



LOS ANGELES ARCHDIOCESE POLICIES

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A. GENERAL INFORMATION

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS

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

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

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

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place where the principal or teacher is required to be at such place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students, parents, guardians include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

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

PARENT OR PARENT-TEACHER ORGANIZATIONS AND CONSULTATIVE SCHOOL COUNCIL

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

PARENT ORGANIZATIONS

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

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

CONSULTATIVE SCHOOL COUNCIL

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

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

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

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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

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

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

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

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

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

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

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

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

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

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

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

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

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

Revised 4/24/2006

BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Revised August 20, 2007

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

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: _____

PARENT/STUDENT COMPLAINT REVIEW PROCESS

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

School Level

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

Department of Catholic Schools Level

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

B. ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS

- Preferences are given to active members of the parish
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

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

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

INCLUSION PROCEDURES

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

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” is Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit, A copy of the signed work permit must be kept in the student’s file.

For additional information and forms see

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

PRIVACY AND ACCESS TO RECORDS

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

PUPIL RECORDS

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

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

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

DIRECTORY INFORMATION

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

VERBAL/WRITTEN CONFIDENCES

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

TRANSFER OF RECORDS

Student Transfers, Withdrawals, and Graduation

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

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

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

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

WITHHOLDING OF RECORDS

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

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..

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

TUTORING

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

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

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

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

COUNSELING POLICY

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because they are 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
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions.
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, 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.

- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships, and financial aid. Schools may also provide high schools college and university catalogs and information sessions.

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.

PARENTAL RELEASE FOR CHILD - NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

Archdiocese/School Parish: _____

Class/Activity: _____

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

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

XX

This section to be completed by Parent/Legal Guardian:

I _____ (Name) _____ am the parent or legal guardian of _____ (Child’s Name) _____ a minor. I hereby authorize Our Lady of Lourdes School to use the following personal information about my child:

Please initial all applicable boxes

Image/visual likeness: ___ yes ___ no Voice: ___ yes ___ no
Name: ___ yes ___ no Work: ___ yes ___ no

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

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

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

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

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

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

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

Signature: _____

Date: _____

Print Name: _____

Relationship to Child: _____

Address: _____

Telephone: _____

Name of Child (Children): _____

Age(s) _____

E. DISCIPLINE

DISCIPLINE

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

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

MAINTENANCE OF EFFECTIVE DISCIPLINE

Effective discipline is maintained when there is:

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

DISAPPROVED DISCIPLINARY MEASURES

The following disciplinary measures are forbidden:

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

DETENTION

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention before or after school hours is considered an appropriate means of discipline

- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end.

SUSPENSION

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

No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation

Notice of suspension must be given to the parents or guardians by telephone or in a conference.

The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.

In no case will a teacher on his or her own authority suspend a student.

EXPULSION

Reasons for Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises

- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

PROCEDURE FOR EXPULSION

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

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

WRITTEN RECORD

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

Name of Student: _____

Offense or situation: _____

Date: _____

Parents notified by: _____ Date _____

Remarks: _____

First Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Signature(s): _____

Second Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Outcome: _____

Signature(s): _____

CASES INVOLVING GRAVE OFFENSES

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

TIME OF EXPULSION

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

REPORTING OF EXPULSIONS

All expulsions even if they occur at the end of the year, are reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.

The County Office of Education shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.

RIGHT TO MAKE EXCEPTIONS

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

HOME STUDY

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy

for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades can be reported.

HARASSMENT, BULLYING AND HAZING POLICY

Our Lady of Lourdes 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. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians, and students.

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

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

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

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

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

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

- Using someone else's user name to spread rumors or lies about someone

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

It is the responsibility of the school to:

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

It is the student's responsibility to:

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

STUDENT THREATS

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

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

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

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

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

SCHOOL SEARCHES

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. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

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

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

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

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

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



**Our Lady of Lourdes School
Parent/Student Policies Agreement Form**

(Please print except where signatures are required)

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the Our Lady of Lourdes School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

Father's or Guardian's Signature _____ Date _____

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

Print student names and grades:

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

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



OUR LADY OF LOURDES CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK

Revised 8/2013

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A. GENERAL INFORMATION

Our Lady of Lourdes School

MISSION STATEMENT

Our Lady of Lourdes School is a Catholic parish school ministering in the Spirit of Christ to children in Preschool through Eighth grade to learn, to live, and to love as faith-filled, educated, service oriented individuals who respect the rights and needs of others. We offer a challenging academic curriculum to a diverse student body with an emphasis on the formation of the whole child and the development of strong moral character.

O.L.L. students learn, live, and love with Jesus.

PHILOSOPHY STATEMENT

Our Lady of Lourdes School is a faith-filled parish school founded by the Sisters of Charity of the Blessed Virgin Mary. OLL continues the tradition of the BVMs to educate the mind, body and spirit to its full potential. With Christ as our foundation, love, charity, and character are woven into classroom instruction and school activities.

Our Lady of Lourdes School recognizes parents as the primary educators working in positive partnership with parish and school to create a faith community that inspires its members to live as Jesus lived.

In the name of Jesus Christ we unite with one another in the single purpose of influencing the educational and spiritual journey of each student as trustworthy, respectful, responsible, fair, and caring citizens. Our Lady of Lourdes School creates a love of worship and welcomes everyone to participate in all aspects of spiritual life.

It is the expectation that Our Lady of Lourdes students emerge with the ability and desire to think critically, live the Gospel message, reach out to others in service, further social justice and use their knowledge and gifts to contribute to the world and deepen their relationship with God.

ACCREDITATION

Our Lady of Lourdes School is fully accredited by the Western Association of Schools and Colleges (WASC) and fully certified by the Western Catholic Educational Association (WCEA) with a clear six year Accreditation through June 30, 2014.

BRIEF HISTORY OF OUR LADY OF LOURDES SCHOOL

Founded by the Sisters of Charity of the Blessed Virgin Mary, Our Lady of Lourdes School welcomed its first pupils on September 13, 1949. Three Sisters of Charity of the Blessed Virgin Mary and Miss Bernice Fay, taught two hundred twenty five children in grades one through six.

Sister Mary Carla taught first grade and Sister Mary Baptist taught second and third grades. The fourth grade teacher was Miss Fay. Sister Mary Gilberta was in charge of fifth and sixth grades. She was also the principal.

Two units of the projected three units were completed by opening day of the first year. These units consisted of four classrooms and an assembly room.

The playground was for a time provided by nature, but later the rocky ground was leveled and topped with asphalt.

In the second year of existence, the seventh grade was opened. Enrollment increased by one hundred and a new member was added to the faculty.

Enrollment in the school increased by fifty in the third year and it continued to do so; eventually there were two classrooms for each grade.

In 1960, eight more classrooms were added across the street to increase the number of classrooms to sixteen. In the years between 1971 and 1978, one classroom at each grade level was closed, thus returning the classroom count to eight rooms. In September of 1986, Our Lady of Lourdes opened its Kindergarten class.

In 2003, under the supervision of a new principal, the sixth grade was moved to the northwest campus to form a departmentalized junior high school. The former sixth grade classroom was converted to the Library. The former library was transformed into the new Teachers' Resource Center and Lounge.

In 2004, a Science Lab and Literacy Center was formed for the Junior High students.

In 2007, the afterschool day care program was transformed into the Afterschool Curriculum Enrichment Program (ACE)

In 2009, O.L.L. began construction of a Preschool for three and four year old children.

In 2011, the parish preschool, Our Lady of Lourdes Rose Cottage Preschool, opened.

2013-14 celebrates the school's 65th anniversary of the school and the 94th anniversary of Our Lady of Lourdes Parish

OUR LADY OF LOURDES SCHOOL PERSONNEL

2013-2014

School Office	- 818-353-1106	Aide – Kindergarten	- Mrs. Margarita Ibarra
Principal	- Ms. Jennifer J. Ratner	Aide – Grade 1	- Mrs. Patty Birney
		Aide – Grade 2	- Mrs. Marguerite Vacca
School Secretary/ Office Manager	- Mrs. Cathy Ercek	Writing Starz Coordinator	- Mr. Steve Morin
Bookkeeper	- Mrs. Ann Rhodes	Athletic Director	- Mr. Lorenzo Najera
		Music Teacher	- Ms. Susanna Judd-Newkirk
		Technology Coordinator	- Mr. Steve Morin
		Librarian/Learning	
		Resource Teacher	- Mrs. Nellie Eustaquio
Preschool Director	- Mrs. Arlene Casis	Physical Education Teacher	- Mrs. Natalie Peterson
Kindergarten	- Mrs. Kimberly Fill	After School Curriculum Enrichment (ACE)	
Grade One	- Mrs. Evelyn Cortes	Supervisor	- Ms. Sophia Jenrich
Grade Two	- Mrs. Celina Calvillo	Staff	- Mrs. Ino Carrillo
Grade Three	- Ms. Eleanor Zaremba		- Mrs. Patty Birney
Grade Four	- Mrs. Deanna Bowers		
Grade Five	- Mrs. Caitlin Prochaska		
Grade Six	- Mrs. Alexandra DeFrancia		
Grade Seven	- Mrs. Antonia Khayat		
Grade Eight	- Mr. Timothy Barker		

The pastor is ex officio the chief administrative officer of the parish school. He implements the policies of the school and, on points not covered by archdiocesan policy, determines policies appropriate to the needs of the school. The pastor has administrative, personnel, finance, and spiritual responsibilities in relation to the school. The immediate direction and supervision of the school program is, however, delegated to the principal.

SCHOOL STAFF ROLES AND RESPONSIBILITIES

ADMINISTRATION

Principal

Jennifer Ratner

CURRICULUM COORDINATORS

Religion

Celina Calvillo

Science, Science Fair Co-chair (Communication)

Deanna Bowers

Language Arts

Caitlin Prochaska

Mathematics

Timothy Barker

Social Studies

Alexandra DeFrancia

Science, Science Fair Co-chair (Set-up)

Alexandra DeFrancia & Eleanor Zaremba

Technology & Writing Starz

Steve Morin

Preschool Director

Arlene Casis

ACE Director

Sophia Jenrich

Physical Education

Natalie Peterson

Music

Susanna Judd-Newkirk

Art

All teachers

Drama Production

Stage Director/Producer

Alexandra DeFrancia

Technical Director

Caitlin Prochaska

Support Staff

All teachers

PROGRAM /EVENTS COORDINATORS

Catechetical Development,
First Reconciliation & First Eucharist

Celina Calvillo

Mission Awareness

Patricia Birney/Celina Calvillo

Good Touch/Bad Touch, Making Healthy Choices

Deanna Bowers

Community Outreach

Student Council

Military Ministry

Deanna Bowers

Spirit Squad

Evelyn Cortes

Ecology Moderator/Earth Week	Kim Fill
Tuesday Mass Coordinators	Deanna Bowers, Eleanor Zaremba
Student Council	Timothy Barker
Memory Book Moderator	Caitlin Prochaska
School Newspaper	Antonia Khayat
ITBS Testing	Deanna Bowers & Celina Calvillo
Concerts	Susanna Judd-Newkirk
Eighth Grade Video	
Garden Coordinator for Teachers/Parents Group	Caitlin Prochaska
Academic Decathlon	Antonia Khayat
Tutoring	Antonia Khayat
PTO Liaison	Teachers
Registration/Pupil Records Health Records/ Disaster Preparedness	Cathy Ercek
\$CRIP/Accounts Payable/Receivable	Ann Rhodes
Parent Service Hours	PTO Board
Lunchtime Yard Duty Moderator	Patty Birney
FACTS Tuition Mgmt. Consultant	Jennifer Ratner
Character Counts Committee	Deanna Bowers, Kim Fill, Evelyn Cortes
Mission Moderator	Celina Calvillo

STUDENT AND PARENT CONTRACT

It is our goal at Our Lady of Lourdes School to give each child the opportunity to reach his or her full character potential – academically, socially, and spiritually. It is the partnership between student, parent, and teacher that will help achieve that goal. Please review, discuss with your child, and sign the following Student and Parent Contract as evidence of your commitment to our goals.

As a student and citizen of Our Lady of Lourdes School community, I promise

- To be respectful in words and actions towards teachers and other adults.
- To respect and follow all school and classroom rules and directions.
- To be responsible for pursuing excellence at all times.
- To care for all God's people in a fair, respectful, and Christian way.
- To respect school property and the property of my classmates.
- To follow the uniform policy at all times.
- To take responsibility for my learning and be prepared for class.
- To complete assigned work neatly, accurately, and on time with integrity.
- To pay attention in class and not disrupt others.
- To not engage in any form of bullying behavior.
- To resolve conflict in a respectful manner and take action when I witness a violation of any Character Pillar.
- To adhere to the Electronic Communication Policy.
- To be trustworthy in all I say and do.

As a parent of a student of Our Lady of Lourdes School community, I promise

- To set a good example of Christian behavior and moral character for my child to follow.
- To responsibly encourage and support my child's efforts to learn.
- To respect and support my child's teacher in all aspects of academic learning.
- To respect the school and classroom rules in all situations.
- To teach my child to respect the rights and property of others.
- To be responsible for reviewing my child's progress through their schoolwork and Gradelink on a regular basis.
- To be responsible for the regular and prompt attendance of my child.
- To provide a quiet and adequate time and place for my child to study.
- To require my child to complete his or her own homework assignments in a trustworthy manner.
- To adhere to the Electronic Communications Policy
- To adhere to the Cell Phone Policy

My children and I have read and agree to abide by the Student and Parent Contract.

Parent's Signature: _____

Date: _____

Child's Signature: _____

Child's Signature: _____

Child's Signature: _____

OUR LADY OF LOURDES SCHOOL

DAILY SCHEDULE

6:45 a.m.	Morning Care Opens – Dekat Hall
7:45 a.m.	Student Drop-Off Begins GR. 1-5 at the Lunch Area Kindergarten & Jr. High on the lower church parking area.
7:55 a.m.	First Bell
8:00 a.m.	Tardy Bell
9:45 -10:00 a.m.	Recess Jr. High
10:00-10:15 a.m.	Recess Elementary
12:00 – 12:40 p.m.	Lunch
3:00 p.m.	Dismissal (Monday-Thursday)
2:45 p.m.	Dismissal for Kindergarten Afterschool Curriculum Enrichment (ACE) Begins
Fridays	
1:30 p.m.	Dismissal
1:15 p.m.	Dismissal for Kindergarten ACE Begins
6:00 p.m.	ACE Closes

Check the Calendar for Early Dismissals and Holiday Schedules

Our Lady of Lourdes School

Be it known to all who enter Our Lady of Lourdes School that Christ is the reason for this school, the unseen but ever present teacher in its classes, the model of its faculty, the inspiration of its students.

SCHOOL-WIDE LEARNING EXPECTATIONS (SLEs)

Responsible Citizens:

- Appreciate and learn about our multicultural society.
- Take responsibility for actions.
- Think globally.

Self Aware Individuals:

- Develop and use our gifts and talents wisely.
- Keep a positive attitude on life.
- Seek to be self-confident and self-motivated

Effective Communicators:

- Able to express our ideas clearly.
- Express our opinions while valuing those of others.
- Able to listen respectfully.

Life Long Learners:

- Master the basic learning skills.
- Embrace the latest technology.
- Develop an enthusiastic view of life.
- Approach problems with a positive mindset.

Faith-Filled Catholics:

- Know and understand Catholic traditions.
- Develop a personal relationship with God.
- Appreciate the dignity of life.
- Proclaim the Church's message through action.

As a family, we ask that you incorporate Our Lady of Lourdes School's SLEs into your home learning environment.

Pledge

We, the responsible citizens of
Our Lady of Lourdes School are
Self Aware Individuals,
Effective Communicators,
Life Long Learners, and
Faith Filled Catholics
Who are ultimately responsible for
Others and “RSelf”.

Our Lady of Lourdes School acknowledges parents as primary educators of their children and teachers as facilitators of the learning process.

FOREIGN STUDENTS

OLL may admit non-immigrant students with qualifying visas if they have been approved by the U.S. Department of Justice, Immigration and Naturalization Service.

The pastor/ principal have the right to amend the handbook for just cause.

ABSENCES

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.

ABSENCES WITH ACCEPTABLE EXCUSE

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

EXTENDED ABSENCES

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

If a pupil is absent for twenty or more days during a trimester marking period, official grades may be withheld, unless the work is made up. This decision is, however, left to the judgment of the local administrator.

A pupil absent from school because of television, movie contracts, or educational experiences is considered as an ordinary absence and is marked as such in the Pupil Attendance Register.

If a pupil has been absent without explanation, and it is impossible to contact the parent or guardian, he/she will be kept on the Pupil Attendance Register as actively enrolled for the duration of the school year. The attendance officer of the local public school district shall be notified so that the possibility of truancy may be investigated.

A student who is absent for four or more days with an illness must have a signed note from his/her physician before returning to school.

A student is considered half day morning absent if he/she leaves school before 12:00 p.m. (On minimum days, it is before 10:00 a.m.) or half day afternoon absent if he/she leaves after 12:00 p.m.

Note: A parent or guardian must call the school office before 8:30 a.m. on the day of the student's absence.

TARDINESS

A student is tardy if he/she arrives after **8:00 a.m.** Please come in with your child or send a note to explain tardiness. No tardy student will be admitted to class without an "Admit Slip" from the office. There are **NO EXCEPTIONS**. A record of all tardiness will be kept in the Pupil Attendance Register. Excessive tardiness affects a child's academic success. A student who arrives after recess is marked absent for half a day.

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.

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.

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.

INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS

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

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

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

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

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

INTERVIEW OF A STUDENT DURING SCHOOL HOURS BY A POLICE OFFICER

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

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

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

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

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

INFORMING THE PARENT OR GUARDIAN WHEN A STUDENT HAS BEEN REMOVED FROM SCHOOL BY A POLICE OFFICER

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

COMMUNICATION

Should problems, concerns, or situations arise regarding a child, the following contact procedures should be followed:

1. Parent with teacher
2. Teacher with parent
3. Parent/Teacher with Administrator

Teachers will not correspond via the use of e-mail due to the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are. We suggest parents contact the school directly by phone or regular mail.

PARENT CONDUCT

Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.

Posting inappropriate comments about the school, its personnel or students, on the web and via e-mails does not constitute following the appropriate chain of communication.

The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

PARENT-TEACHER CONFERENCES

Teachers will be available Monday through Thursday for conferences by appointment only. Your child's teacher will be most happy to meet with you and discuss your child's progress. Formal Parent-Teacher conferences will be scheduled during the first trimester period.

PRINCIPAL CONFERENCES

The principal will be available until 4:00 p.m. Monday through Thursday. These conferences are by appointment only. Please call the school office to schedule an appointment.

PARENT NEWS BULLETIN (revised 2013)

Every Friday, the office will email a *Parent News Bulletin* via *SchoolReach* e-mail. Important information from the principal, the office, Parent/Teacher Organization, etc. is contained in the Parent News Bulletin. Parents are expected to access the website or e-mail address for this weekly bulletin. Parents without computer access may use the specified computer in the elementary school computer lab from 3:00-4:00 pm Monday – Thursday.

SCHOOL REACH PROGRAM

Our Lady of Lourdes School has implemented an Instant Parent Contact system with the company, *SchoolReach* for direct communication with parents. This contact system will be used on occasion to announce an emergency school closure, an unexpected schedule change, upcoming important events, and any communication deemed necessary by the administration. Parents will be contacted by phone, e-mail and/or text messaging by the principal by the numbers and electronic addresses provided to the school. Our goal is to contact ALL school families within a very brief period of time with this automated contact system. The toll free phone number for retrieving old messages is 855-955-8500.

SCHOOL CALENDAR

The official calendar allocates 185 days to pupil instruction. Pupil instruction days conform to time allotments required for regular school days, minimum school days, and early dismissals.

NEW MORNING DROP-OFF AND AFTERNOON PICK-UP PROCEDURES FOR GRADES 1-5, MORNING CARE AND ACE:

1. For the safety of our students, parents/carpools will enter the Parish Hall driveway closest to Apperson St. on Tujunga Canyon Blvd. and drive down toward the lower playground following the directions of the morning safety monitors.
2. Children will be let out of the cars at the stairs entering the lunch area. Students will remain in the Lunch Area until the first bell rings at 7:55 a.m. at which time their teacher will bring them to the classroom. Parents will then drive to the lower playground exit gate.
3. Parents that would like to walk their children into the school drive into the Lower Playground on Mountair Street in the drive-way closest to Apperson Street and park in the Lower Playground. **THE LOWER PLAYGROUND IS FOR PARKING and WALKERS ONLY!**
4. Students that walk to school will walk into the Lower Playground entering the gate on Apperson Street and follow the painted path to the steps to the Lunch Area.
5. The gate to the Upper Playground is to be used **ONLY** for Office business by parents. Parents can park on the street and will be buzzed in on the intercom. If you take your children with you to the office, you will need to walk them to the Lunch Area.
6. All late arrivals (K-8) must be walked into the Office by their parents through the Upper Playground gate and receive a Late Admit Slip. Students line up at 7:55 am and begin class at 8:00 am. Gates will be locked at 7:55 am.
7. All students in grades Kindergarten through eighth should follow the above procedure on Mondays for whole school assembly except on rainy days.
8. Junior High and Kindergarten students are dropped off on the lower church parking lot behind the auditorium. Do not double-park. Do not make U-turns. Instruct your children to use the crosswalks at all times. (See TRAFFIC RULES)

Double parking on Apperson St. or parking in the Dekat Hall driveway is strictly forbidden and subject to a citation issued by the Los Angeles Police Department.

MORNING DAYCARE

1. Morning Daycare opens at 6:45 a.m.
2. Parents will follow the above procedure entering the Parish Hall driveway and driving down to the stairs entering the lunch area and park facing the school.
3. Please exit your vehicle and bring your child to Dekat Hall and sign him/her into Daycare.
4. Parents will then drive to the lower playground exit gate.

AFTERSCHOOL PICK-UP PROCEDURE

1. Parents will again enter the Parish Hall driveway closest to Apperson St. Park in the Parish Hall parking lot and walk to the **lunch tables** to sign out your child.

ALL STUDENTS REMAINING AFTER 3:15 WILL BE SIGNED INTO ACE AND CHARGED THE DAILY RATE OF \$18.00.

If you cannot avoid being late to pick up your child, please call the school office. Your child will be supervised by ACE personnel until you arrive. You will not be charged and, more importantly, your child will know that you have not forgotten him/her.

Students may not sign out students at dismissal with the following exceptions:

With a parent/guardian signed O.L.L. Walking /Carpool Permission form:

1. Students may walk across Apperson St. to Jr. High or the Elementary building to wait in their sibling's classroom to be signed out by their parent/guardian/carpool driver.
2. Teachers may sign out a student who is walking home or to an after school activity (ACE, sports, choir, decathlon meetings, etc.)
3. Older students may sign out siblings of the family who are walking home together. Students may not walk to a vehicle in the parking area.

CARPOOL DRIVERS' RESPONSIBILITY

Adults who are transporting students other than their own (carpool drivers) must sign out each child in their care from the classrooms. This applies to driving home or to an after school activity (sports, Jr. High Dramas practice, etc.)

At 3:16 p.m. if we received no word from you, your child will be sent to ACE and you will be charged the regular ACE \$18.00 per day.

TRAFFIC RULES

These rules are included in order to acquaint parents with the OLL traffic program. The safety of your children is uppermost in the minds of those who work on this program. Please aid the Safety Patrol by abiding by these rules:

1. *Morning Drop-off:*
 - a. Drop off your grades one through five students in the Lunch Area no earlier than 7:45 a.m.
 - b. Drop off your kindergarten and junior high students on the lower church parking lot behind the auditorium no earlier than 7:45a.m. If you are dropping off elementary students at the Lunch Area also, junior high students

may be dropped off there and must use the crosswalk at Mountair and Apperson streets.

- c. Kindergarten parents, walk your child to the Kindergarten classroom.

2. *Afternoon Pick-up:*

Grades Kindergarten, Sixth, Seventh and Eighth:

- a. Park your vehicle in the lower church parking lot behind the auditorium to pick up Kindergarten and junior high students. Walk to the Lunch Area tables at dismissal and sign out on the form provided.
- b. Grades one through five parents and ACE parents should park in the Parish Hall parking lot. - Walk into your child's classroom at dismissal and sign out on the form provided.
- c. Rainy and Extremely hot days: On the upper playground:
Pull in and park facing the school. Walk to your child's classroom and sign out on the form provided. There are no assigned safety supervisors on the lot at dismissal. Parents are urged to follow traffic safety rules. Vehicle speed should not exceed five miles per hour.
- d. If you choose to park on Apperson when picking up your Elementary school student, you must walk to the classroom and escort them to your car. Children will not be allowed to wait for you outside of the school building.

3. *Anytime Rules:*

- a. **NO LEFT TURNS** into or out of school parking lots.
- b. **NO DOUBLE PARKING AT ANY TIME.**
- c. **NO U-TURNS** during morning drop-off or afternoon dismissal times.
- d. **NO JAYWALKING.**

Please follow these rules! The life you save may be your own child's. All illegal activities are subject to citation by the Los Angeles Police Department.

4. *Bicycle and Skateboard Safety:*

No bicycle riding, scooters, motorized vehicles, skateboards or other such vehicles are permitted on the school grounds. Children may ride bicycles to school with written parental permission on file in the school office. Bike riders must wear legal, safety helmets in accordance to the California Vehicle Code. Bikes are the responsibility of their owners. They should be equipped with a secure bike lock. We strongly recommend that all bicycles be licensed through the Police Department.

SECURITY PROCEDURES

No pupil will be released or sent home during the school day without authorization of the principal. If a pupil is to be sent home for any reason, he/she will be signed out at the school office and accompanied by an authorized adult. No pupil may be dismissed during the school day unless the principal or office personnel have contacted the parent or other responsible adult.

All parents and adult guest visitors must sign in at the main office and obtain a dated/timed Visitor's Badge. All visits must be prearranged and approved by the teacher. Parent observations in the classroom must be limited to 30 minutes (see Parent Rights of Visitation). Parents assisting in the classroom must maintain a professional appearance and demeanor.

Alumni students are permitted to visit in order to fulfill service hours for high school or confirmation requirements. All visits must be prearranged and approved by the teacher. Alumni visitors must sign in at the main office and obtain a dated/timed Visitor's Badge.

No children under the age of 13 are allowed to visit students during school hours. Addendum 10-20-08

SAFETY

Our Lady of Lourdes School shall adhere to the State Health and Safety Code, including the installation of protective warning devices, or any other requirement that the Fire Department certifies as necessary for fire safety in the school building.

SUPERVISION OF PUPILS

It is the responsibility of the principal or her representative and teachers and staff to provide adequate supervision of the pupils while they are in school or participating in school-sponsored activities.

EMERGENCY CLOSING OF SCHOOL

Emergency dismissal of the entire school may be made by the principal or her representative when a serious condition warrants it such as an epidemic, natural disaster, structural damage to school building or any other unsafe condition. The principal will assess the condition and decide on a day-to-day basis whether the school will be in session or not.

Should the principal decide to close the school, parents will be informed through the *SchoolReach* Instant Contact System.

The principal will promptly notify the Regional Supervisor at the Department of Catholic Schools of:

- a. the dates the school was not in session;
- b. the dates chosen to fulfill the required days of attendance.

EMERGENCY PROCEDURES

1. General Procedure:

Written Crisis Management Plan: It is the responsibility of the principal of each school to develop a written Crisis Management plan for emergency procedures. These procedures are reviewed and updated annually by the principal and faculty and shared with parents and all concerned.

Route for egress shall be through safe areas; not under high tension wires, etc.

The entire student body will be assembled in one area when deemed safe to make communication and supervision easier.

A buddy system between every two teachers will be established so that where necessary, a back-up procedure for first aid and supervision can be activated.

Procedures for releasing pupils to their parents in case of evacuation shall be exact and well communicated to the parents ahead of time.

Plans shall be made to provide for pupils until their parents are able to take them or until they are evacuated to a central shelter.

2. Emergency Drills

Fire, earthquake, and disaster drill shall be in conformity with state, county and local requirements. A record of dates and times of drills shall be kept in the principal's office. Drills should be conducted at least monthly.

Duties of the Principal

In all emergencies it is the ultimate responsibility of the principal or delegated staff member to guard the safety of the school staff and pupils.

Appropriate emergency services (fire, police, etc.) will be contacted immediately, and drill procedures will be implemented.

Once the building has been evacuated, it will be secured against re-entry until its safety has been confirmed.

The utility companies (gas, electric, etc.) will be notified if any breaks or suspected breaks in power or water lines are detected

Duties of the Teacher

The teacher is responsible for the safety and supervision of the assigned pupils during all emergency procedures.

The professionalism and self-composure of the teacher is essential in maintaining an atmosphere of calm during an emergency.

Fire Drills

It is the principal's responsibility to comply with state and local fire safety regulations, including the following:

Fire drills shall be held once a month. All pupils, teachers, and employees are required to leave the building. A record will be kept in the principal's office of the date and hour of each drill. As soon as possible after the signal has been given, each teacher is obliged to take the attendance, to see that every pupil in his/her charge has been accounted for, and to report missing pupils to the principal. Evacuation plans will be displayed in every room in the building, including the auditorium, Dekat Hall, and library.

3. **Earthquake Drill:** When an earthquake occurs, students should keep calm, but take proper precautions. If inside the building, teachers will direct pupils to:
 - Drop to the floor, take cover under a sturdy desk or table, and hold onto it firmly.
 - Stay away from windows, mirrors, skylights or objects that may fall over.
 - If students are not near a desk or table, they will be instructed to drop to the floor against an interior wall and protect their head and neck with their arms.
 - Stay in place until the quake is over or pupils are instructed to leave.
 - If damage is minor, building evacuation need not be initiated, and teachers can return to normal procedures.
 - If damage is major, an orderly fire drill shall be conducted to evacuate the buildings. Pupils shall move to a position well away from the buildings, walls, and power lines. Teachers shall take roll, report missing pupils and await further instructions.

If outside the school building, children will be instructed to get clear of all buildings, walls, power poles, and objects that could fall.

4. **Procedure during Time of Natural Disasters** *(revised 9/01/06)*

First day: Follow the decision of the local public school or archdiocese. Listen to radio station KNX 1070 between 7 and 8 a.m. each morning of an ongoing disaster.

Second day: Danger will be reassessed and appropriate action taken; decision of the pastor and principal will be relayed to you. *SchoolReach* will be used if possible.
5. **Earthquake:** In the event of an earthquake during school hours, OLL has a procedure by which the students will exit the building and remain seated in the center of the playgrounds. The school's Crisis Management Plan will go into effect.

Each student has a Personal Emergency Kit containing a snack, a game or coloring book, and other items to provide comfort. Emergency supplies including first aid equipment and a three day supply of food and water for each student/staff member are stored on campus.

All teachers and staff members have assignments. Stations will be established for a Command Center, First Aid, Hospital, and Student Control Area. Parents should listen to the radio stations mentioned above to determine if schools in our area are being dismissed. If they are, parents are asked to come for their children as soon as possible.

Parents are urged to follow the directions of the teachers and staff. **Each child must be signed out.** A Parent Control Area will be established. Parents are to go to the Parent Area first. Teachers/Staff members will direct parents where to go to get their child. Children will only be released to persons listed on the child's Disaster Information card. Please update your card as needed.

In the event of an earthquake immediately before or after school, children who walk to/from school should be instructed to continue in the same direction (i.e., morning, go to school; afternoon, continue home) so that you can anticipate their whereabouts.

6. **Bomb Threat:** When a bomb threat is received, the primary concern of the principal must be the safety of pupils and employees in the building. Immediately upon receiving a bomb threat, the following procedure shall be followed:

The police is called. Police officers are instructed to respond to such calls without the use of sirens or red lights.

During the bomb threat, the decision to hold a fire drill or to take other action shall be made by the principal in consultation with fire and police officials.

If the building is to be evacuated, fire drill procedures are followed, and the pupils remain at the designated areas until the building is declared safe.

Wait for the police to arrive before a search is conducted. If a suspicious package, box or device is located and suspected of being the bomb, do not touch or move it. It will be the responsibility of the police to remove or deactivate it. After removal, pupils and staff may return to class.

If, after an excessive search, no suspected bomb is found, the decision of whether or not to permit pupils and staff to re-enter the building will be made by the principal, tempered by the advice of the police authorities.

7. **Psycho-Social Emergency (Indecent Exposure)**

If the situation arises outside, whoever is supervising the class/classes will assemble the children and return to the classrooms.

Teachers, staff, and students will be notified through the public address system or telephone (Jr. High and Kindergarten).

Police will be notified through 911.

If there is time, a letter to parents will be sent by the principal or designated personnel.

Children who walk home will be assembled in daycare and parents will be notified about the situation.

Should there be no time to write a letter, *SchoolReach* Instant Parent Contact system will be activated as soon as possible.

8. **Social Civil Unrest**

If civil unrest breaks out while school is in session, we will follow the advice/directions from the Department of Education or the nearest public school (if in session).

If children are already home and a direction is in place to suspend classes, the telephone tree will be activated.

9. **Extreme Weather Emergencies (Heat, Flooding, Cold)**

Decisions to suspend classes will depend on the seriousness of the emergency. The principal will assess the situation and/or will abide by the decision of the nearest public school district (if in session) or directives from the Archdiocese.

10. **Procedures in the Event of a Missing Child**

Make a brief yet thorough check of the school grounds.

Call parents and anyone whose name appears on the emergency pick up card to check if they picked up the child.

If the first two steps fail in locating the child, IMMEDIATELY call the police, making available to them a picture of the child, age, height, and weight descriptions that can be found in the student's cumulative file.

11. **Procedures in the Event of a Child Collapsing During School Time**

A 'First Aid Certified' staff member or teacher immediately attends to the student, administering first aid as needed.

If the injuries or condition of the student appears to be serious, 911 is immediately called.

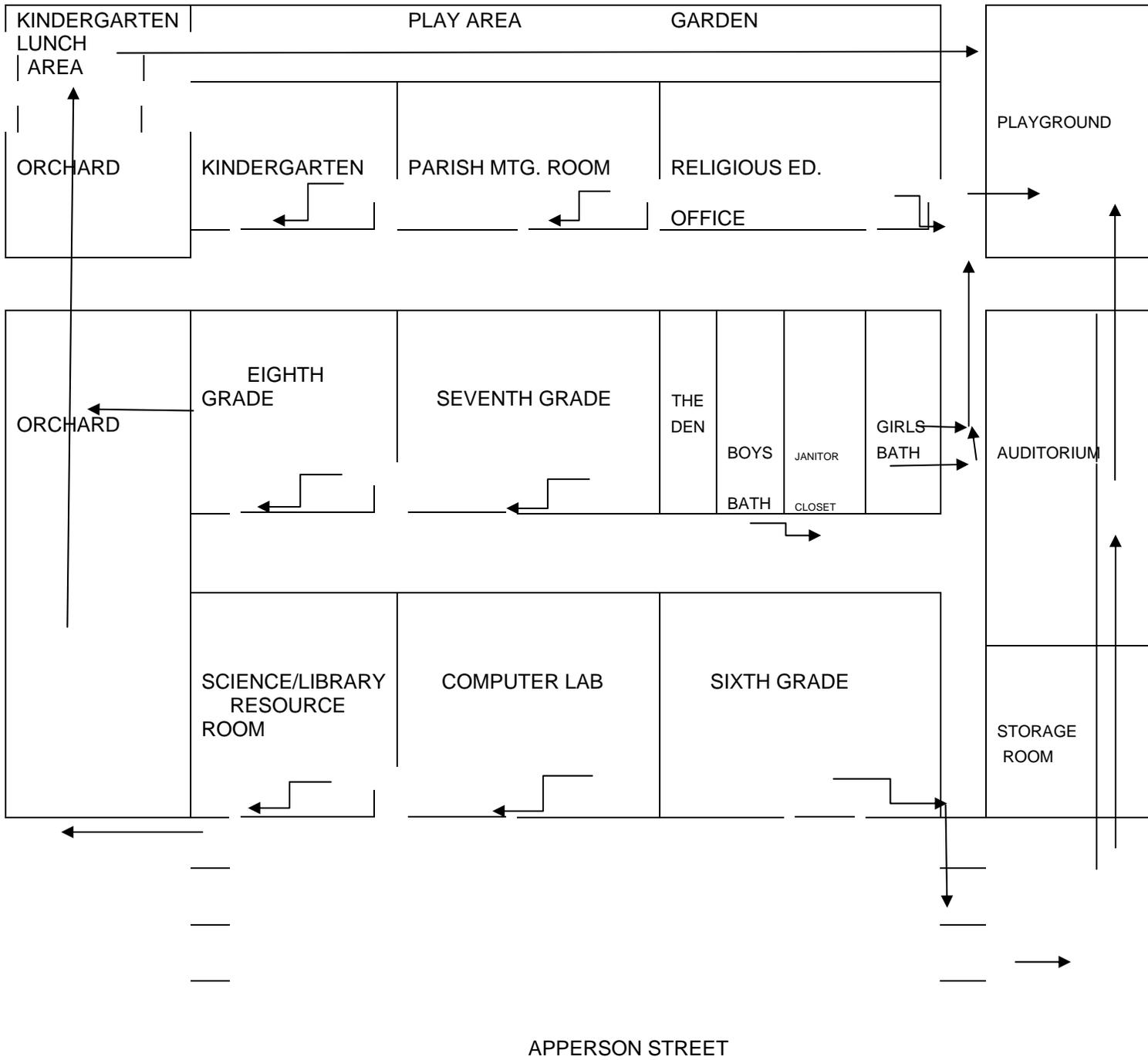
An accident report form/personal incident form will be filled out and sent to the appropriate office or department.

12. **Procedures in the Event That a Student Brings a Weapon, Especially a Gun, to School**

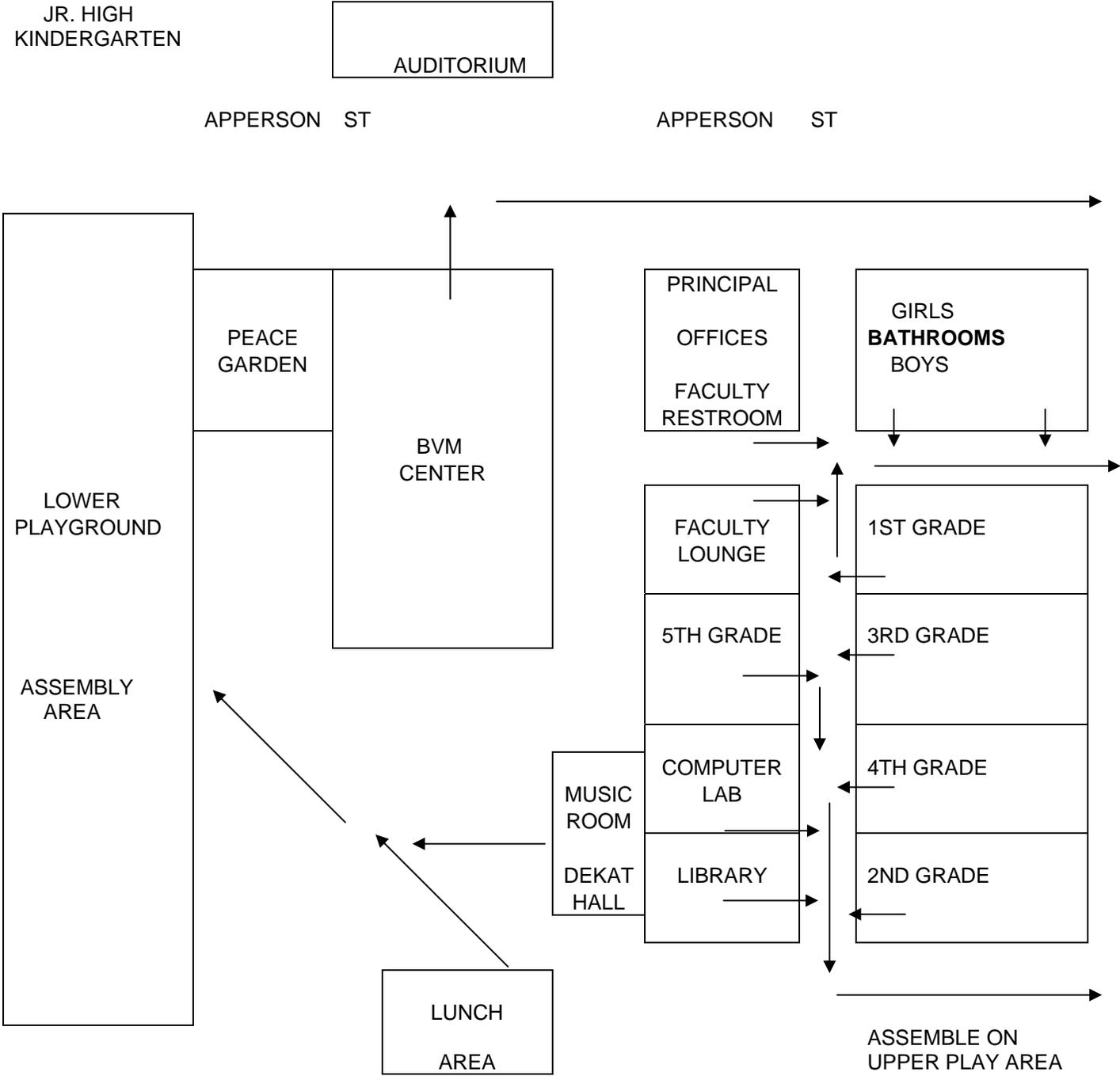
The principal will consult diocesan guidelines.

A student will be suspended or expelled for acts including possession of harmful weapons or materials which can be used as weapons.

Emergency Evacuation Route for Jr. High and Kindergarten Campus



Emergency Evacuation Route for Elementary Campus



Emergency/Elementary Map

PARENTS' RIGHTS OF VISITATION AT SCHOOL

1. For a parent who **does not** have legal custody of his/her child, but does have rights of visitation, a visit is permissible provided the school has not been furnished a legal order prohibiting such a visit. The following steps will be taken by the principal:
 - a) Verify the identity of the parent;
 - b) Inform the parent who has custody of the child that the other parent has requested permission to visit the child at school;
 - c) Give the parent who has custody an opportunity to present legal evidence regarding the extent of the other parent's visitation rights.
2. When a parent whose child is in a foster home makes a request to visit with the child at school, it is advisable to consult with the agency that was responsible for placing the child in the foster home.
3. In all of the above cases, it is preferable that the principal and the parents work out a mutually agreeable alternative to interrupting the pupil's schedule at school.
4. Parents observation in the classroom must be prearranged with the teacher and limited to 30 minutes unless special arrangements have been made.

CUSTODY OF PUPILS

1. No agency, organization, or person other than the parent who has custody or *an authorized* school employee shall be allowed to take a pupil from the school premises during school hours or immediately before or after school.
Exceptions to this rule may be made only
 - a) By the parent or guardian, when properly identified;
 - b) Upon the written request of the parent or guardian, properly verified;
 - c) By properly identified law enforcement officers when an arrest is made;
 - d) By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal.
2. Legally, the responsibility of notifying the parent or guardian of a pupil 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 shall take responsibility of informing the pupil's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in the California Penal Code or pursuant to the Welfare and Institutions Code.

THE NON-TRADITIONAL FAMILY

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

CHILD NEGLECT OR CHILD ABUSE

Definition: Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and/or development. This includes:

1. Physical abuse or corporal punishment.
2. Emotional abuse or deprivation.
3. Physical neglect and/or inadequate supervision.
4. Sexual abuse and/or exploitation.

Responsibilities: The major responsibilities of school personnel are to:

1. Identify incidents of suspected child abuse.
2. Comply with laws requiring reporting of suspected child abuse to proper authorities. (Appendix: Child Abuse)
3. Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator, but that of the child protective agency.

It is imperative that all OLL school personnel comply with child abuse legislation.

AFTER-SCHOOL CURRICULUM ENRICHMENT PROGRAM (ACE)

The After school Curriculum Enrichment Program is available to O.L.L. students. Our staff provides your child(ren) with a comfortable, safe environment, nutritious after school snack, a planned homework period with help as needed, and organized sports, games, arts, crafts, cooking, gardening and library time.

Paid to school in ten monthly installments, due on the first of each month

HOURS: 6:45 A.M. - 7:45 A.M. Morning Care
3:00 P.M. - 6:00 P.M. After School Care (Monday thru Thursday)
1:30 P.M. - 6:00 P.M. After School Care (Fridays)

TUITION: Morning and after school or after school only:

First child in family	\$18.00 per day (\$180 max per month)
Two or more siblings	\$27.00 per day (\$270 max per month)

MORNING CARE ONLY

Per child	\$ 5.50 per day (\$55 max per month)
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Please take note: OVERTIME FEE OF \$1.00 per minute will be charged for late pick-up (after 6:00 P.M.) unless school is notified in advance necessitating a late pick-up.

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
- 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

HEALTH AND SAFETY

EMERGENCY CARD

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

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

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

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

EXAMINATIONS AND INOCULATIONS

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

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

IMMUNIZATION

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

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

HEALTH RECORDS

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

MEDICAL APPOINTMENTS

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

MEDICATIONS

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

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

forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

COMMUNICABLE DISEASES

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

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

ALLERGIES

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

Archdiocese Policy

STUDENT SEXUAL CONDUCT AND PREGNANCY (Archdiocese Policy)

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 parents should inform the principal. The entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their

parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

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

ABORTION

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which regards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

Without jeopardy to the abortion guidelines, Our Lady of Lourdes School retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

ADDITIONAL HEALTH RULES

When a child is required to wear any restrictive restraint (cast, brace, sling etc.), a written note from the doctor is **mandatory**.

A child with restrictions on participating in Physical Education classes as well as recess play **must** present a note from the doctor which will be kept on file.

HIV/AIDS POLICY (revised 9/01/2006)

The Archdiocese of Los Angeles has accepted the United States Bishops' statement, *The Many Faces of Aids: A Gospel Response*, as adapted for use within the archdiocese. This document states: *Infection with HIV in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.*

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV will be admitted to our elementary and secondary schools.

Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV shall be made on a case-to-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concerns and compassion, community health and well being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform persons concerning the nature of HIV infection, including how it is contracted and how it is spread, according to scientific evidence, school policy and procedures related to students with diseases such as HIV infection, resources for obtaining additional information or assistance, and procedures to prevent spread of all communication diseases at the school.

CLOSED CAMPUS

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

RESEARCH PROJECTS AND RIGHTS OF PARENTS

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

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

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

GUIDELINES RELATED TO POSSESSION AND USE OF ALCOHOL AND CONTROLLED SUBSTANCES

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

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

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

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

PROCEDURES IN THE CASE OF SUSPECTED POSSESSION OR USE

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
 - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it.
 - Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

CURRICULUM

Beginning in Kindergarten and continuing through grade eight, the State approved adopted curriculum in the Archdiocese shall include instruction in the following areas: Religion, Family Life, Good Touch/Bad Touch, Making Healthy Choices, Social Studies, English, Writing Application, Reading and Literature, Spelling, Handwriting, Mathematics, Science, Health, Safety, Art, Music, Media Literacy and Ethic, Writing Starz (K-3), and Physical Education.

RELIGION PROGRAM AND EXPECTATIONS

KNIGHTS OF THE ALTAR

To serve Mass is a privilege not given to all and one to be taken seriously. Knights are trained not only in what to do on the altar, but why they do what they do and for whom they do it. Knights train regularly, study their faith diligently, pray together, attend meetings, elect their own leaders and offer community service throughout the year. Knights of the Altar advance through ranks by grade, until they achieve the highest rank in the Eighth Grade. All Knights must be prepared to serve any Mass early or late on the weekend schedule. Parents should be advised that Knights of the Altar need the full support of their parents in order to fulfill their commitment.

Participation in the Knights of the Altar program requires parental support for getting to the assigned Masses.

STUDENT BODY MASS

OLL students celebrate the Eucharist every Friday at 8:30 am. Students help plan and participate in the liturgies by reading, ushering, singing, etc. Celebration of the Eucharist is an essential part of the religious education of our children. Parents are always invited and encouraged to attend whenever possible.

CULTURAL ACTIVITIES

Participation in appropriate cultural activities which enrich the instructional program is encouraged. OLL may bring in appropriate programs for students. To guarantee the effectiveness of cultural programs as learning experiences, teachers will provide adequate preparation and follow-up review. Participation in cultural events away from school is governed by regulations for field trips

STUDENT COUNCIL/STUDENT GOVERNMENT

The organization of the Student Council is an effective means of developing leadership, responsibility, and good citizenship among students. Students from sixth and seventh grade who meet the academic and citizenship requirements qualify to run for student council election and may serve as student council officers the coming year. They are elected in May to serve a one year term. Class representatives from grades one through eight also serve on the Student Council which meets twice a month under the supervision of the Student Council Moderator.

Requirements: Student must have a current Behavior and Work Habit grade of at least a “G” and at least an 80% average in academics for two of the three trimesters in the election year. These qualifications are in effect during their Student Council term. Commissioners must have attended O.L.L. for one year before serving on Student Council.

GRADUATION

Pupils who satisfactorily complete the eighth grade course of study participate in a reverent graduation ceremony and evening liturgy.

Time: Graduation exercises shall not take place earlier than within the week preceding the last day of the school year.

RETENTION

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

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

1. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring or a summer session.
2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher should inform the parents regularly during the second trimester of the pupil’s progress or possibility of retention. Copies of communications and reports regarding the student’s progress should be kept on file.
3. Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher should diligently observe the slow learner so that problems may be corrected before the pupil reaches the upper grades. Although the options of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.

4. In the case of a pupil with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that, therefore, a recommended transfer might be necessary.
5. If a pupil is placed in the next grade because of parental wishes and over the objection of the school's professional staff, parents need to sign a statement as to the reason. The pupil will be considered "transferred" to the next grade, not promoted.

PROCEDURE FOR RECOMMENDED TRANSFER FOR NON DISCIPLINARY REASONS

Certain pupils may be given a recommendation to transfer for grounds other than class or school discipline. The following procedure is used for the pupil who is clearly unable to profit from schoolwork by reason of high ability, subnormal ability or serious emotional instability:

- a. It has been determined that other schools or agencies have facilities to assist such a pupil.
- b. There has been sufficient discussion with the parents concerning their child's condition.
- c. The final decision has been made by the principal, in consultation with the pastor.

WITHDRAWAL OF STUDENTS

OLL School grants full credit for all work a student accomplishes up to the time of transfer.

REPORT OF RECOMMENDED TRANSFER

The Attendance Department of the local public school district should be notified immediately of all recommended transfers. A copy of the Cumulative Pupil Record should be held until the school requests it.

TESTING AND ASSESSEMENTS

In Archdiocesan schools, assessment goals may be met through the following:
Standardized Testing

The Department of Catholic Schools shall be responsible for a comprehensive testing program in all schools to ensure a constant evaluation of pupil progress.

- a. Achievement tests will be administered in Grades 2 - 8 with Grade 1 optional.
Iowa Test of Basic Skills (ITBS)
- b. Ability tests will be given in Grades 3, 5, and 7. [Cognitive Abilities Test (CogAT)]
- c. Assessment of Catechesis Religious Education (ACRE) Tests will be given in Grades 5 and 8.

The Iowa Test of Basic Skills is administered to all students in grades two through eight during the fall. This testing program, used throughout the Archdiocese, covers reading, math, language arts, social studies, science, and study skills. The test scores are used to measure a student's progress and to evaluate the educational programs. A permanent record of the scores is placed in each student's cumulative record folder. Parents are discouraged from allowing their child to miss school during testing weeks for personal or medical reasons. Make up schedules are not available.

Testing in subject areas indicates student progress and is an important means of communication between home and school. Parents are expected to review student tests when they are sent home on a weekly or bi-weekly basis, or with the Progress Report. Parent's signatures on the Progress Report indicate that they have done so. It is the responsibility of the student to see that the tests are

reviewed and Progress Reports are signed and returned. Parents are encouraged to return papers, weekly folders, Progress Reports and any teacher correspondences the next school day.

HOMEWORK

Homework assignments are an important part of the learning process. Homework will be assigned to reinforce materials already taught and to foster habits of independent study. Written homework will not be assigned on weekends or other holidays **unless make-up work or long-range assignments are required.**

We follow the Archdiocesan Guidelines for homework:

Grades 1 - 2 Optional; not to exceed 45 minutes
Grades 3 - 5 Not to exceed one hour
Grades 6 - 8 Not to exceed two hours

A student's individual ability may require additional time. These guidelines apply to written assignments and do not include study time.

Children are expected to accomplish only what they can do in the allotted time. Homework is assigned to the ability of the student.

ACADEMIC GRADING

Each teacher establishes his/her own grading policy for his/her class, within the regulation and approval of administration, and is expected to fully explain his/her policy to classes and parents. Student achievement and progress are recorded as percentages and may be converted into letter grades. The following is a general guideline to explain grading:

Grade of "A" = Excellent 93% - 100%

1. In a superior manner, student completes all work assigned.
2. Maintains an "A" average on tests and graded assignments.
3. Has sufficient interest and initiative to do much supplementary work.
4. Demonstrates exemplary dependability, promptness, neatness, and attention in class and participates in an outstanding manner.

Grade of "B" = Above Average 85 % - 92%

1. In an above average manner, student completes all work assigned.
2. Maintains a "B" average on tests and graded assignments.
3. Gives evidence of good study habits, attention in class, and participation.

Grade of "C" = Average 70% - 84%

1. Student does what is required in class and assigned homework.
2. Maintains a "C" average on tests and graded assignments.

3. Demonstrates average neatness, accuracy, participation, and attentiveness.

Grade of "D" = Below Average 65% - 69%

1. Student works in a below average manner; has incomplete or missing assignments.
2. Maintains a "D" average on tests and graded assignments.
3. Shows poor study habits, lack of concentration in class, little or no participation.

Grade of "F" = 64% and Below

1. Student fails to complete required work and assignments.
2. Maintains an "F" average on tests and graded assignments.
3. Effort and conduct may have a significant impact on progress.
4. Student does not meet grade level standards.

Grade of "I" = Incomplete

This grade indicates incomplete work. It may be given in cases where some legitimate reason (e.g. illness) has hindered the completion of necessary work. Work must be made up before "I" can be changed.

PRIMARY GRADING CODE (Grades 1 and 2)

O = Outstanding/Exemplary
G = Very good work, above average, striving toward excellence
S = Average work expected at grade level
NI = Needs improvement, below grade level work

INTERMEDIATE (Grades 3, 4, 5) and JR. HIGH GRADING CODE

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

HONORS/AWARDS

(revised 8/20/2010)

MONTHLY

Student of the Month Award: This award is given each month during a Monday morning assembly to children who have demonstrated good school spirit, participation in student council activities, prayer of the month, no uniform or discipline violation, no excessive tardiness or absences for the month, has excellent work habits and behavior. Student demonstrates the SLEs on a regular basis.

TRIMESTER

O.L.L. Behavior Award: Any student from Grades 1 - 8 who earns a Behavior grade of ‘O’ in every subject, including Music and Physical Education, qualifies for the O.L.L. Behavior Award. Behavior grades are given according to the following scale:

O	=	Outstanding, exemplary
G	=	Very good work, above average, strives toward excellence
S	=	Average work expected at grade level
NI	=	Needs improvement, below grade level work

INTERMEDIATE AND DEPARTMENTALIZED GRADES (Grades 3-8)

Gold Award Criteria: Students receive a combined average of at least a 93% in all subjects, including Music and Physical Education, and an ‘O’ in Behavior and Effort. No individual subject grade may be lower than 75%.

Blue Award Criteria: Students receive a combined average of at least an 85% in all subjects, including Music and Physical Education. Behavior and Effort grades may not be lower than a ‘G’. No individual subject grade may be lower than 75%.

YEARLY

Outstanding Behavior Award: Any student in Grades 1-8 who received the O.L.L. Behavior Award all three trimesters.

HONORS/AWARDS

Grades 3-8

Teacher’s Award: Students receive an average of at least an 85% in every subject.

Principal’s Awards: Any student in Grades 3-8 who received the Gold Award and the O.L.L. Behavior Award all three trimesters.

Pastor’s Award: Students who received the O.L.L. Behavior award all three trimesters.

ALL GRADES

Perfect Attendance: Any student in Grades 1-8 who has no absences or tardies throughout all three trimesters.

In the case of a pupil with several learning problems, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that, therefore, a recommended transfer may be necessary.

ACADEMIC HONESTY

The process of learning and developing skills of integrity and values central to scholarship must be addressed. All students are expected to do their own work. All forms of cheating, dishonesty, and plagiarism are forbidden. Judgment of violation is based on observable behavior and consultation with students.

Honesty is the responsibility of each student. Cheating is a voluntary act for which there may be reasons, but for which there is no acceptable excuse. The term “cheating” includes, but is not limited to:

- Plagiarism
- Receiving or knowingly supplying answers or information on a test or quiz
- Copying the work of another student
- Possession of any unauthorized materials during an exam
- Changing an answer or grade after work has been graded
- Permitting others to copy your work and claim it as their own
- Forgery
- Aiding or supporting another student in cheating

Students will receive no credit (receive a zero) for assignments, quizzes, or tests if it is judged by the teacher that they were involved in academic dishonesty.

PRINCIPAL’S RIGHT TO AMEND

**The Pastor or Principal has the right to amend the handbook for just cause.
Parents will be given prompt notification if changes are made.**

FIELD TRIPS AND TRANSPORTATION

FIELD TRIP POLICIES

The field trip policies listed below apply to class trips, school trips, (e.g. choir, academic decathlon) and trips for school sport teams.

Schools may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants should have appropriate identification and travel documents.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, if applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on the school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bite kit must be included in any area where there may be poisonous snakes.

TRANSPORTATION POLICIES

- Transportation may be personal car, school or chartered bus or van, boat, or air plane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must

have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.

- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.
- Schools may only use busses or vans with valid California State approved licenses or charters. Verification may be obtained on the Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

CHAPERONES

In compliance with Archdiocesan guidelines for field trips, we ask our chaperones to be mindful of the following requirements. At least one adult chaperone must have a cell phone.

All chaperones must attend a *Virtus Protecting God's Children* training session and be fingerprinted with *Live Scan*. We ask that our chaperones accompany the class on the bus. All parent chaperones are assigned a small group of children to supervise.

There are NO SIBLINGS allowed on field trips. No exceptions!

It is your responsibility to:

1. Lead, guard and protect each of the children entrusted to your care.
2. Not leave your group for any reason.
3. Not use your cell phone unless in an emergency. It distracts your attention from your group.
4. Take the children to the bathroom as needed.
5. Be mindful of the presence of children in the use of language, jokes, and conversations.
6. Follow the teacher's instructions.

SUMMER CAMP

The Our Lady of Lourdes Summer Camp works to contribute to and enrich the students' academic school year through continued writing, reading and mathematic workshops. The campers also participate in ecological projects, spiritual formation, physical fitness, and art.

Summer Camp Mission Statement

Our Lady of Lourdes Summer Camp nourishes the mind, body, and souls of God's children. O.L.L. Campers learn, live and love with Jesus.

AFTER SCHOOL SPORTS (revised 9/01/2010)

The official mascot of Our Lady of Lourdes School is a lion. School colors are navy blue and white.

Participation in extracurricular sports is a privilege. Students are expected to give first priority to their school work. The purposes of After School Sports 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.
- f. To demonstrate the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship

The following eligibility standards are to be met:

- a. Students are to maintain a “G” in Effort and behavior in all classes.
- b. Students must maintain an average of 80% in all subjects with no grade lower than a 75% in any subject.
- c. Attitudes of cooperation, courtesy, and good sportsmanship are consistently displayed both in school and at team activities.
- d. Eligibility to participate will be determined on a weekly basis.

Students participating in after school sports are representatives of our school and at all times are expected to be exemplary in their conduct and attitudes. If their behavior or language is not appropriate for our school, the student will be disciplined by the coach. If poor behavior continues, students will not be allowed to continue as members of teams. Parents are expected to help provide necessary transportation to and from games.

Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.

School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver’s license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian’s driver’s license and insurance declaration page must be kept on file at the school.

A fee of \$65.00 for all sports will be charged to help defray part of the cost of the athletic program.

Permission slips and fees must be turned in before the student joins the team, or participates in any practice.

TUITION AND FEES FOR THE 2013-2014 SCHOOL YEAR

Each Child:	Student Fee	\$440	
	Disaster Supply Fee	\$ 25	
	Yard Duty Fee	<u>\$ 60</u>	
	TOTAL FEES for each child		\$525
Each Family	PTO Membership	\$ 25	
	PTO Raffle for Education	\$150	
	Family Fun Days 2014	\$ 60	
	TOTAL FEES for each family		\$235

2013- 2014 School Year	TUITION In-Parish	Student Service Fee per child	Fundraising Fee per family	SUB- TOTAL PLUS	Registration New/Returning Student	TOTAL
1 Child	4,100.00	525.00	235.00	4,860.00	150/100	
2 Children	7,700.00	1,050.00	235.00	8,985.00	300/200	
3 Children	11,300.00	1,575.00	235.00	13,110.00	450/300	
4 Children	14,900.00	2,100.00	235.00	17,235.00	600/400	
2013- 2014 School Year	TUITION Out-of- Parish	Student Service Fee per child	Fundraising Fee per family	SUB- TOTAL PLUS	Registration New/Returning Student	TOTAL
1 Child	5,300.00	525.00	235.00	6,060.00	150/100	
2 Children	10,600.00	1,050.00	235.00	11,885.00	300/200	
3 Children	15,900.00	1,575.00	235.00	17,710.00	450/300	
4 Children	21,200.00	2,100.00	235.00	23,535.00	600/400	

- Regular attendance at Sunday Mass required for In-Parish Rate. (Report generated by Parish without contribution information).
- Tuition figures are based on each family contributing 50 hours of volunteer service. (Plan A).
- Each hour that is not fulfilled will be charged to the family at a rate of \$20/hour, or a total of \$1,000 for the year (Plan B).
- All families must work one shift per child at the Family Fun Day Carnival and two Bingo shifts during the months of October 2013 through September 2014. The assessment fee for missed shifts for bingo & FFD Carnival is explained in the Financial Policy Handbook.
- Each family is required to purchase \$2500 in \$CRIP which is gift cards to stores, restaurants, gas stations, grocery stores etc. This is not an expense as you merely exchange dollars for gift cards of the same value.

If you have a 7th or 8th grade student, there is another fee that would need to be added. The 7th Grade Fee is \$60.00. The 8th Grade Fee is \$120.00.

The total due will be divided by the number of payments you have chosen. For example, a single child, in-parish family that chooses eleven payments *with the fees included* will have a monthly payment of \$441.82 beginning in August 2013 and ending in June 2014. If the same family chooses

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SECTION 1.0 Tuition and Fees 2013 – 2014

1.1	Tuition for one (1) child	\$ 4,100.00	
	Tuition for two (2) children	\$ 7,700.00	
	Tuition for three (3) children	\$11,300.00	
	Tuition for four (4) children	\$14,900.00	
	Tuition for out-of-parish children is \$5,300.00 per child**		
	**Any family that is not a registered active parish family will be charged the out-of parish rate. The only way to be equitable is to check with the parish if our families have been using their Sunday Envelopes.		
	<ul style="list-style-type: none"> • Attendance at Mass is a requirement to receive the Active Parish Family Tuition Rate. At no time does the Parish generate a report that discloses donation amounts, only attendance. The parishioner's Sunday contribution envelope is used to tally attendance. It is imperative that you use your envelope for contributions. • The tuition and fees figures are based on each family contributing 50 hours of volunteer service. Each hour that is not fulfilled will be charged to the family at a rate of \$20.00 per hour, or a total of \$1,000. Payment is due 10 days from the date of the School generated invoice. • Each family is required to work two shifts for Bingo during the fiscal year October 1, 2013 – September 30, 2014. It is each family's responsibility to ensure that their Bingo obligation is fulfilled. You may trade shifts with another OLL family OR hire a substitute if you are unable to work your assigned shift. It is not the responsibility of the Bingo Manager to find a substitute for you. A \$250 penalty will be assessed to the originally scheduled family for any missed shift. Payment is due 10 days from the date of the School generated invoice. • Each family is required to work one shift per child at the Family Fun Days Carnival in May 2014. The penalty for missing a FFD shift is a minimum of \$300 per shift missed. The actual penalty fee is based on the Family Fun Day's net profit. Payment is due 10 days from the date of the School generated invoice. • Each family is to have a minimum of one parent present for the Quarterly Parent-Teacher Organization General Meetings. These meetings are held in September, December, February, and May. A fee of \$100.00 will be assessed for non-attendance. • Each Family is to attain a total of \$2,500 Scrip purchased. This can be accomplished in two ways: <ol style="list-style-type: none"> 1. purchasing gift cards through our Scrip program 2. register your Vons or Ralphs grocery cards with OLL. 		
1.2	Registration Fee – Returning Students	\$100.00 per child	due with Intent to Return Form
	Registration Fee – New Students	\$150.00 per child	due with application
1.3	Student Service Fee	\$525.00 per child	
1.4	Fundraising Fees*	\$235.00 per family	
	*This fee pays for: Raffle for Education Raffle Tickets, Family Fun Days 2014 Raffle Tickets, and PTO Membership Fee.		
1.5	Seventh Grade Fee	\$ 60.00 per child	in 7 th Grade.
1.6	Eighth Grade Fee	\$120.00 per child	in 8 th Grade.

Our Lady of Lourdes School Financial Policies Handbook continued

SECTION 2.0 Enrollment Agreement

- 2.1 The Student Enrollment Agreement is a legally binding contract between OLL School and the family for the enrollment at OLL School. OLL School currently has waiting lists in most grades, in particular our Junior High. Our priority is to serve families currently in the School first. However, because the School must make a forecast about issues such as attrition and the number of new students who accept our offer of admission, we have adopted a “first come/first served” policy.
- 2.2 Current families must return the signed intent to return agreement along with the \$100 registration fee no later than **April 2014** to guarantee the seat. If the contract is not returned to the School by this date the student’s space may be offered to another applicant.
- 2.3 The enrollment agreement becomes effective when the School’s Finance Office receives the signed contract and the accompanying registration fee, and it is accepted by the principal of the School.
- 2.4 The registration fee, which must accompany your signed intent agreement, is non-refundable.
- 2.5 Intent to Return Agreement – Cancellation
- The School must be notified in writing, postmarked no later than **July 31, 2013** for cancellation of the agreement and its obligations. A letter must be sent to the principal of the School with a copy to the Finance Office specifically stating the intent to withdraw the student.
 - After **July 31, 2013**, cancellation carries the obligation to pay all fees and tuition. As stated in the enrollment agreement, the obligation becomes fixed and irrevocable. The School contracts with faculty members in the spring for the following year, and the School’s obligation is fixed and irrevocable.
- 2.6 By signing the Intent to Return Agreement, you agree to accept all applicable conditions as outlined in this handbook.

SECTION 3.0 Payment of Tuition and Fees

- 3.1 Tuition is paid to the FACTS Tuition Management Program. Payment for tuition will not be accepted in the School office. A student whose bill is not paid in full by the due date may not attend School until payment is received.
- 3.2 If a family wishes at any time during the School year to change its payment plan, a written request must be submitted to the Finance Office.
- 3.3 The individual signing the Intent to Return Agreement is solely responsible for payment of tuition, fees and all incidental charges. The school will not attempt to collect payment from any other source.
- 3.4 There are six (6) payment plans available: Annual, semi-annual, quarterly, 10, 11 or 12 monthly payments.
- 3.5 There is one form of payment: automatic deduction (ACH) from your checking or savings account.
- 3.6 Payment Plans are as follows:
- Plan A: Payment of tuition and fees in full by **August 1, 2013**.
 - Plan B: Tuition and fees will be paid in two installments due **August 2013 and January 2014**.
 - Plan C: Tuition and fees will be paid in four installments due **August 2013, November 2013, Feb. 2014, and May 2014**.
 - Plan D: Tuition and fees will be paid in ten consecutive installments beginning in **August 2013 and ending in May 2014**.
 - Plan E: Tuition will be paid in eleven consecutive installments beginning in **August 2013 and ending in June 2014**.
 - Plan F: Tuition will be paid in twelve consecutive installments beginning in **July 2013 and ending in June 2014**.
- 3.7 A statement of account is available upon written request.
- 3.8 Policy Regarding Charges for Students Who Enter After the Start of School.
Students who enroll after the start of the school year are required to pay all fees and the current month tuition in full before they may start school.
- 3.9 Delinquent Accounts
Students of families having delinquent accounts may be suspended from School and co-curricular activities or asked to withdraw from the School.
- 3.9.1 All financial arrangements for payment are made through the Principal’s office.

Our Lady of Lourdes School Financial Policies Handbook continued

- 3.10 Policy Regarding Charges for Students who temporarily withdraw from School.
Because operating costs associated with each student's seat are fixed at the beginning of each school year regardless of whether the student actually occupies the seat, students who withdraw from school but intend to return sometime in the future will be required to meet a financial obligation to secure the student's spot and to defray the costs associated with keeping it available. The financial obligation will be equal to 25% of current tuition and fees.
- 3.11 Late Charge
A late charge of \$15.00 per month will be applied to all delinquent accounts. Tuition and fee accounts will be considered past due if there is an unpaid balance 10 days after the scheduled due date.
- 3.12 Insufficient Funds
There will be a \$30 service charge for all returned checks or debit failures. This fee is imposed by FACTS and will be payable with the next payment on account to FACTS. If a second check or ACH is returned for insufficient funds, the delinquent amount must be paid to FACTS via a cashier's check or money order.
- 3.13 Collection Costs
I/We agree to pay an additional charge equal to the cost of collection (including agency and attorney fees and court costs incurred and permitted by the laws governing these transactions) should such collection costs be necessary in the event of default of payment in any amount due.
- 3.14 Additional Charges to the Tuition/Fee Account:
Other school related charges (daycare, library, athletic, hot lunch etc.) that are not paid directly will be posted to your tuition account for collection.

SECTION 4.0 Financial Aid

- 4.1 School Guidelines
Financial Aid at OLL is granted solely on the basis of family need and the availability of funds. OLL uses the Children's Education Foundation (CEF) application to evaluate and rank need among applicants.
- 4.2 Forms to request assistance are available from the Principal's office after December 7 for the following year.
- 4.3 To begin the financial aid process the CEF application, **2013 Tax Return or 2012 Tax Return with 2013 W-2 statements**, and all supporting documentation must be received by the Principal no later than **March 15, 2014**.
- 4.4 The School recommends that you begin this financial aid process early to meet this deadline. Please note this will require you to plan ahead in completing your **2013** tax returns. Failure to comply with the above requirements will result in the allocation of financial aid to another student.
- 4.5 We understand that it can be difficult for some families to submit a return by this deadline but all families must comply in order for the School to give fair consideration to all families.
- 4.6 The financial aid awarded is for one year. Applicants must reapply each year. Failure to comply with financial aid deadlines will automatically disqualify the student from receiving aid. Misrepresentation or failure to disclose completely all information will result in the loss of financial aid.
- 4.7 The School utilizes the CEF application to evaluate and rank each financial aid applicant as well as the FACTS Grant & Aid Assessment. The School then reviews each applicant on an individual basis.
- 4.8 Unless there is an extraordinary circumstance that warrants aid, families who did not receive aid in the prior year will not be considered. Please contact the Principal's office as soon as possible if you find yourself in this situation.

Our Lady of Lourdes School Financial Policies Handbook continued

SECTION 5 Financial Questions and Answers

5.1 Must my tax returns have been filed with the IRS by March 15, 2014?

No. The School merely requires a completed tax return or the prior years' filed return (2012) and current year W-2's (2013). You are free to submit your tax returns to the IRS at your discretion.

5.2 If I am late with my financial aid application will I still be considered?

The School receives twice as many applications as the number of families who actually receive assistance. While it is possible that funds may be available for late applicants, it is highly unlikely.

5.3 What does the Student Service Fee cover?

This fee covers a variety of expenses. Examples of these expenses are the student accident insurance, disaster supplies, consumable supplies such as workbooks, standardized testing, copy paper, art supplies etc.

5.4 What does the Fundraising Fee cover?

This fee pays for the PTO sponsored "Raffle for Education" tickets in **September 2013**, the PTO Membership fee, and the OLL Parish sponsored "**Family Fun Days Carnival 2014**" tickets in **May 2014**. When you receive the tickets, simply fill them out and send them back in.

5.5 What does the Seventh Grade Fee cover?

Each year the Seventh Grade sponsors a tribute in June for the Eighth Grade Graduates. This tribute includes decorating the auditorium, a continental breakfast, and a play written by the Seventh Grade for their Eighth grade friends. This fee is to help defray the costs of the event.

5.6 What does the Eighth Grade Fee cover?

This fee is an advance payment for the cap and gown, class graduation picture, retreat and end of year trip.

SERVICE HOURS – PARENTS

Parents are required to volunteer 50 hours of service to the school during a single school year. Single parent families are required to volunteer 25 hours per year. One Service hour is equivalent to \$20.00. Any un-worked hours will be billed at the end of the school year.

During Registration, parents are given the opportunity to sign up for specific committees or job assignments. Service Hour Opportunities are printed in the bimonthly home messenger as the need arises. A family can fulfill all required service hours by working Bingo once a month, teaching in the Religious Education Department once a week, or participating in the following:

- PTO Board Member
- Family Fun Days Committee member or Booth Captain

Many hours can be earned by volunteering in the following areas:

- Bingo once a month on Mondays or Fridays
- \$CRIP Manager on Sunday mornings
- Yard Duty at lunchtime
- Room Parent
- Family Day Leader on designated third Fridays
- Classroom or Library Aide
- Hot Lunch server at lunchtime
- Morning Arrival Safety Monitor
- Peace Garden
- Choir
- PTO BOARD appointed position

PARENT VOLUNTEERS

In accordance with Article 12 of the *Charter on the Protection of Children and Young People* adopted by the United States Conference of Bishops in 2002, all adults working with minors on a regular basis have the following requirements:

1. To be fingerprinted through the Live Scan process
2. Attend a three hour Virtus “Protecting All God’s Children Awareness Session for Parents”.
3. Receive a tuberculosis skin test or chest x-ray
4. Read and sign the *Guidelines for Adults Interacting with Minors* policy.

COMMERCIAL ENTERPRISES PROMOTING MERCHANDISE TO BE PURCHASED BY PARENTS OR FAMILY

1. Merchandise may never be promoted directly to pupils.
2. Pupils may not act as carriers of brochures and promotional literature on behalf of such merchandise.
3. Promotion of merchandise may be made only to parents at meetings of parish or parent-teacher group

JUNIOR HIGH CHRISTIAN SERVICE PROGRAM

Students participate in a formal Service Program as a means of increasing their awareness of what Jesus asked of his disciples. Participation in this program is expected so that students increase their awareness of the needs of others. Our Lady of Lourdes requires each student to complete a set number of hours by the end of the school year. In addition to building a sense of community and responsibility to others, the service program at all levels constitutes part of the overall religion grade. The completion of the service hour commitment will factor into the third trimester religion grade.

These self-initiated projects are selected by the student with faculty and parent guidance for service for Our Lady of Lourdes School and Parish, and community. Further, these projects utilize service learning to help students incorporate Christian service with their talents, interests, and hopes for the future. Christian Service is promoted by the Catholic Church and is a focal point of our Character Counts program.

Commitments:

- 8th Grade..... 30 hours**
- 7th Grade..... 20 hours**
- 6th Grade..... 10 hours**

Service Hours Reporting Procedure:

- 1. Students are responsible for completing a Service Slip for any service they earn**
- 2. Students turn slips into their classroom teacher.**
- 3. Students should maintain a personal record of their recorded hours.**

Code of Conduct

1. Remember, Character Counts at all times!
2. Follow the dress code in the student handbook.
Ex: no tank tops, short shorts, inappropriate logos ECT.
3. If the service takes place at the school on a school day, the uniform must be properly worn at all times.
4. Transportation must be arranged with the parents.
5. When you are working for an organization, you are an “employee”.
 - a. Be on time.
 - b. NO CELL PHONE USAGE!
 - c. Be polite.
 - d. Complete tasks with a smile.
 - e. Follow-up with a phone call or thank you card if appropriate.

Distribution of Service

	Parish	School	Community
6th Grade	3	3	3
7th Grade	3	3	3
8th Grade	5	5	5

- A student may earn more hours in any of these categories. If a student earns more than their required hours they **may** become eligible for an award at the end of the year.
- Hours earned from Choir, Altar Serving, and Lectoring will all be counted toward the award. However, they may not be exclusively used in satisfying the hours requirement by grade level.

E. DISCIPLINE

JR. HIGH DETENTION POLICY

Should a student receive a combination of three of the following behavior or academic notices they will subsequently receive detentions until the conclusion of the current trimester. The faculty and staff reserve the right to issue an immediate detention dependent upon the severity of the action in question.

Conduct Referral
Missing Assignment Notice
Uniform Violation

The detention will be served from 3:00-4:00 on an assigned school day and will be supervised by a junior high teacher. The student must attend the detention assignment. Failure to do so will result in an additional detention and a Parent/Teacher conference. Extracurricular activities are no exception for missing a detention. Each student and parent will sign the detention policy and a copy will be kept in the student's file for future reference. Should a student receive a detention, he/she will lose points in their behavior grade.

Discipline issues are rare at Our Lady of Lourdes School. We know that with the enforcement of this policy along with the support of our school families that this will further assist us in keeping OLL students on the road to academic, emotional, and spiritual success.

OUR LADY OF LOURDES SCHOOL RULES

The Principal, Teachers, Staff Members and Parent Supervisors will enforce these rules. The administration will be responsible for rewarding students and classes periodically.

Reflection Journals, Behavior Referrals and Discipline Reports will be sent home for parent signature and comments and must be returned the following school day.

In addition to rules for individual classes, all students are to observe the following:

1. Parents and students are required to be familiar with and follow policies and procedures in this handbook.
2. No student may be on school grounds before 7:45 a.m. **Students arriving before 7:45 a.m. will be sent to Morning Daycare** at the drop-in rate of \$18.00 for the first offense, increasing at the rate of \$5.00 for each additional offense. **There is no adult supervision before 7:45 a.m. Supervision starts at 7:45 a.m.** There is to be no playing before school. Gates on Apperson St. (except for the lower playground gates) will be locked every morning at 7:30. **Double parking is strictly prohibited at all times.** Students are to enter from the Lunch Area only where there is supervision. Students who walk to school may enter the lower playground via the Apperson St. walk-in gate and follow the walking path to the stairs.

Afternoon dismissal in Kindergarten and Jr. High will be from the classrooms only.

There are no traffic safety monitors on the playground so **please drive cautiously**. Parents/carpool drivers must sign out their students from their classroom. Please provide the office with a list of carpool drivers who have your permission to pick up your child. After school dismissal for grades 1 – 5 and ACE will be at the Lunch Tables on the elementary campus.

Children who have permission to walk or ride their bicycle (helmet mandatory) home must have a signed permission letter from their parent/guardian.

For Junior High and Kindergarten, arrivals and dismissals should be from the parking lot behind the auditorium only.

Safety of the children is everyone's responsibility. Please abide by all traffic laws when driving near or on campus.

Dismissal is at 3:00 (2:45 for Kindergarten). Students not picked up within fifteen minutes of dismissal will be sent to ACE. Parents will be charged the "Drop-In" rate of \$18.00 per child.

3. Gum chewing is strictly forbidden on school and church property at all times.
4. At no time may students leave the school campus during the day without permission of the principal. The exception is, if the student is being signed out in the office by a parent or guardian or other authorized persons.
5. Students may not bring any electronic devices, toys, game cards or sports cards to school.
6. Students are not allowed in the classroom at any time unless the teacher is present.
7. Students are not to climb trees, walls or fences on school property.
8. Students are not to be in the office area unless they are sent there or have some specific business.
9. Our Lady of Lourdes School is a Christian community. All members of the community are expected to treat each other with respect and to preserve and protect school property and the property of others and to uphold the six Character Pillars of our Character Counts Coalition.
10. Compliance with the uniform requirements will be strictly enforced. Read and follow carefully the Student Dress Code.
11. Students are not permitted to bring soft- drinks, energy drinks or any other caffeinated beverage of any kind to school for consumption or distribution.
12. Students are not permitted to bring food or drink in glass containers to school.

MIXED PARTIES

Mixed parties involving pupils of the upper grades even when they are held at home are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school.

PERSONAL APPEARANCE OF PUPILS

All students of OLL are expected to be neatly dressed during the school day. Emphasis should be placed on good taste, neatness, cleanliness, and modesty. We place the responsibility on parents to please check your children for grooming and hygiene. Lack of improvement in personal hygiene is grounds for dismissal of a pupil during the school day. All students are to follow the uniform policy at all times.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a pupil is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in *loco parentis* that continuation of the pupil in the school might be impossible in practice. In such a case, it is imperative that the opinion of the principal regarding practical impossibility be sustained from a pastoral viewpoint by the pastor of the parish. The regulations governing recommended transfer would then be applicable.

GANGS: MEMBERSHIP/INVOLVEMENT

Membership, active involvement or affiliation or dress in a gang or group responsible for coercive or violent activity is grounds for expulsion.

<p>The Principal is the final recourse in all disciplinary situations and may wave any disciplinary rule for just cause at her discretions.</p>

**OUR LADY OF LOURDES SCHOOL
BEHAVIOR REFERRAL FORM**

I, _____, understand that as part of Our Lady of Lourdes School I have a responsibility to this community. Today I failed:

- To be respectful in words and actions towards teachers and other adults
- To follow all school and classroom rules and directions
- To treat all of my classmates in a Christian like way
- To respect school property and the property of my classmates
- To pay attention in class and not disrupt others
- To refrain from using foul language, put downs or racial slurs
- To not use physical force in any manner against another

Teacher comment/elaboration on specific violation (**required**):

I further understand that three Behavior Referrals, for any inappropriate behavior, could result in suspension from school.

Pupil Signature _____ Date _____

This must be signed by your parents and returned to school tomorrow. You will not be allowed back into class without it.

Parent Signature _____ Date _____

Comments: _____

STUDENT DRESS/UNIFORM CODE (revised 2013)

GRADES K-8 UNIFORM POLICY

The OLL uniform policy is a sign of our community of faith. Therefore, we ask parents to be sure their children are in proper uniform each day. At the beginning of the school year, all parents are asked to sign a commitment to support the school policies. This indicates their acceptance to comply with the dress code.

All students must purchase their uniform from Modella Uniforms in La Crescenta. Any item worn or brought to school that does not conform to the uniform code will be confiscated and returned to the parent. Parents are asked to send a note to the teacher when a child must wear something other than a proper uniform on an emergency basis. Blue jeans or denim pants, jean/denim overalls, T-shirts or jean/denim skirts are **not allowed** for emergency clothing.

The dress code policy will be enforced without discrimination or favoritism to any particular child or grade. If you choose to send your child to OLL, you are responsible for their compliance with the written dress code. School Administration and the Principal have the final authority of all dress code disputes. The Principal may make changes to the dress code, if necessary, during the school year by sending out a written notification to be signed by both students and parents. There is a **two week period** allowed to replace school items that are missing.

UNIFORM CODE FOR BOYS

Basic Uniform for Grades K-8:

Shirt: Official MODELLEA UNIFORM light blue knit polo shirt with OLL insignia. Polo shirt must fit properly, not oversized, **and be tucked in at all times**. A white, short-sleeved, T-shirt may be worn underneath.

Pants: Official MODELLEA UNIFORM navy pants. Pants should fit properly, at the natural waistline – not baggy or sagging. The cuff of the pants may not touch the ground nor be significantly bunched around the ankle.

Belt: A plain black or navy blue belt (buckled or sliding) will be worn at all times with shorts and pants and **must be visible**. The buckle will have no ornamentation nor be oversized. The end of the belt shall not exceed 3 inches from the clasp.

Shorts: Official MODELLEA UNIFORM navy walking shorts only (flat front). Worn at natural waistline and be at knee length.

Socks: Plain white crew socks that are **at least two inches above the shoe line**.

Athletic Shoes: Sturdy athletic shoes with a supportive arch that are solid black including lacing and soles. (Revised 8/2012: A **minimal** amount of white may be present.) No canvas and no Heelys. Shoes must be of proper size, laced and tied securely with an outside bow. “Skater-type,” slip-on, zippered, strapped, lighted, with emblems or cartoon characters, Converse, high top or platform shoes are **NOT ALLOWED**.

Shoelaces: Solid black only.

Sweatshirts: Official MODELLEA UNIFORM sweatshirts with the O.L.L. insignia may be worn over the uniform polo shirt with the collar out.

Jackets: Official MODELLEA UNIFORM jackets **ONLY**.

Hair Style: Hair must be its natural color. No outrageous or flamboyant hairstyle that is distracting to teachers or other students. Haircuts must expose most of the ear, not touch the collar or fall below eyebrows. Flat top and crew cut hairstyles may not be longer than one inch on the top and must be even. No shorter than a three guard should be used. No excessive use of gel. Mohawks, spiky, clumped or twisted cones are not allowed. Boys must be clean-shaven. **Optional**
Cold Weather – A white turtleneck or white round neck long sleeved shirt may be worn under the uniform shirt. Scarves and gloves **in school colors only** may be worn on cold days. **Decathlon Sweatshirts** – may be worn in lieu of the school sweatshirt unless otherwise requested.
Jewelry – **One religious necklace, one plain time piece. No wallet chains attached to clothing.**
No body piercings allowed.

UNIFORM CODE FOR GIRLS

Girls: Grades K -2: Official MODELLE UNIFORM plaid jumper worn no shorter than three inches above the knee when kneeling.

Girls: Grades 3-8: Official MODELLE UNIFORM plaid skort worn no shorter than three inches above the knee when kneeling.

SKORT POLICY

A student who is in violation of the skort policy will serve detention. Upon the third violation of the Skort Policy, the student will lose the privilege of wearing a skort for the remainder of the trimester. This means she will need to purchase uniform pants or shorts. If a violation occurs within two weeks of the conclusion of the trimester, loss of privilege will follow into the next trimester. If your daughter has grown during the school year, please take down the hem so that she will be in compliance of knee length. Students are not allowed to roll their skorts before, during and after school.

GIRLS: GRADES K – 8:

Shirt: Official MODELLE UNIFORM white or navy short-sleeved knit polo shirt with OLL insignia. Polo shirt must fit properly, not oversized or too tight, and be tucked in at all times.

Girls: Grades 3 – 8 ONLY have the option of wearing an official MODELLE UNIFORM white overblouse which has a **bottom banding**. (worn untucked)

Shorts: Official MODELLE UNIFORM navy walking shorts only (flat front). Worn at natural waistline and be at knee length.

Pants: Official MODELLE UNIFORM navy pants (flat front). Pants should fit properly, at the natural waistline – not baggy or sagging. The cuff of the pants may not touch the ground nor be significantly bunched around the ankle.

Belt: A plain black or navy blue belt (buckled or sliding) will be worn at all times with shorts and pants and **must be visible**. The buckle will have no ornamentation nor be oversized. The end of the belt shall not exceed 3 inches from the clasp.

Socks: Plain white crew socks that are at least two inches above the shoe line, white knee socks, white or navy blue tights. Socks **MUST** be visible.

Athletic Shoes: Sturdy athletic shoes with a supportive arch that are solid black including lacing and sole (Revised 8/2012: A **minimal** amount of white may be present.). No canvas and no Heelys. Shoes must be of proper size, laced and tied securely with an outside bow. “Skater- type,” slip-on, zippered, strapped, lighted, with emblems or cartoon characters, Converse, high top or platform shoes are **NOT ALLOWED**.

Shoelaces: Solid black only.

Sweaters: Official MODELLE UNIFORM sweater with O.L.L. logo.

Sweatshirts: Official MODELLE UNIFORM sweatshirts with the O.L.L. insignia may be worn over the uniform polo shirt.

Jackets: Official MODELLE UNIFORM jackets only.

Hair Style: Hair must be its natural color. No outrageous or flamboyant hairstyle that is distracting to teachers or other students. Hair may not fall below eyebrows. Hair accessories must be **simple** hair clips, ribbons, ties, scrunchies, and headbands in **school colors only**. **Make-Up:** No make-up is allowed. No colored or flavored chap stick. No lip gloss at all. No long, false, or acrylic fingernails are allowed. No nail polish may be worn. No French tipped nails.

Optional:

Cold Weather – A white turtleneck or white round neck long sleeved shirt may be worn under the uniform shirt. Scarves and gloves **in school colors** only may be worn on cold days. **Decathlon Sweatshirts** – may be worn in lieu of the school sweatshirt unless otherwise requested.

Jewelry – One religious necklace, one plain time piece are allowed. One pair of post earrings solid colored gem stones or gold or silver ONLY. No dangling, hoop or oversized allowed. No bracelets.

P.E. Uniform Boys and Girls K-8:

Official MODELLE UNIFORM navy nylon basketball type shorts with grey Lion’s pride T-shirt with navy print. Cold weather alternative for P.E. days - Modella Uniform sweatpants. The P.E. uniform can be worn all day on the classes P.E. day.

Jackets/Sweaters/Sweatshirts

Grades K-8 Boys and Girls:

Jackets: Official MODELLE UNIFORM navy light windbreaker with no lining or navy heavy coat option with OLL insignia.

Sweaters: Official MODELLE UNIFORM navy sweater vest or cardigan sweater with OLL insignia.

Sweatshirt: Official MODELLE UNIFORM navy sweatshirt with OLL insignia.

Formal Uniform:

Mass days and special occasions

Boys: Grades 3-8

Shirt: Official MODELLE UNIFORM white button down long or short sleeve shirt.

Pants: Official MODELLE UNIFORM navy long pants (flat front).

Tie: Official MODELLE UNIFORM long navy tie.

Boys: Grades K-2

Shirt: Official MODELLE UNIFORM light blue polo shirt OR white button down shirt with tie.

Pants: Official MODELLE UNIFORM navy long pants (flat front).

Girls: Grades 3- 8

Shirt: Official MODELLE UNIFORM white button down long or short sleeve shirt. White blouse, short sleeved, with pointed collar and bottom band to be worn (untucked).

Skort: Official MODELLE UNIFORM plaid skort.

Tie: Official MODELLE UNIFORM navy cross tie.

Grades: K-2

Jumper: Official MODELLE UNIFORM plaid jumper.

Shirt: Official MODELLE UNIFORM white or navy short-sleeved knit polo shirt with OLL insignia.

Alternative Dress

Alternative Dress Days will be given as rewards and specified by the principal. Emphasis should be placed on good taste, neatness, cleanliness, and modesty. Blue or black jeans that are not faded, ripped, torn, or altered may be worn. Cargo shorts (not baggy) are allowed. Girls may wear shorts of an appropriate length (not “short” shorts). Shirts with printing (i.e.: artwork, logos, or slogans) may be worn only if they do not conflict with the Christian spirit of the school. Clothing not allowed includes: deep V-neck tops, tank tops, tube tops, halter tops, spaghetti straps, bare midriffs, leggings, Spandex, see-through or equally body fitting material. The shirt is not allowed if the stomach shows when the student’s hands are raised.

Dressy Dress (special event days)

Girls will wear properly fitting dresses or skirts with no slits, or dressy slacks. Solid colored jean skirts are allowed. Not allowed are: mini-skirts, form fitting/tight material, halters, tank tops, deep V-neck tops, spaghetti straps, tube tops or bare midriffs. Boys will wear properly fitting dressy slacks with appropriately sized, collared shirts. No T-shirts.

Shoes: Only athletic shoes are allowed on Alternative or Dressy Dress Days.

Any infraction of these dress codes will result in the parents being called to bring the child’s official uniform. In addition, the student will lose privileges for the next specified alternative dress day.

Modella Uniform Company is the official uniform company for OLL. All uniform items, specific to OLL must be purchased from Modella Uniform Company.

F. SCHOOL GUIDELINES AND PERMISSION

GOOD TOUCH/BAD TOUCH PROGRAM

The **Good Touch/Bad Touch program** is taught each year by our teachers who are trained facilitators. The Good-Touch/Bad-Touch prevention education includes information and discussions about child abuse, sexual abuse, sexual harassment and bullying of all types, internet safety, stranger danger rules, by-stander responsibilities and answers to questions about substance abuse. Your teacher will let you know when he/she is teaching it so that you can answer your child's questions and reinforce our classroom discussions at home.

FAMILY LIFE

Our curriculum includes instruction in human sexuality. In our present day society, it is necessary for children to develop the personal and social competence that leads to individual and social progress. One of the areas of study, which is essential in developing these competencies, is family living including Human Sexuality. While family structures within our society vary, every person shares the common characteristic of membership in a family.

The program we offer has been approved by the Archdiocese and conforms to the Catechism of the Catholic Church. It is entitled, *Family Life* by RCL Benziger.

Family Life is about human persons and the relationships and experiences that are part of all our lives. Our Catholic tradition has always stressed the dignity of human life. The first pages of scripture tell us that we, men and women, are made in the image of God. In particular, we are like God in our ability to love, to know and to create and support life. These important aspects of our human nature are explored in *Family Life*.

The major responsibility for the formation of attitudes conducive to wholesome development rests with the home. Religious institutions like Our Lady of Lourdes School have supplementary roles in providing children with the basis for making valid, moral and ethical decisions. O.L.L. has the resource to provide a comprehensive, sequential, current program which will assist children in developing respect, restraint, and a sense of responsibility for their own lives and the lives of others.

The scope and sequence of the program and student texts are available in our library for your review, if you so choose.

CELL PHONES POLICY (8/25/10)

We recognize and respect the parent's decision to allow their child to have a cell phone in the event of an emergency. All cell phones must be turned "OFF" and stored in your child's backpack. Cell phones must remain "OFF" from the moment your child enters the school campus and remain "OFF" until they leave the campus with you to supervise the use of this device.

Our Lady of Lourdes School is NOT responsible for lost, misplaced, stolen, broken portable communications devices that you own or for any unauthorized use of such privately owned devices. Our Lady of Lourdes School will NOT pay to replace privately owned devices that are lost, misplaced, or stolen and will NOT pay for any communications charges. Please contact the school office should you have any message that needs to be conveyed to your child.

ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS

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, is an asset of the Archdiocese, 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.

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.

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices, and Materials

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web 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, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, MP3 players, Blackberries®, and other wireless equipment.
- **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, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices and Materials and Users Covered

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

3. Ownership and Control of Communications

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices, and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices, and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- Parish, school, and archdiocesan systems, devices, and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal, or other person in charge at the parish, school, or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON”.
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software.

- Parishes, schools, and the archdiocese reserve the right to monitor, access, retrieve, read, and disclose all content created, sent, received, or stored on parish, school, or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for E-mail Correspondence and Other Electronic Communications

- All users of parish, school, or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents", "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal, or other person in charge at the parish, school, or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. Prohibited Practices

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

- Violate any federal, state or local laws, regulations, rules of conduct, code of ethics, safe environment or any educational rules.
- Post or distribute personal contact 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 contact information includes names or screen names; telephone numbers; work, home or school addresses; e-mail addresses and web addresses (URLs) of social networking sites or blogs.
- Post or distribute any communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment.
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal, or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access parish, school, or archdiocesan 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).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security, or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install application that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- 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.

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, or other appropriate disciplinary action.

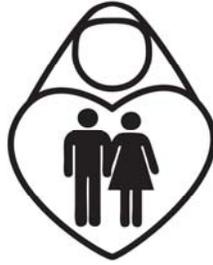
7. Local Policies for Parishes and Schools

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school-related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- Where students and staff may use electronic communications devices;
- When electronic communications devices may be used;
- Where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- Extent to which the parish and school will communicate through e-mail and the reasonable amount of time within which responses may be expected;
- Appropriate language for e-mail response to e-mail or text messages that raise questions or concerns

Sample: “Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or my regular mailed correspondence.”

- Consequences that will result if the parish or school policy is not followed.



ARCHDIOCESE OF LOS ANGELES MEDICATION AUTHORIZATION AND PERMISSION FORM

Part A, B & C to be completed by a licensed Physician

Part D by parent/guardian – *please print*

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

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

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

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

_____ Please notify this office if patient misses medication at school.
_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

C. Physician's Authorization. The student for whom this medication is prescribed is under my care.

_____ _____
Print Name of Licensed Physician Signature of Licensed Physician

_____ _____ _____
Address Telephone Date

D. To the Parent/Guardian: The inhaler may be carried by the student and used as prescribed after this form has been filed with the school health office.

Permission for Medication to be Taken During School Hours

I request that my child, _____, be permitted to carry and use an inhaler at school during school hours as prescribed by his/her doctor. I will comply with the policies and procedures determined by the school district.

Parent Signature

_____ _____ _____
Date Day Telephone Emergency Telephone



STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity: Field Trip Other (specify) _____

Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

Address: _____ Phone: _____ Date of

Activity: _____ Time _____

Mode of Transportation: Walk Bus Other (specify) _____

Teacher: _____ Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him/her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

Parent/Guardian

Date

Home Phone

Cell Phone

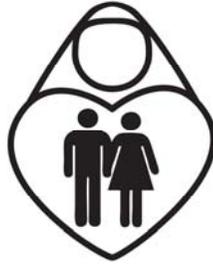
Work Phone

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____

Day phone: _____

Cell: _____



**OUR LADY OF LOURDES SCHOOL
ARCHDIOCESE OF LOS ANGELES
ADULT WAIVER AND RELEASE FORM**

ACTIVITY: _____

DATE AND PLACE: _____

I wish to participate in _____, and as a condition of my being allowed to do so, through this document, I, hereby release and discharge the Archdiocese of Los Angeles, its constituent organizations, including but not limited to the Roman Catholic Archbishop of Los Angeles, a corporation, sole, Our Lady of Lourdes School, and their officers, agents, and employees from any and all claims for personal injuries or property damage that I may suffer as a result of my participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive), or any of the entities or individuals named or described above.

I hereby warrant and represent that I am physically fit and capable of taking part in such an activity. I make this warranty and representation on the basis of advice given me by a duly licensed medical doctor within the last six (6) months, and I know of no change in my medical condition since advice that would affect the opinion of said medical doctor.

I agree to abide by the rules and regulation governing the above-described activity and to abide by the person or persons having supervision and control over the activity. I assume principal liability for all passengers.

I hereby authorize the making of photographs, videotapes, recordings, or other memorializing of said event. I hereby waive any right to compensation.

I warrant and represent that I am at least eighteen (18) years of age, and upon request will produce satisfactory proof of such fact.

Name (print) _____

Signed _____ Date _____

**** NOTE: Where an employee of the Archdiocese or a parish school is participating in such an activity, the following paragraph should be included:**

“My participation in this activity will be conducted on my own time and not on my time as an employee of Our Lady of Lourdes School. Further, this participation on my part is form my own personal benefit, in voluntary on my part, and is not as a result of any suggestion or direction of my said employer or anyone acting on its behalf. I am fully aware that any injury I may incur as a result of such participation will not be considered as a work-incurred injury, or one arising out of or in the course and scope of my employment.