may not bring sodas that contain caffeine (e.g., Coke, Pepsi) or caffeinated beverages (e.g., Starbucks) to school. Caffeine is a stimulant, which may cause some children to have difficulty concentrating and behaving. Juice boxes and SMALL plastic bottles of juice are acceptable. In our ongoing effort to teach students individual responsibility and healthy habits, **please do not bring fast food lunches to the school office**. The child should bring his or her lunch with them in the morning. If you would like your child to eat a hot lunch, please order lunch through the school lunch program. **Repeatedly bringing lunches to the office will not be allowed.** GLASS CONTAINERS MAY NOT BE BROUGHT TO SCHOOL. No LARGE bottles of water or sports’ drink may be brought to school. Students who do bring bottled water or juices to school need to keep them in their backpacks and take them out only at lunch or recess.
PARENT-TEACHER/PARENT-PRINCIPAL CONFERENCES

Parent-teacher conferences are a means of establishing a cooperative relationship, which is vital for the steady growth of the child. Parent-teacher conferences are held for all parents of students in grades TK-8 in November. Parents must attend the conference in order to receive the 1st trimester report card.

If a parent wishes a conference regarding academic progress at any other time, they may contact the teacher in writing or call the office to schedule an appointment. Parents may also be contacted by teachers or the principal to discuss academic or behavioral situations. Teachers may meet with parents a reasonable number of times throughout the school year.

In keeping with the church’s principle of subsidiarity and working out difficulties mutually within the demands of the Gospel, problems should be solved at the lowest level whenever possible. Thus, if parents have concerns regarding any teacher or other school employee, they will need to call the office for an appointment or contact the person directly. TEACHERS WILL NOT BE ASKED TO LEAVE THE CLASSROOM TO TAKE PHONE CALLS OR TO MEET WITH PARENTS UNLESS REQUESTED BY THE PRINCIPAL. PLEASE DO NOT DISTURB THE FACULTY OR STAFF MEMBERS DURING SCHOOL SUPERVISION AS IT MAY DISTRACT THEM FROM THEIR DUTIES.

Appointments regarding student academic or behavioral problems may be made with the principal only after an appointment has been made to attempt to solve the problem with the teacher(s) or staff member involved. Most situations can, and have been, worked out before the need to see the principal. Calls to the pastor or regional supervisor should be made only after the above measures have been taken.

GRIEVANCE PROCEDURES

If the Department of Catholic Schools determines that a grievance may be filed after all of the above measures have been exhausted, the Archdiocese has guidelines for grievance procedures, which are available in the school office or at the Department of Catholic Schools.

STUDENT WORK STANDARDS

All students are expected to follow the standards posted in the classrooms for acceptable work. Please encourage these standards with work done at home as well.

HEADING
K-2 write full name and date on work
3-8 full name, date and subject in cursive

INK OR PENCIL?
K-3 All work needs to be done with a #2 pencil.
4-8 Written assignments should always be done in blue or black ink. 
K-8 Math is done in pencil only.

**NEATNESS**
All work must be legible to be accepted.
Assignments are to be turned in as determined by the teacher.

**CORRECTIONS**
White-out may not be used.
Corrections must be a one line crossed out.
If there are multiple corrections a new draft must be made.

**PROGRESS REPORTS**
Progress reports will be published on Schoolspeak in the middle of each trimester. Parents are required to digitally sign the progress report. It is suggested that an appointment be made with the teacher at this time if there is concern about the student’s progress.

Grades can be viewed on Schoolspeak.com at any time. They will be published weekly. It is the responsibility of the parent to maintain awareness of their child(ren)’s progress.

**INTERIM REPORTS**
Students whose grades are not acceptable in the time between Progress Reports and Report Cards will receive an Interim Report from the teacher. Parents are asked to review this report with their child, sign it and return it the next school day. It is recommended that an appointment be made with the teacher at this time.

**REPORT CARDS**
Saint Jane Frances uses the trimester system. Each term is approximately 12 weeks long. This system allows teachers more time to determine the accomplishments and needs of each child, especially in Kindergarten and 1st grade. Report cards (Grades K-8) will be issued three times a year at Parent-Teacher Conferences in November, one week after the 2nd term ends and the last day of school. See calendar for specific dates.

According to Archdiocesan policy, when a student is absent for an extended time e.g. fifteen (15) days during a trimester grading period, official grades may be withheld. This decision is left to the judgment of the principal in consultation with the teacher.

**GRADING POLICY**

**ACADEMIC GRADES**
The following Archdiocesan grading system is used:
### Kindergarten Grades 3-8

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Outstanding</td>
<td>97-100</td>
<td>A</td>
</tr>
<tr>
<td>G</td>
<td>Good</td>
<td>93-96</td>
<td>A-</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>90-92</td>
<td>B+</td>
</tr>
<tr>
<td>NI</td>
<td>Needs Improvement</td>
<td>87-89</td>
<td>B</td>
</tr>
<tr>
<td>No Mark</td>
<td>Not expected at this time</td>
<td>85-86</td>
<td>B-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80-84</td>
<td>C+</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>Good</td>
<td>93-96</td>
<td>A-</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>90-92</td>
<td>B+</td>
</tr>
<tr>
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<td>Needs Improvement</td>
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<tr>
<td>No Mark</td>
<td>Not expected at this time</td>
<td>85-86</td>
<td>B-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80-84</td>
<td>C+</td>
</tr>
</tbody>
</table>

### Grades 1-2 Skills Grades 1-8

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Outstanding</td>
<td>✓ = Area for Improvement</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Good</td>
<td>+ = Area of Strength</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>NI = Needs Improvement</td>
<td></td>
</tr>
</tbody>
</table>

### Behavior and Work Habit Grades

The homeroom teacher in grades K-2nd gives the general behavior and work habit grades. Students in grades 3-8 receive a behavior and work habit grade from each teacher. A student who has been suspended will have his/her conduct grade lowered a whole grade.

### Probation

At the end of each term, if a student is below average in academic subjects, behavior or work habits, she/he may be placed on probation for the following term. In that event, the parents and students will be required to sign a probationary contract. Non-compliance with the standards set by the contract may prevent the child’s continued attendance at Saint Jane Frances School.

### Promotion and Graduation

Students are promoted to the next grade level when they have attained the adequate knowledge specified in the school curriculum for a particular grade. The teacher will fill in the appropriate space on the report card at the end of the year. Parents will be notified during the second trimester if their child will not be promoted.

Eighth grade students are expected to achieve at least grade level proficiency in order to merit promotion. In addition, all 8th grade students will be expected to complete their service project before graduation. A notice will be sent to the student’s high school if they have failed to maintain grade level proficiency and they may be ineligible to receive a promotion and/or attend the high school of their choice. Final grades will be sent to the high school at which the student was accepted. **No eighth grade student will be allowed to attend graduation Trip/s or receive a diploma if ALL tuition and fees are not paid in full by June 1st.** Eighth
graders who do not meet behavioral expectations will not be allowed to go on the graduation Trip/s. More detailed information regarding graduation is given to parents/guardians at appropriate times.

**TRANSFERRING SCHOOL RECORDS**

Due to the time and expense involved with preparing and mailing student transcripts, students applying to private or Catholic elementary or high schools will be allowed transcripts at no cost during the set filing period (November-start of winter break). There will be a $10.00 charge for each additional transcript needed and mailed after the filing period.

**RETENTION POLICY**

A teacher may recommend that a child be retained. The decision will be based upon a consideration of the overall welfare of the student, i.e., by carefully weighing academic, emotional and social factors. With the approval of the principal, the teacher will inform parents regularly of the student’s progress or possibility of retention. If a parent disagrees with the retention, it may be advised that the parents will need to seek other placement for the child. Students may also be required to attend summer school or receive tutoring and take a proficiency test at the end of summer in order to be promoted. St. Jane Frances does not have a summer school program, however you will be notified in March if your child(ren) is in danger of being required to attend summer school. You will be notified by May if your child(ren) is required to attend.

**TESTING**

As directed by the Archdiocese of Los Angeles, standardized testing, the STAR Tests for grades TK – 8 is administered three times a year online. Students in grade TK – 3 take the Early Literacy test. Students in grades 2 – 8 take the STAR Math and ELA. Parents will be notified of testing dates, and are asked that medical and dental appointments NOT be scheduled during those dates. STAR test results are sent home to the parents four times a year. A.C.R.E. (Assessment of Religious Education), mandated by the National Catholic Education Association (NCEA) is administered to the 5th and 8th grades in December/January.

Entrance tests are given to new students before acceptance.

**AWARDS**

One student is chosen from each class, K-8, for the STUDENT OF THE MONTH award beginning in September. Each month a different area of excellence is recognized. The classroom teacher chooses the student for the Student of the Month award. The themes for Student of the Month are the following:

<table>
<thead>
<tr>
<th>Month</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Respect</td>
</tr>
<tr>
<td>October</td>
<td>None</td>
</tr>
<tr>
<td>November</td>
<td>Fairness</td>
</tr>
<tr>
<td>February</td>
<td>Respect</td>
</tr>
<tr>
<td>March</td>
<td>Responsibility</td>
</tr>
<tr>
<td>April</td>
<td>-</td>
</tr>
</tbody>
</table>
December - May 
January
- Trustworthiness 
June
- Citizenship 

TRIMESTER AWARDS

Honor Roll Grades 6-8

Following the criteria for the awards given at graduation, students who have received ALL “A”s in qualifying subjects receive a Gold Honor Roll ranking. Students who have received “A”s and one “B” in qualifying subjects will receive a Silver Honor Roll ranking. Students who have received “A”s and two “B”s in qualifying subjects will receive a Bronze Honor Roll ranking. The following subjects are averaged to determine Honor Roll: Religion, ELA (English, Spelling, Reading, Vocabulary), Math, Social Studies, Science, Art, and Music. The following will disqualify students from the Honor Roll: “C” or lower in any subject, lower than a “G” in conduct or work habits.

Grade Point Equivalents:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

YEAR END AWARDS

In addition to the Gold, Silver, and Bronze Honors, awards for individual subject areas, citizenship, improvement and perfect attendance are given to students during the trimester and/or at the end of the year.
SCHOOL POLICIES

COMMUNICATION
Students are responsible for bringing home all communication from the school to his/her parents. We ask parents to make certain that all communications are read carefully. Parents are responsible for keeping their email and contact information up to date on file in the office and on Schoolspeak and checking regularly for updates. Parents are responsible for logging into their SchoolSpeak account on a weekly basis to check student progress and as well as classroom and school-wide updates.

Anyone wishing to send home or posting a flyer for any activity must have it approved and initialed by the principal before distribution. ENVELOPES ADDRESSED TO PARENTS/GUARDIANS ARE CONSIDERED CONFIDENTIAL AND SHOULD NOT BE OPENED BY STUDENTS. Please teach your child to be respectful of this practice.

PHONE LISTS
Parents/guardians will be asked to sign a permission slip allowing publication of phone numbers for parent activities. Any parent who is in need of a phone list (e.g., heading a fundraising committee or acting as a room parent) must go to the office to pick up the list and sign a confidentiality statement. Use of a confidential phone list for any other purpose than that which is approved by the school administration will result in permanent loss of the privilege and/or your being asked to remove your child(ren) from the school and/or possible legal action.

CARE OF SCHOOL PROPERTY
Each student is responsible for the care of a set of textbooks that is given to him/her at the beginning of the school year. Lost or damaged books must be reported and replaced. Books must be covered with suitable book covers at all times. Absolutely no writing of any kind is allowed on backpacks, book covers, binders, etc, and may result in confiscation of same, as well as, a conduct referral.

Any student who purposely loses or destroys any school property will be given a written notice to take home and be held financially responsible for its replacement.

LOST AND FOUND
Please mark all uniform items, lunches, lunch boxes and backpacks with name and grade. Lost articles are the sole responsibility of the students. There is one lost and found rack located outside the school office. Any items left for an extended period of time will be disposed of, given away, or sold as used uniforms at the end of each trimester.
COLLECTION OF MONEY

No collection of money for school or other purposes is permitted without the explicit permission of the administration. Students should never leave money in a classroom overnight. Students are discouraged from bringing large amounts of money to school.

When money or checks are brought to school for payment of tuition, fees, field trips, lunches, etc., it should always be in an envelope labeled with the child’s name and grade, purpose of the enclosed money and amount. Exact change is appreciated, as the office does not necessarily have change.

ST. JANE FRANCES SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS OF ANY TYPE.

BIRTHDAY PARTIES AND CLASS PARTIES

Any parent who wishes to celebrate their child’s birthday at school MUST call the school office and get the permission of the teacher. Because we do not wish to lose valuable teaching time, parties are limited to SMALL TREATS AND BOXED DRINKS. Please do not send “goody bags”. To avoid hurt feelings, party invitations may not be handed out in the classrooms. Class parties are limited to Halloween, Christmas, Valentine’s Day and End of the Year.

ABSENCES

For the safety of your child/children and the convenience of the teacher please call the office before 9:00 a.m. the first day your child is absent. State Law requires that when a student is absent from school s/he may not legally be readmitted without a written note explaining the absence. It must be presented to the homeroom teacher when the student returns to school or the parents/guardians may be called to bring a note for readmission. While a phone call regarding the student’s absence is mandatory the day of the absence, it does not replace the written note.

If a child has been diagnosed with a communicable disease, please call the office so that precautions may be taken and notification sent home. A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before s/he is readmitted to school.

If you are going to be out of town, please notify the school office regarding the custodial care of your child. Emergency information should be included.

When a student is absent for an extended time e.g. fifteen (15) days during a trimester, official grades may be withheld. This decision is left to the judgment of the principal in consultation with the teacher.
TARDINESS

School officially begins at 7:45 AM. A student is considered tardy if he/she is not in line for morning assembly by 7:45 AM. Students who arrive after 7:45 AM MUST go directly to the office as parking lot gates will be shut. The student will receive a “tardy slip” to allow entrance into the classroom. Habitual tardiness is very disruptive to the teacher and the class and does not teach the student responsibility. It is a serious matter, and without an acceptable reason, may result in attendance probation and eventual dismissal from the school.

Our policy is the following:

Tardies per trimester:
- 3 times = warning letter to parents
- 6 times = phone call to the parents requesting a conference and the student will receive a G in Attendance
- 9 times = student will not be eligible to receive Honor Roll and the student will receive an S in Attendance
- 12 times= student will not be eligible to receive Honor Roll and the student will receive an NI in Attendance
- 15 times = phone call to the parents for a mandatory conference

DOCTOR/DENTAL APPOINTMENTS

All such appointments should be scheduled outside of school hours if at all possible. If it is necessary for a student to be released from school for such an appointment, a note requesting early dismissal from school must be presented and parents must sign the child out from the office. If students are not present at school due to a medical appointment, they are marked absent in SchoolSpeak.com.

ILLNESS DURING THE SCHOOL DAY

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. During class time, students must obtain teacher permission to report to the School Office.

A student may never independently contact anyone while on campus for any reason, including telling them to come and pick him/her up during the school day. Parents should not be messaging their child during the school day. To insure safety, all communication must be handled through the office. Students found to be in violation of this policy will have their device confiscated until a parent or guardian is able to retrieve it and will receive an automatic detention.

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.
Paramedics will be called if needed. Any allergies or special health problems must be noted on the Emergency Card.

Various state mandated screening tests (vision, hearing, dental, scoliosis, etc.) are conducted during the school year. Announcements of these programs will be found in the family newsletters.

**MEDICATION**

To protect all children and to conform to the State Education Code, no student may bring any non-prescription medication to school. Only medication prescribed by a health care provider may be taken during school hours.

If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an “Administration of Medication During School Hours” form must be requested from the school health office or you may use the form at the back of the handbook. Physician/health care provider will write directions on the form or the parent/guardian must attach the Physician issued prescription. It must be signed and dated.

Medications must be delivered by the parents or guardian to the health office coordinator in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian.

Students carrying inhalers and EPI pens must have a Physician/health care providers’ release on file stating that he/she may have it with him/her while at school or at a school activity.

**LEAVING THE SCHOOL GROUNDS**

No student may leave the school grounds at any time during school hours unless he/she has written parental permission and is accompanied by an authorized adult. DUE TO INSURANCE PURPOSES AND FOR SAFETY REASONS, students in After School Care or those remaining for CYO practices or games may not leave the school grounds and return. If a student leaves the school grounds without following these rules, it will be regarded as truancy and will merit disciplinary action. Athletes who fail to observe these rules may forfeit team membership.

**VISITORS**

In accordance with California Law, anyone coming on to the school grounds while school is session must report to the school office to obtain permission to be on the grounds. THIS LAW APPLIES TO ANY PERSON WHETHER SALESPERSON, PARENT VISITOR OR GUEST STUDENTS. Visitors are required to sign in and out and wear a visitor’s pass. Visitors may not go to the classrooms during class time since interruptions to instruction must be kept to a minimum. However, a child may be called out of class to speak with a parent if necessary.
VOLUNTEER HOURS AND THE VOLUNTEER HOURS’ FEE

Each school family is required to complete thirty (30) Volunteer Hours during the school year. Twenty-four (24) hours can be completed in a variety of activities/events for which parents/guardians can volunteer throughout the school year. Signups for different school activities/events will be available on Schoolspeak.com or at PTO Meetings e.g. Back to School Night. If you are unable to complete your required of 25 Volunteer Hours, your family will be assessed a fee at the end of the school year. The Volunteer Hours’ Fee is $30.00 per hour or $750.00 for 25 uncompleted hours. Our goal with this requirement is to have more parents/guardians involved in their children’s school activities/events. It is important for your children to see you involved at school and faculty, staff and students value your presence at our school. An additional six (6) hours of service are required to be worked at the school Carnival. All hours must be completed by a person 18 years or older.

All parents/guardians must be Virtus trained and fingerprinted in order to volunteer in direct contact with students. Parents/guardians who have not been Virtus trained and fingerprinted will not be allowed on campus during the school day for any purpose.

SAFETY REGULATIONS FOR DRIVERS AND STUDENTS

1. The school is not liable for any student until they have arrived on the school grounds. DO NOT LEAVE CHILDREN UNSUPERVISED AT ANY TIME.

2. Children must wait in the library before 7:30 AM. There will be a $5/day fee for morning care.

3. Parents are asked to pick up children promptly between 2:45 and 3:00 PM. The gate on Hamlin Street is locked at 3:00 PM on Monday, Tuesday, Wednesday and Thursday and 12:50 PM on Friday/minimum days.

4. PLEASE DO NOT ASK OR ALLOW YOUR CHILDREN TO RUN ACROSS HAMLIN STREET. IT IS EXTREMELY DANGEROUS.

5. At NO TIME may drivers double park or pull into the school or parish driveways. This is an extreme safety hazard for the children and the flow of traffic.

6. When entering the campus after the gates have been closed, please use the buzzer on the gate for it to be opened. During school hours only the Hamlin street door will be opened.

7. At 3:00 PM, a bell will be rung. (12:50 PM on minimum days) Anyone child not participating in an adult-supervised activity will be sent to the office and charged a $25 fee.

8. Students may not ride bicycles on the school grounds since other students’ safety is important. Any student who rides his/her bike on the school yard may lose the privilege of bringing his/her bike to school. Skateboards and skates are prohibited at all times.
INSURANCE

Accident insurance is made available to each child through the Archdiocese of Los Angeles and is compulsory for all children attending school in the Archdiocese. If you have family medical insurance, the school accident insurance will be used as the secondary insurance company. The cost is included in the annual fee. Please contact the office for a claim form if your child is injured at school or at a CYO game.

EMERGENCY CARDS

A YELLOW emergency card which is used in the event of an earthquake and/or disaster is also sent home to be completed by the parents. Please fill out ALL portions of both cards and SIGN them. List the names of persons other than the parent who will take care of your child when he/she is ill. This information is a vital part of each child’s records and must be kept up to date. If either the home or business address or telephone number is changed, the school must be notified IMMEDIATELY!

All information listed is strictly confidential and is limited to school use only.

SCHOOL RECORDS

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. “In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.”

NON-TRADITIONAL FAMILY

For the safety of the students, 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. Never married parents should also have custody documents on file. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

OBSERVED OR SUSPECTED CHILD ABUSE REPORTING

Members of the school faculty and staff are considered to be MANDATED REPORTERS by the State of California. All school faculty and staff members are required, under penalty of fine, and/or jail term, to report any observed or suspected physical and/or emotional abuse; emotional deprivation; physical neglect; inadequate supervision; sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents/guardians in advance of making a report to legal authorities regarding any suspected abuse.

All Faculty and Staff have been Virtus trained and fingerprinted.
IMMUNIZATION RECORDS

No pupil may be unconditionally admitted to school unless s/he has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus and pertussis for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and Kindergarten. Beginning July 1999 all students entering grade 7 will be required to present documentation showing the dates when 3 doses of Hepatitis B have been received. Pending the approval of proposed regulations, a second MMR and a TB booster may be required at 7th grade entry as well. Beginning July 2001 students in Kindergarten must be immunized against chicken pox.

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

COUNSELING

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. The role of the school is distinct from the role of other agencies, both the Church-sponsored and community-sponsored, which provide for mental and physical health and welfare. The school does not assume responsibility for psychological counseling or therapy. Parents and students may be encouraged or required to pursue counseling.

Teachers will keep confidential information entrusted to them so long as no one’s life, health, or safety is at stake. Parents/guardians will be promptly notified of teacher concerns.

EMERGENCY PROCEDURES

1. Fire:

   Faculty and students practice fire drills monthly and cooperate with all safety and educational programs of the Los Angeles City Fire Department. The school is installed with fire extinguishers in every classroom.

2. Earthquake:

   Students practice drop drills and evacuation procedures on a monthly basis. A yellow “Earthquake Emergency Card” for each student is kept by the teacher. These must be filled out completely and returned to school during the first week of school. ASC students are required to have a yellow card on file. The school is equipped with food and water for all students. Emergency supplies are stored in the earthquake shed on the playground. Emergency supplies including food bars, water, medical supplies, and search/rescue equipment is stored in the shed at the end of the lunch area near Dunsmuir Avenue. Supplies as well as the emergency plan are updated annually.

   In case of a major disaster, St. Jane Frances de Chantal School will make an attempt to take the same action as the Los Angeles Unified School District. Turn your radio to KNX 1070 AM for the latest information from the Department of Catholic Schools or individual sites. Do not telephone the school. Phone lines must be accessible to school personnel for emergency procedures. The front door will be locked.
Children will be released to the parent, or those adults listed on the yellow Earthquake Emergency Card only, from a designated evacuation area in the schoolyard at the Victory gate. Please be aware that the children will remain calm if the adults around them are calm and assuring.

If an event occurs out of school hours, please check local media for information. The administration will also attempt to leave a message on the office answering machine regarding school information.

**LOCKDOWN**
A lockdown situation could include danger from the outside or inside. In such an event 3 short bells will be rung from the office. The classroom doors will be locked and closed immediately and students are to sit quietly under their desks until the all-clear bell is rung. No one other than emergency personnel will be allowed to enter the school during a lockdown. Students participate in a monthly lockdown drill.

**BOMB THREAT**
Immediately upon receiving a bomb threat the police will be called. During the threat the decision to hold a fire drill or to take other action shall be made by the principal in consultation with the fire and police officials. If the building is to be evacuated fire drill procedures will be followed.

**AFTER SCHOOL CARE**
After school care is provided by the Boys and Girls Club everyday from school release to 6pm. This is an extra program provided on our campus through an outside program. Any student not enrolled in the Boys & Girl’s club who is not picked up before 20 minutes after school dismissal will be charged $25 to help offset the cost of staff to supervise them.

**UNIFORMS**
All students in grades TK-8 are required to own a COMPLETE uniform including the SJF sweater. Michael’s Uniform Company will schedule a day to take orders. Clothes must always conform to rules of modesty, good taste and appropriateness. We ask parents’ cooperation to see that the school uniform is worn at all times. It is not the responsibility of school personnel to be constantly reminding students about proper uniforms. Non-uniform items may be confiscated. If a child is unable to be in full uniform, a written note of explanation must be presented to the teacher for each day the student is out of uniform. Some excuses may not be acceptable. Long-term excuses are not acceptable. STUDENTS WHO ARE OUT OF UNIFORM WILL BE GIVEN A UNIFORM INFRACTION NOTICE TO BE TAKEN HOME AND SIGNED. Behavior grades will be seriously affected by uniform violations.

**SAINT JANE FRANCES DE CHANTAL UNIFORM/DRESS CODE**
Uniform is required on all school days, including field trips, unless otherwise authorized by the principal.

The St. Jane Frances de Chantal School Uniform Code applies to all grades. Please note that Transitional Kindergarten - 8th grade have distinctive guidelines.
*Please refer to the Michael’s Uniforms website 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. A school uniform provides for justice and equality for among the student body.

3. Fashion or cultural trends that come and go often embrace attitudes directly opposed to religious and cultural values. Neatness, cleanliness and simplicity are keeping with SJF values.

4. Practical purposes are attained: Good dress encourages good behavior and morale. Looking presentable induces self-respect.

5. 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.

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 Michaels 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 overly styled hair using spray, mousse, or gel. No extreme hairstyles or haircuts are permitted. Shapes/symbols etc. may not be shave 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 makeup or nail polish is allowed.

On cold days, the school jacket or a solid-colored, plain navy blue, red, or white 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 or black tennis shoes for both boys and girls. In addition, girls may also wear Mary Jane buckle style shoes. Dress shoes or black tennis shoes are required on Fridays and for special occasions at church or school. 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.
All school uniform clothing must be purchased through Crown Uniform.
3804 Burbank Blvd, Burbank, CA 91505
(818) 845-8400

Unisex Items

Shirts
Short/long-sleeve polo shirts purchased only from Michaels 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 navy blue, red, or white sweatshirts, pullover jackets or sweaters worn over a St. Jane Frances de Chantal School polo are acceptable during poor weather.

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. Sideburns 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.
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.

**Boys (Grades K-8) Regular Uniform**
- Navy blue trousers. Pants may not be baggy or worn low on the hips. Pants must fit at the waist. Cargo pants are not acceptable.
- Grey or White Polo Shirt with SJF insignia
- Solid white (no designs) undershirt
- Navy Blue Shorts (optional)
- Clean leather or canvas tennis shoes (SOLID WHITE or SOLID BLACK as though dipped in white-out or black ink) High-top, hiking-type shoes are not acceptable.
- Socks must be seen above the shoe –must be quarter or crew socks. Solid white or navy blue socks.
- Navy blue SJF cardigan sweater, navy blue SJF vest, SJF Jacket or Hoodie (optional)

**Boys (Grades K-8) Mass Uniform**
- White Oxford Shirt- Available in short sleeve and long sleeve
- Navy blue trousers. Pants may not be baggy or worn low on the hips. Pants must fit at the waist. Cargo pants are not acceptable.
- Navy blue SJF cardigan sweater and/or navy blue SJF vest
- Hamilton Plaid Tie (Must be in good repair)
- Socks must be seen above the shoe –must be quarter or crew socks. Solid white or navy blue socks.
- Black-laced leather oxfords or solid black athletic shoes in good repair are to be worn

**Girls (Grades K-8) Regular Uniform**
- Hamilton plaid jumper or skort (Grades K-4) (No shorter than 1 and 1/2 inch above the knee)
- Hamilton plaid or Navy Blue skort or skirt (Grades 5-8) (No shorter than 1 and 1/2 inch above the knee)
- Grey or White Polo Shirt with SJF insignia
- Navy Blue Shorts (Optional)
- Navy Blue Girls Navy Pants (Optional)
- Clean leather or canvas tennis shoes (SOLID WHITE or SOLID BLACK as though dipped in white-out or black ink) High-top, hiking-type shoes are not acceptable.
- Socks must be seen above the shoe –must be quarter or crew socks. Solid white
**Girls (Grades K-8) Mass Uniform**

- Hamilton plaid jumper or skirt (Grades K-4) (No shorter than 1 and 1/2 inch above the knee)
- Hamilton plaid or Navy Blue skirt or skirt (Grades 5-8) (No shorter than 1 and 1/2 inch above the knee)
- Navy Skort (Optional TK-8)
- Hamilton Skort (Optional 4-8)
- White short-sleeved Oxford Shirt (tucked in) (purchased from Michael’s Uniforms)
- White or Navy Blue Knee High Socks
- Red or blue SJF cardigan sweater and/or Red SJF vest
- Girls Red Criss-Cross Tie (TK-3)
- Hamilton Plaid Tie (Must be in good repair) (Grades 4-8)
- Solid white or navy blue tights are acceptable. Leggings are **NOT** allowed.
- Black-laced leather oxfords or solid black athletic shoes in good repair are to be worn

**P.E. Uniform**

- Gray P.E. Shirt
- Navy Blue P.E. Shorts **with** SJF Logo
- Navy Blue P.E. Sweatpants **with** SJF Logo
- Clean leather or canvas tennis shoes (SOLID WHITE or SOLID BLACK as though dipped in white-out or black ink) High-top or hiking-type shoes are not acceptable.
- Socks must be seen above the shoe—must be quarter or crew socks. Solid white or black

**Alternative Dress Day**

Code Casual/Free 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 a long as they are free from rips, holes or tears. Leggings, jeggings, or excessively tight pants are not to be worn as pants.
- 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 DISCIPLINE

Believing in the need for character education within the school, the faculty and staff have made a commitment to create a moral community and a moral culture by using the following models based on the book, Beyond Discipline: From Compliance to Community by Alfie Kohn

- Faculty/student written school/classroom rules and consequences posted in the classroom, the hallways and on the playground
- Class meetings
- Cooperative Learning
- Problem Solving:
  1. Ask to Stop
  2. Move Away
  3. Ask for Help
- Role Playing
- Moral Dilemmas
- The use of student input for playground activities
- “School Families”
- Model expected behavior
- Discussions with individual students to promote acceptance of behavior, consequences and plans for improvement
- Other suggestions recommended and selected by individual teacher

By making this commitment we hope to promote healthy self-esteem, responsibility, respect, honesty, fairness, tolerance, self-discipline, helpfulness, compassion, courage and several democratic values. As Catholic school teachers we have the right to postpone the teaching of any subject matter to promote character education. It is understood that all faculty and staff members must be consistent in using these models to promote a school-wide discipline plan. Effective discipline is also maintained when there is parental support for all school policies.

GUIDELINES FOR GOOD CONDUCT

School pride is reflected in attitudes and behavior. Students at Saint Jane Frances de Chantal show their spirit and enthusiasm by demonstrating good manners, proper speech and conduct, wearing the school uniform, as well as caring for school property. Respect for the school is shown by striving to treat all learning materials, classroom equipment, play equipment, and furniture with care. Every student at Saint Jane Frances de Chantal is responsible for following the rules in this handbook as well as those announced throughout the school year. To maintain good order, safety, and respect for one another, please pay special attention to the following:

- Disrespect teachers, staff members and other adults will not be tolerated. Students who do so may be given a discipline slip which will seriously affect their behavior grade.

- Cheating, including assisting in giving answers to another, will not be tolerated and will result in a grade of “F”. A student’s behavior grade will also be seriously affected by cheating.
● Running in the school breezeways/classrooms is not permitted.

● Loud talking, shouting, whistling, and generally disruptive conduct in the breezeways and classrooms is always unacceptable because it disturbs and distracts others.

● Profanity including, but not limited to, gestures, symbols, verbal, written, etc. is prohibited during school and at all school sponsored activities. Obscene materials including, but not limited to illustrations (drawings, painting, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student produced are prohibited.

● Students are responsible for having homework, lunches, books, etc. when they arrive at school in the morning and when they leave in the afternoon. **Students may not call home for forgotten items and will not be given to them if brought by the parents except under special circumstances. Classrooms will not be unlocked after school for forgotten homework, etc. except under special circumstances.**

● When the 7:45 AM bell rings students must go to line immediately, have shirt tails tucked in and be ready to go to assembly.

● When the whistle is blown at recess or lunch, students must stop playing, freeze until the yard supervisor sends them to the restroom, tuck in their shirt tails and walk to their class line immediately. Students need to stop talking when the bell rings.

● Everyone is expected to do her/his part in keeping the school clean. Wastebaskets are provided for trash. Lunch areas are to be cleaned before playing. Classroom floors and desks are to be kept neat and clean.

● Chewing gum anywhere in the school is never permitted before, during, or after school, and will result in a $5.00 fine after the first warning. Money will be given to Pan da Vida.

● Use of the Internet to harass or annoy another student will result in probation and/or possible expulsion.

● Fighting, harassing, and prolonged teasing will never be tolerated. Students involved in such incidents may be suspended and may also be subject to the Archdiocesan policies on harassment. (See below.)

● During announcements and assemblies students should be attentive and listen to the information given. At no time may they respond to the person making the announcement unless asked. This is not a time for talking or reading.

● Students are never permitted to be in a classroom, the Gym or the cafeteria without a teacher or staff member present.
• Bicycles must be walked on the school grounds at all times. Skates, scooters and skateboards may not be used on campus.

• Each student is given a set of textbooks. If any book is lost or damaged, the student will pay to replace the book. Failure to pay may result in loss of registration privileges. Books must be neatly covered AT ALL TIMES. Missing book covers may result in a discipline slip.

• Absolutely no writing of any kind is allowed on backpacks, book covers, binders, etc. and may result in confiscation of same, as well as, a discipline slip.

• No radios, CD players, iPods, electronic games, pagers, cellular phones, trading cards, magazines, etc. are permitted at school or on a field trip unless approved by the principal. Inappropriate items will be sent to the principal’s office and kept for one month.

• The school telephone is for official business only. Permission to use the school office phone for student emergency calls must be requested at the office. Forgotten homework, lunches, books, PE clothes, etc. DO NOT constitute an emergency.

Saint Jane Frances de Chantal Students STOP, THINK, RESPECT
For God, self, others and country and Accept Responsibility

Classroom Rules

• Be presentable
• Come prepared to learn
• Be respectful
• Show kindness to others
• Always allow others to learn
• Take care of school property

Possible Consequences

• Verbal warning to student
• Call home
• Discipline Slip with 30 minutes of service
• Parent Teacher Conference

* 1 Discipline Slip - Student ineligible for Honorable Roll and Behavior Grade automatically dropped one grade
* 3 Discipline Slips - Student Suspension
* Further disciplinary action may include, but is not limited to, additional suspensions up to and including expulsion.
SCHOOL WIDE DISCIPLINE

Discipline 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.

SCHOOL RULES AND THE CONSEQUENCES

STUDENTS WILL EXPERIENCE FOR CHOOSING TO BREAK A RULE

1. Everyone is expected to follow directions the first time they are given.
2. Show respect for all staff members and for the rights of other students. Aggressive behavior is not allowed. (No pushing, punching, fighting, wrestling, shoving, scratching, or biting, or pretending to push, punch, fight, wrestle, kick, shove, scratch or bite.)
3. Because we show respect for others and their property, foul language, verbal abuse, teasing, bullying, harassing, disrespect, defacing school property, and gum chewing are not allowed.
4. All students are to be in complete uniform each day. Students are required to follow the dress code both for the school uniform and free dress as written in the Parent Student Handbook. Extreme hairstyles, excessive jewelry and wearing of makeup are not allowed. It is understood that all decisions regarding acceptability of appearance rests with the principal.
5. Students must be supervised by an adult at all times. Students may not be in any area of the school buildings and/or yard without proper supervision. The students are not to play on the school grounds before or after school unless they are involved in a supervised athletic event. Students are not allowed to leave the school yard before dismissal time unless accompanied by an adult.

Students should always do their best to follow and keep these rules. If they make a bad choice and fail to follow these rules, the following consequences will result. Any student who is unable to keep these school rules may be asked to attend another school.

Each time a student chooses to break a school rule, a school discipline slip will be completed by the supervising adult and the student will be sent to the Principal’s office. The school discipline slip will be sent home and it must be returned the next day with a Parent/Guardian Signature before the student can be admitted to class. Discipline forms will be kept for the entirety of the student’s academic career at St. Jane Frances de Chantal.

CONSEQUENCES

<p>| 1st time any rule is not followed: | The student will be advised that the behavior must change with a verbal warning. |
| 2nd time any rule is not followed: | 1/2 hour after school: 3:30–4:00 PM and a phone call home to |</p>
<table>
<thead>
<tr>
<th>3rd time any rule is not followed:</th>
<th>1/2 hour after school: 3:00–3:30 PM and a phone call home to the parent/guardian requesting a Principal/Parent Conference.</th>
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</thead>
<tbody>
<tr>
<td>4th time any rule is not followed:</td>
<td>Child will be sent to the office and a parent/guardian will be called immediately at work or at home for a Principal/Parent conference.</td>
</tr>
<tr>
<td>5th time any rule is not followed:</td>
<td>Suspension and an immediate conference to determine the student’s future at SJF.</td>
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**EXTRA CURRICULAR ACTIVITIES**

**LEADERSHIP COUNCIL/SCHOOL AMBASSADORS**

Leadership Council/School Ambassadors can be an effective means of developing leadership, a sense of responsibility and good citizenship among students. The leadership council/school ambassadors are persons of great example to other students. The leadership council/school ambassadors are comprised of the 8th graders.

**ACADEMIC DECATHLON TEAM**

The SJF Academic Decathlete: “A SJF middle school student of exceptional character, who maintains high marks in all classes, lives by a strict code of honor, demonstrates a willingness to sacrifice personal desires for the betterment of the team, exhibits strong school spirit, and exemplifies a profound thirst for knowledge and intense respect for education and achievement.”

Students in grades 6, 7, & 8 may be invited to train for the Academic Decathlon Team. Representing St. Jane Frances de Chantal School at the March event is a privilege and an immense time commitment. Only students who earn and maintain at least a B average in all academic subjects, conduct and work habits are eligible. Any student who receives a homework notice, conduct referral or detention will be subject to possible exclusion from the team. Training for the March event begins in September. Each student is required to pay a $50.00 non-refundable fee to cover training materials and costs. Each student is also required to obtain financial sponsors during the fall Decathlon Drive. The team moderators choose the final 10 participants from training team members. Standards for remaining on the team are given to parents and students. The parents and students must sign commitment contracts.
C.Y.O. SPORTS PROGRAM

St. Jane Frances School is a member of the Catholic Youth Organization (C.Y.O.). Students in grades 7 and 8 comprise the “A” teams, and students in grades 5 and 6 comprise the “B” teams. In some instances 4th graders may be invited to participate.

The purposes of such a program are:
   a. To teach sportsmanship;
   b. To overcome tendencies toward excessive competition;
   c. To acquire agility and physical coordination;
   d. To learn to keep rules;
   e. To practice self-control.

Students who are selected to be members of a CYO team must maintain a minimum grade point average of 2.0 in each subject, as well as a C+ in behavior and work habits. The Athletic Director will post an eligibility list after each grading period. Failure to achieve and maintain the minimum requirements may result in loss of team membership until the student can be reevaluated at progress report time. Students in CYO sports are expected to follow school rules at all times, especially respect for other adults. Players must have a signed parent permission form on file and pay the athletic fee for each sport BEFORE attending pre-season practice. Any team member who receives a discipline slip the week of a game may not play in the game.

Athletes must be picked up from practice within 15 minutes after practice or they will be charged $25 for childcare. Siblings of athletes whose parents are not coaches and remain after school will automatically be sent to the office and charged a $25 fee.

Archdiocesan guidelines state that the athletic program must be self-supporting. To cover the high costs of the athletic program, (uniforms, fees, officials, equipment, etc.) athletes will be charged $60-$75 for each sport played. It is expected that parents of students involved in CYO sports, volunteer in some significant capacity, as well as follow rules set down by coaches regarding meetings, practice, and pick up times. Volunteers at least 21 years of age with a valid California driver’s license and proof of insurance are always needed to drive to practices and games. WHICH SPORTS WILL BE PLAYED WILL BE DETERMINED BY THE AMOUNT OF INTEREST SHOWN BY PARENTS AND HOW MANY STUDENTS QUALIFY BEFORE THE SEASON BEGINS. IF THERE ARE QUALIFIED COACHES AND ENOUGH VOLUNTEER PARENTS THE SCHOOL WILL PARTICIPATE. FAILURE TO COOPERATE IN ANY PART OF THE PROGRAM MAY RESULT IN A STUDENT BEING ASKED TO LEAVE THE PROGRAM.
ARCHDIOCESAN POLICIES AND PROCEDURES

This section of the SJF handbook is taken directly from the ADLA website. 
http://handbook.la-archdiocese.org
Please visit the above link for the most up-to-date policies.

1. GENERAL INFORMATION

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

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow 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 the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

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

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has 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
- May not volunteer in any non-ministerial activity or even

1.3 Safe Environment Training for Children and Youth

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual VIRTUS® Touching Safety Program for Children. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

1.3a Responsibilities of Parish/School Leadership

All staff and volunteers including all coaches must comply with the safe environment and fingerprinting requirements listed in this chapter. The following is a checklist for all clergy and for individuals who have a supervisory or leadership responsibility at a location.
Non-clergy staff and volunteers who are going to exercise ministry outside the Archdiocese of Los Angeles are required to request a Letter of Good Standing that will be sent to the chancery of the (arch)diocese where ministry will be exercised. A copy of the letter may also be sent to the parish(es) the non-clergy staff member or volunteer will visit. See the Guidelines for Requesting a Letter of Good Standing for Non-Clergy.

1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Revised February 2015

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. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations. Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer.

- Clergy/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 clergy/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.
- Clergy/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.
- Clergy/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 clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail 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.
- Clergy/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 clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or 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 clergy/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.
● Clergy/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.
● Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor’s parent or guardian.
● Clergy/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/guardian written permission is required for the publication of a picture of a minor.
● Adults are permitted to interact alone with minor/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.

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

Every year, the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth (English version and Spanish version) must be distributed to, reviewed by, and signed by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth. The location must provide annual training on these boundary guidelines. The form’s signed acknowledgment of receipt must be on file at the parish or school (see "Safe Environment Training Documents" in the Record Retention Schedule, sorted by category and record type).

1.6 Parent/Student Complaint Review Process

Concern for the dignity and rights of each person is intrinsic to the Church’s mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and 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 complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting 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. The complaint review process must be included in the parent/student handbook.

1.6.a School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.
- If the complaint is not resolved, the person bringing the complaint should discuss it 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 or pastor will respond to the person bringing the complaint.

1.6.b Department of Catholic Schools Level

- If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The assistant superintendent 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 the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

1.7 Parent or Parent-Teacher Organizations and Consultative School Board

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The Department of Catholic Schools encourages the formation of parent (or parent-teacher) organizations that follow the current archdiocesan policies.

1.7.a General

Parent organizations:
- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with all current provisions of archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all Department of Catholic Schools regulations and policies
1.7.b Membership
The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

See the Parent-Teacher Organization: Bylaws and the Roles and Responsibilities (sample).

1.7.c Consultative School Board
Every elementary school in the Archdiocese of Los Angeles is expected to have an established and functioning consultative school board.

The parish consultative school board normally assists and consults on a number of issues such as planning, policy development, financing, development, technology, public relations, buildings and grounds, alumni relations, marketing and evaluation of the board's goals, and activities of the board. The parish consultative school board works with other established groups in the school and parish community, including the parent-teacher organization, the parish council, and the Parish Finance Council. No more than one-third of the board membership should be the parents/guardians of currently enrolled students.

Schools that do not have an established parish consultative school board should contact the assistant superintendent at the Department of Catholic Schools to obtain assistance and models for investigation, education, and planning. See the Elementary School Consultative School Board: Constitution and Bylaws (sample)

2. ADMISSIONS AND ATTENDANCE

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

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

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

For more information, see Inclusion Policies and Procedures for Schools.

2.1.a Non-Discrimination Policy

The Internal Revenue Service requires non-public schools to maintain a School Student Non-Discrimination Policy so those schools are recognized as tax exempt.

Archdiocesan schools must demonstrate this policy by annually publishing the School Student Non-Discrimination Policy.

For parish schools, the pastor should publish the School Student Non-Discrimination Policy in the parish bulletin. The school should retain a copy of this parish bulletin in the school file. The statement of non-discrimination also should be published each year in the staff handbook, parent/student handbook, and admissions materials. All schools should submit documentation of the published policy to the Department of Catholic Schools.

2.2 Inclusion Procedures

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

2.3 Guidelines for Admission to Elementary Schools

The following admission guidelines apply:

- Each school should establish procedures for admission and enrollment.
- 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 transitional kindergarten students is four years of age on or before September 1.
● The recommended age for kindergarten students is five years of age on or before September 1.
● The recommended age for first grade students is six years of age on or before September 1.
● All students must comply with current California immunization and health requirements prior to enrollment.
● The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school may have insufficient resources to meet the educational and financial needs of all students.
● The pastor and principal will review students' continued eligibility for enrollment in the parish school.

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

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

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

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and received, and the most recent previous public or private school attended by the pupil. The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

2.4.c Parent Authorization to Use Child’s Personal Information

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

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

2.4.d Verbal/Written Confidences

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

2.5 Transfer of Records
2.5.a Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

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

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

2.6. Absence

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

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

2.6.b Extended Absences

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

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

2.6.d Leaving School Early

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

2.6.e Tardiness

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

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

2.6.f Truancy

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

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.
A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

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

2.6 Work Permits

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

The minor/student, after obtaining a promise of employment, must obtain a “Statement of Intent to Employ Minor and Request for Work Permit.” The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student’s records and consult the teacher to confirm the student’s satisfactory academic achievement to date. The student must then submit the form to the “work permit issuing authority.” If all requirements are met, the work permit issuing authority may issue the “Permit to Employ and Work.” The “work permit issuing authority” may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school. A copy of the signed work permit must be kept in the student’s file. For additional information and forms see http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html

2.7 Student Accident Insurance

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

3. ACADEMICS AND CO-CURRICULAR ACTIVITIES
3.1 Tutoring

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

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

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

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

3.2 Counseling Policy

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

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

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

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

4. DISCIPLINE

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

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

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

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

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

4.3 Detention

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

4.4 Suspension

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

4.5 Expulsion

4.5.a Reasons for Expulsion

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

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

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

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

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

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

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

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

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

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

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

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:
- **Verbal harassment**: Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment**: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual harassment**: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- **Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

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

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:
- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else’s username to spread rumors or lies about someone

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

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

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

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

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

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

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

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

4.8 School Searches

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

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

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

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student’s backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student’s parents should be notified of any such search.
An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student’s locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

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

5. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

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

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

5.1 Definitions

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

**Electronic communications devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.
Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

5.3 Ownership and Control of Communications

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

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

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

a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

b. Email and other electronic communications are not necessarily secure.

c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.

d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.

e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.

g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.

h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.

j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.

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

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

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

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

5.5 Prohibited Practices

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

a. Violate any federal, state or local laws or regulations.

b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.

c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.

d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

e. Engage in improper fraternizing or socializing between adults and minors.

f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.

g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).

h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.

i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See Archdiocese of Los Angeles Copyright and Video Screening Policy.

k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on others’ folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.

l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).

m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or assignment by a responsible adult.

n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.

o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.

p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.

q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

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

6. HEALTH AND SAFETY

6.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student’s parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.
In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

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

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

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

### 6.2 Examinations and Inoculations

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

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

### 6.3 Immunization

California law requires children to be immunized. Children are exempt from immunization requirements only if a parent or guardian submits a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

The federal McKinney-Vento Homeless Assistance Act requires schools to enroll new students who are homeless even if their immunization records are missing or unavailable at the time of enrollment. California law requires schools to immediately enroll foster children transferring to their school even if a foster child is unable to produce immunization records normally required for school entry. Once a homeless student or a foster child is enrolled, school staff should work with the school or foster family where the student was transferred from to obtain the student’s immunization records quickly. The school staff person should also work with local health departments to ensure these students receive any vaccinations they may need.

State law also requires each child’s family to provide, within 90 days of entrance into the first grade, a certificate documenting that the child has received a health checkup within the previous 18 months. Parents may waive the health checkup requirement because they do not want to or are unable to obtain a health
screening for their child. If the waiver indicates that the parents were unable to obtain such services, the reasons must be included in the waiver. School districts must exclude any first-grader for up to five days if the child has neither a health examination certificate nor a parental waiver 90 days after entering the first grade.

Some children may be eligible for a state-paid examination. Referrals to doctors and clinics are provided on request by the Child Health and Disability Prevention (CHDP) Program coordinator of the local health department. Children through age eighteen may receive a free checkup funded by CHDP if their families meet specific income guidelines. Most county health departments have a CHDP coordinator who can advise parents regarding eligibility.

All children under eighteen years of age that enter a California public or private elementary or secondary school for the first time or transfer between schools must present a written immunization record that includes at least the month and year of receipt of each dose of required vaccines (or an exemption to the immunization requirements). Otherwise, the child will not be allowed to attend school.

**School Entry Requirements**

Students entering school must show proof of the following immunizations:

**Students Entering Kindergarten**

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Dosage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diphtheria, Pertussis, and Tetanus (DPT)</td>
<td>Five (5) doses</td>
</tr>
<tr>
<td>Polio</td>
<td>Four (4) doses</td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella (MMR)</td>
<td>Two (2) doses</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Three (3) doses</td>
</tr>
<tr>
<td>Varicella (chickenpox)</td>
<td>One (1) dose</td>
</tr>
</tbody>
</table>

**Students Entering Grade Seven**

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Dosage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap)</td>
<td>One (1) doses</td>
</tr>
<tr>
<td>Measles, Mumps, and Rubella (MMR)</td>
<td>Two (2) doses</td>
</tr>
</tbody>
</table>

All students from out of state must show proof of varicella (chickenpox) immunization.
Contact your local county health department for more specific information on requirements relating to the number of vaccine doses and the ages at which vaccines are to be given. In some cases, in addition to the month and year of the immunization, the day is also required. Some counties now require that students entering school at specific grade levels show the results of tuberculosis skin tests.

For more information regarding immunization and health checkup requirements, please contact your school district, county office of education, or county health department. Additional information is available from the California Department of Public Health Immunization Branch’s Shots for School.

6.4 Health Records

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

6.5 Medical Appointments

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

6.6 Medications

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See Medication Authorization and Permission Form.
- Medications administered at school must be in the original container and labeled. The day’s dosage must be sealed, labeled and have the student’s name attached. It shall be in an appropriate container, and kept in the school/nurse’s office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an EpiPen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the Diabetic Consent Form and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse’s office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.
6.7 Communicable Diseases
The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

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

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

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

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

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate prenatal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.
In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

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

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

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

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

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal
Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student’s parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

6.13 Interview and Removal from School of Students by Police Officers

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

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

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

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

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

6.13.a Interview of a Student During School Hours by a Police Officer

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

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.
Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

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

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

6.13.b Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

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

6.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances

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

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a Student Volunteer I will:

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

As a Student Volunteer I will not:

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

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

Print Name of Youth: _______________________________________________________

Work or Volunteer Position: _________________________________________________

School or Parish: _________________________________________________________

Signature of Youth Volunteer: _____________________________________________

Date: ______________________

Name and Signature of Parent or guardian: _____________________________________

Date: ______________________

Name and Signature and Title of Witness: _____________________________________

Date: ______________________
ITEMS INAPPROPRIATE FOR SCHOOL

2019-2020 School Year

Cell phones, electronic games, iPods, CD players or any other items that distract the students’ attention or disrupt classroom instruction are not allowed in school or on field trips. The school will not assume responsibility for such items when brought to school. If a cell phone is brought to school by a student to be used for emergency purposes once the student leaves the campus at the end of the day, the cell phone must be turned off and kept in the student’s backpack until he/she is off the school campus. If the cell phone is heard ringing or seen being used by a student at any time during the school day on any part of the school campus, the cell phone will be confiscated and sent to the principal’s office. Students may not carry cell phones with them while they are on campus. School policy allows faculty and staff members to confiscate these items from the students and send them to the principal’s office where they will be kept for one month the first time they are confiscated. If a faculty/staff member confiscates an inappropriate item from the same student a second time, he/she will not get it back until the last day of school on Friday, June 17, 2019. It is understood that all decisions regarding the acceptability of items brought to school rests with the principal.

Please read and explain the Items Inappropriate for School policy to your child. This amendment to the Parent/Student Handbook must be signed and returned to school no later than Friday, August 18, 2017 to acknowledge your receipt of this policy. Any student who does not return the signed acknowledgement will not be admitted to class on Friday, August 18, 2017. Thank you for your cooperation!

______________________________
PRINT FAMILY NAME

______________________________
PRINT Child’s Name

______________________________
PRINT Child’s Name

______________________________
PRINT Child’s Name

______________________________
PRINT Child’s Name

______________________________
PRINT Parent/Guardian Name

Parent/Guardian Signature
APPENDIX C
ST. JANE FRANCES DE CHANTAL SCHOOL

SCHOOL SUPPORT AND SERVICE CONTRACT 2019-2020

We, the faculty and staff of St. Jane Frances de Chantal School, welcome you to our school community, which is committed to the goal of teaching the gospel message, faith community and service within an integrated curriculum. As stated in our school philosophy, we believe that parents are the primary educators of their children and are an integral part of the school. The success of our school community demands cooperation, dedication and commitment of administration, staff, and parents to the philosophy and goals of the school.

AGREEMENT

1. I/We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore, to the following conditions:
   a. to participate at Mass regularly (Catholics), particularly the yearly class liturgies (all faiths) so that our child (ren) may have a sense of the importance of faith commitment in their lives.
   b. to participate in the religion program by working with and encouraging my/our child (ren) to make religion and Christian values a reality in their lives.
   c. to encourage my/our child (ren) by providing help and support in home study.
   d. to abide by the contents of the Parent and Student Handbooks and to make my/our child (ren) aware of school rules and regulations.
   e. to promptly complete and return all forms and records necessary to comply with school, Archdiocesan and state regulations.
   f. to attend Back to School Night in September as well as any other PTO General Meetings scheduled during the school year and to respond to all requests for conference times.

2. I/We understand that tuition and fees cover only a part of the total cost of educating our child/children. I/We agree, therefore,
   a. to make regular and prompt payment of tuition, fees, and $550 family obligation fee.
   b. to raise a profit of a MINIMUM of $350.00 profit for the school by participating in fundraisers presented throughout the year or pay a fundraising fee.
   c. to complete 25 Volunteer Hours during the school year or pay a Volunteer Hours’ Fee of $450.00. ($30.00 for every hour that is not completed by June 2020)

ACCEPTANCE

I/We understand that in order to be considered for readmission to St. Jane Frances de Chantal School for the 2018-2019 school year, we must fulfill my/our responsibilities under this contract. My/Our signatures below indicate my/our willingness to fulfill my/our obligations according to this agreement.

Parent/Guardian signature_____________________________________________Date ______________

Parent/Guardian signature ____________________________________________Date ______________
APPENDIX D

St. Jane Frances de Chantal School

P.T.O. Volunteer Service Opportunities for 2019 - 2020 School Year

Every school family is required to complete 25 volunteer hours during the school year or pay a volunteer service fee of $30.00 per hour. You will receive a summary of hours completed on SchoolSpeak.com. All Volunteer Hours must be completed by Wednesday, May 31, 2017.

This list gives you a general idea of the many opportunities available to complete your Volunteer Service Hours during the school year. The P.T.O. Board will send flyers home regularly in the Family Envelope to provide you with opportunities to complete your volunteer hours.

1. Assist with office work (e.g. Shredding, mailings)
2. Assist with C.Y.O. After School Sports Program Coaches and drivers are needed for the success of this program.
3. Assist with Distribution of Lunches (Choice Lunch Program)
4. Assist with Lunch Yard Duty (Supervise students in school yard)
5. Volunteer to be a chaperone for your child’s field trip
6. Hospitality Crew for Christmas Program (serve coffee/cookies)
7. Assist with Book Fair during Catholic Schools Week
8. Assist with Used Uniform Sales (Laundering recycled uniform items)
9. Assist with Catholic Schools Week Open House
10. Assist with SJF Annual Science Fair
11. Assist with SJF Jogathon
12. Assist with Spirit Day
APPENDIX F

St. Jane Frances de Chantal

Tae Kwon Do- Parent/Guardian Consent Form

Family Name: ________________________________________________________________
(Please print)

Student’s Name: ___________________________ Grade: ______

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Parent/Guardian Name:

______________________________________________________________

Day Time Telephone #: ____________________________

Cell Phone #: ________________________________

Authorized Adults to pick up:
Confidential Teacher Recommendation Form
(For Applicants Applying for Grade Levels 1-8)

Please mail this form directly to Saint Jane Frances de Chantal School by

APPLICANT:  ________________    _________________    _________________
First Name    Middle Name    Last Name

Candidate for ________ in Sept. 2019
grade

Teacher’s Name: ______________________
School Name: ______________________
Telephone: ______________________

In what grade(s) and subject(s) did you teach him/her?

________________________________________________________________________________________

Saint Jane Frances de Chantal is a coeducational day school (grades TK-12). Within a familial setting, St. Janes offers a rigorous academic curriculum, balanced among the arts, sciences and humanities. We seek students who have the curiosity, responsibility, and independence to work successfully in an enriched program.

Your views regarding this student’s academic skill level, work habits, maturity, classroom behavior, and integrity would be very useful. Please note below anything that would make this student an especially attractive candidate for our school, or anything about him/her that would give special concern should he/she become an St. Jane student.

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

For your convenience, a number of local independent schools are using a common form for the teacher recommendation. Please feel free to photocopy this checklist in the event this student is applying to more than one school. Though each school may vary in the emphasis it places on the qualities listed below, every school is interested in the descriptive profile of a student which this checklist provides.

Academic and Personal Evaluation: Please check the appropriate ratings.

1. Academic potential

   Not Recommended  Without Enthusiasm  Fairly Strongly  Strongly  Enthusiastically

   For Academic Promise:  ❏  ❏  ❏  ❏  ❏

   For Character and Personal Promise:  ❏  ❏  ❏  ❏  ❏

   Overall Recommendation:  ❏  ❏  ❏  ❏  ❏
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Academic achievement</td>
<td>considerably below expectations</td>
<td>as expected</td>
<td>better than tests</td>
<td>far above expectations</td>
</tr>
<tr>
<td>3. Effort/drive</td>
<td>limited</td>
<td>sporadic</td>
<td>usually good</td>
<td>maximum</td>
</tr>
<tr>
<td>4. Study habits</td>
<td>poor</td>
<td>fair</td>
<td>good</td>
<td>excellent</td>
</tr>
<tr>
<td>5. Ability to work in a group</td>
<td>has great difficulty</td>
<td>sometimes has difficulty</td>
<td>usually effective</td>
<td>always works well</td>
</tr>
<tr>
<td>6. Ability to work alone</td>
<td>needs much help</td>
<td>needs help frequently</td>
<td>needs help occasionally</td>
<td>always works well</td>
</tr>
<tr>
<td>7. Participation in discussion</td>
<td>rarely contributes</td>
<td>wants to dominate</td>
<td>contributes occasionally</td>
<td>joins in readily</td>
</tr>
<tr>
<td>8. Curiosity</td>
<td>little</td>
<td>occasional</td>
<td>consistent</td>
<td>marked</td>
</tr>
<tr>
<td>9. Reads for pleasure</td>
<td>rarely</td>
<td>if prodded</td>
<td>occasionally</td>
<td>frequently</td>
</tr>
<tr>
<td>10. Written expression/content</td>
<td>poor</td>
<td>limited</td>
<td>good</td>
<td>excellent</td>
</tr>
<tr>
<td>11. Written expression/mechanics</td>
<td>poor</td>
<td>limited</td>
<td>good</td>
<td>excellent</td>
</tr>
<tr>
<td>12. Ability to express ideas orally</td>
<td>limited</td>
<td>has some difficulty</td>
<td>good</td>
<td>exceptional</td>
</tr>
<tr>
<td>13. Imagination</td>
<td>little</td>
<td>fair</td>
<td>active</td>
<td>highly developed</td>
</tr>
<tr>
<td>14. Use of time</td>
<td>uses poorly</td>
<td>occasionally wastes</td>
<td>usually uses well</td>
<td>always uses effectively</td>
</tr>
<tr>
<td>15. Follows directions</td>
<td>rarely</td>
<td>needs much explanation</td>
<td>occasionally needs help</td>
<td>quickly and effectively</td>
</tr>
<tr>
<td>16. Critical thinking</td>
<td>limited</td>
<td>consistent with age</td>
<td>frequently perceptive</td>
<td>exceptional perceptive</td>
</tr>
<tr>
<td>17. Seeks help when needed</td>
<td>rarely</td>
<td>occasionally</td>
<td>usually</td>
<td>always</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>18. Attention span</strong></td>
<td>□</td>
<td>easily distracted</td>
<td>□</td>
<td>occasionally distracted</td>
</tr>
<tr>
<td><strong>19. Maturity in terms of age/grade</strong></td>
<td>□</td>
<td>very immature</td>
<td>□</td>
<td>somewhat immature</td>
</tr>
<tr>
<td><strong>20. Personality</strong></td>
<td>□</td>
<td>withdrawn</td>
<td>□</td>
<td>shy</td>
</tr>
<tr>
<td><strong>21. Integrity</strong></td>
<td>□</td>
<td>questionable</td>
<td>□</td>
<td>usually trustworthy</td>
</tr>
<tr>
<td><strong>22. Consideration of others</strong></td>
<td>□</td>
<td>rarely considerate</td>
<td>□</td>
<td>usually considerate</td>
</tr>
<tr>
<td><strong>23. Social adjustment with peers</strong></td>
<td>□</td>
<td>relates poorly</td>
<td>□</td>
<td>has occasional problems</td>
</tr>
<tr>
<td><strong>24. Leadership potential</strong></td>
<td>□</td>
<td>a follower</td>
<td>□</td>
<td>leads when given responsibility</td>
</tr>
<tr>
<td><strong>25. Initiative</strong></td>
<td>□</td>
<td>never initiates</td>
<td>□</td>
<td>rarely shows initiative</td>
</tr>
<tr>
<td><strong>26. Classroom conduct</strong></td>
<td>□</td>
<td>frequent disruptions</td>
<td>□</td>
<td>occasional misconduct</td>
</tr>
<tr>
<td><strong>27. Stability</strong></td>
<td>□</td>
<td>easily frustrated</td>
<td>□</td>
<td>seeks much attention</td>
</tr>
<tr>
<td><strong>28. Sense of humor</strong></td>
<td>□</td>
<td>rarely laughs or smiles</td>
<td>□</td>
<td>fair</td>
</tr>
<tr>
<td><strong>29. Self confidence</strong></td>
<td>□</td>
<td>needs much reassurance</td>
<td>□</td>
<td>appears overly confident</td>
</tr>
<tr>
<td><strong>30. Fulfills responsibilities</strong></td>
<td>□</td>
<td>rarely</td>
<td>□</td>
<td>sometimes</td>
</tr>
<tr>
<td><strong>31. Parent cooperation</strong></td>
<td>□</td>
<td>unknown</td>
<td>□</td>
<td>fair</td>
</tr>
<tr>
<td><strong>32. Parent communication with school</strong></td>
<td>□</td>
<td>rarely</td>
<td>□</td>
<td>sometimes</td>
</tr>
</tbody>
</table>
33. Parent attendance at school functions

Your judgments are used solely for the admission process, are held in strictest confidence, and do not become a part of the student’s permanent record. Although we are unable to acknowledge this recommendation individually, we are well aware of the time and thought required to complete this form. We thank you in advance for the help your comments will provide.

____________________________________________       __________________________________________
Teacher’s Signature                               Date
Since SJF is a Catholic school, the greatest emphasis is to be placed on providing a Catholic/Christian education for all students. In order that this be done we must ask God to bless our work. On a regular basis the following prayers will be taught or said. We ask that parents, as the primary educators of their children, spend time with their children teaching and saying these prayers.

SIGN OF THE CROSS
In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

MORNING OFFERING
My God, I offer You all my prayers, works, and suffering of this day for all the intentions of Your most Sacred Heart. Amen.

OUR FATHER
Our Father, who art in heaven, hallowed be thy name; thy kingdom come; they will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

HAIL MARY
Hail Mary, full of grace. The Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

PRAYER OF PRAISE
Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

APOSTLES’ CREED
I believe in God, the Father almighty, creator of heaven and earth; and in Jesus Christ, His only Son, our Lord, who was conceived by the power of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I
believe in the Holy Spirit, the Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

**GRACE BEFORE MEALS**
Bless us, O Lord, and these your gifts, which we are about to receive from your bounty, through Christ, our Lord. Amen.

**THANKSGIVING AFTER MEALS**
We give you thanks for all your benefits, almighty God, who lives and reigns forever. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

**PRAYER OF SORROW**
I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin nor more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

**MEMORARE TO THE BLESSED MOTHER**
Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thine intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen
PARENT/GUARDIAN RELEASE FOR STUDENT OR MINOR (NONCOMMERCIAL)

This section to be completed by the Archdiocesan entity (school/parish/ACC) sponsoring the activity (“Location”):

Name of Location: __________________________________________________________

The Location intends to use your child’s image, name, voice and/or work for noncommercial purposes relating to the event(s) or activity(ies) identified below.

Description of events/activities to which this Release applies:
________________________________________________________________________

Duration of Release: from ____________ to ____________ [insert date]
________________________________________________________________________

This section to be completed by Parent/Guardian:

I, ____________________________________________ am the parent/guardian of

______________________________________________, a minor.

I hereby authorize the Location to use the following personal information about my child:
(Please initial the applicable boxes)

Image: □ yes  □ no  Voice: □ yes  □ no  Name: □ yes  □ no  Work: □ yes  □ no

I understand and agree that my child’s image, voice, name and/or work (“Personal Information”) relating to the events or activities described above will be used for noncommercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that my child’s Personal Information may be copied, edited and distributed by the Location in publications, catalogues, brochures, books, yearbooks, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (“Materials”).

The Location 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 Location 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. In exchange for the opportunity given to my child by the Location to participate in the activity, I agree that neither I, nor my child, will receive monetary compensation, royalties or credit. I understand and agree that the Location shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Location 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 Location and its affiliated entities, 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 Location. However, my new authorization will not have the effect of revoking this Authorization, and the Location 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: ______________ Cellphone/Email: ________________________________

Name of Child: ______________________________ Age: __________
AUTORIZACION DE PADRES/TUTORES PARA ESTUDIANTES O MENORES
(CON FINES NO COMERCIALES)

Esta sección debe de ser completada por la entidad Arquidiocesana
(Escuela/Parroquia/Arquidiócesis) que patrocinan la actividad ("Localidad"):

Nombre de la Localidad: ____________________________

La Localidad tiene la intención de usar la imagen, el nombre, la voz y/o el trabajo de su hijo/a para fines no comerciales relacionados con el evento(s) o actividad(es) que se identifican a continuación.

Descripción del evento(s)/actividad(es) para los cuales se aplica esta Autorización:

________________________________________________________

Duración de la Autorización: Desde ____________ [Fecha] Hasta ____________ [Fecha]

Esta sección debe ser completada por los padres/tutores:

Yo, ____________________________________________ (Nombre) soy el padre, madre, o tutor de ____________________________________________ (Nombre del menor), un menor.

Por la presente autorizo a la Localidad, a utilizar la siguiente información personal de mi hijo/a (Por favor marcar la respuesta que aplica)

Imagen:  □ si  □ no  Voz:  □ si  □ no  Nombre:  □ si  □ no  Trabajo:  □ si  □ no

Yo entiendo y estoy de acuerdo que la imagen, voz, nombre y/o trabajo de mi hijo/a ("Información Personal") relacionados con los eventos o actividades descritos anteriormente serán usados para propósitos no comerciales, incluyendo pero no limitados a publicidad, exhibiciones, emisión de medios electrónicos o investigaciones. Entiendo y acepto que la Información Personal de mi hijo/a puede ser copiada, editada y distribuida por la Localidad en publicaciones, catálogos, folletos, libros, anuarios, revistas, exhibiciones, películas, videocasetes, CDs, DVDs, mensajes de correo electrónico, sitios web o cualquier otro medio aun no conocido o desarrollado posteriormente ("Materiales").

La Localidad puede usar la Información Personal a su criterio exclusivo, con o sin el nombre de mi hijo/a o con un nombre ficticio, y con material biográfico preciso o ficticio. La Localidad no usará la Información Personal para propósitos inadecuados o de manera inconsistente con las enseñanzas de la Iglesia Católica Romana.

Renuncio a cualquier derecho de inspeccionar o aprobar cualquier material que pueda ser creado usando la Información Personal ahora y en el futuro. A cambio de la oportunidad dada por la Locación a mi hijo/a de participar en la actividad, estoy de acuerdo en que ni yo ni mi hijo/a recibiremos compensación monetaria, regalías o crédito. Entiendo y acepto que la Locación será titular de todos los derechos, títulos e intereses, incluidos los derechos de autor en las fotografías, las grabaciones electrónicas y los materiales. Si la Locación intenta utilizar los materiales para fines comerciales, se me proporcionará en ese momento toda la información sobre los términos del uso comercial.
Renuncio, y desisto de cualquier reclamo, demanda o causas de acción contra la Locación y sus entidades afiliadas, empleados, agentes, contratistas y cualquier otra persona, organización o entidad que los asista con fotografía, grabación electrónica o materiales, por daños y perjuicios de cualquier manera relacionados con, o derivados de la fotografía, grabación electrónica o materiales, o el uso de la información personal, y asumo expresamente el riesgo de lesión o daño resultante.

Además, entiendo y acepto que esta Autorización permanece en vigor hasta que sea retirada por escrito. Entiendo que si cambio de opinión sobre esta Autorización, enviaré otro nuevo formulario de autorización a la Locación. Sin embargo, mi nueva Autorización no tendrá el efecto de revocar esta Autorización, y la Locación no tendrá ningún deber o obligación de realizar cambios o alteraciones a los materiales que pudieran haber sido preparados basados en esta Autorización.

He leído esta Autorización, entiendo el contenido y soy capaz de otorgar los derechos y renuncias que contiene. Entiendo que los términos de esta Autorización son contractuales y no meramente recitales. Yo estoy firmando este documento libre y voluntariamente.

Firma: ___________________________ Fecha: ________________

Nombre del Firmante: ______________ Relación con el menor: ______________

Dirección: _____________________________

Teléfono: _______________ Teléfono Celular/Email: _____________________________

Nombre del Menor: ___________________________ Edad: ______________
Archdiocese of Los Angeles
Medication Authorization and Permission Form

Location: __________________________

Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity.

<table>
<thead>
<tr>
<th>Last Name of Minor</th>
<th>First Name</th>
<th>Sex</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Medication:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Physician’s Instructions. (Complete where applicable)

<table>
<thead>
<tr>
<th>Purpose of Medication or Diagnosis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dosage Prescribed</td>
</tr>
</tbody>
</table>

Please notify this office if patient misses medication

Yes ☐ No ☐

Medication may have adverse effects (explain):

Special instructions and/or comments:

Print Name of Licensed Physician

Signature of Licensed Physician

Date

Physician Address and Phone Number

B. Permission for Administration of Medication and/or Testing at Location and/or at Location sponsored Field Trip/Event/Activity: I request that my son/daughter identified above, be permitted to carry and use emergency medication (inhaler, epi-pen, insulin, etc.) and/or test for levels of blood sugar at the Location identified above and/or at a Location sponsored field trip/event/activity as prescribed by the physician above. I acknowledge and understand that no health care professional or other trained adult may be available at the Location or at the field trip/event/activity to assist, monitor or supervise my son/daughter’s self-administration of medication or testing unless arrangements have been made in advance. In the event that my son/daughter is unable to self-administer or self-test, I agree that Location staff/chaperones may assist my son/daughter to the extent possible under the circumstances, but neither they nor the Location shall be liable for any adverse consequences or injury. I hereby give the Location staff/chaperones permission to call paramedics to render treatment to my son/daughter should that be necessary and to release medical information to first responders for that purpose. For all other medications, my son/daughter and I will comply with the Location’s policies and procedures and will provide the Location with any medication my son/daughter requires in its original prescription bottle.

Parent/Guardian Name: __________________________ Emergency phone number: ________________

Parent/Guardian Signature: __________________________ Date: __________________________

**PLEASE RETURN SIGNED BY ALL PARTIES BY**
St. Jane Frances de Chantal School
Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK
Our family has received and read the Cathedral Chapel 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.

____________________________________________________________________________
Parent’s/Guardian’s Signature Parent’s/Guardian’s Signature
____________________________________________________________________________
Parent’s/Guardian’s Signature Parent’s/Guardian’s Signature

____________________________________________________________________________
Student’s Signature

____________________________________________________________________________
Student’s Name and Grade (Please print)

Please return this signed form promptly to the School Office. This form will be placed in the students’ permanent files.