

# St. Paul of the Cross Parish School



## School Families Handbook 2017-2018 Edition

### *PARENT/GUARDIAN SIGNATURE PAGE*

#### Handbook Awareness Verification

Our family (Print Last Name) \_\_\_\_\_ has read the St. Paul of the Cross Parish School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Father's Name (Please Print) \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Name (Please Print) \_\_\_\_\_

Print student names and grades:

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

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

**Please return this signed to the School Office.**

This form will be placed in the students' permanent files.

# St. Paul of the Cross Parish School

## **A Family of Faith**

At. Paul of the Cross School operates according to the policies set forth in the Archdiocese of Los Angeles Administrative Handbook. Any information in the Archdiocese of Los Angeles Administrative Handbook that has been updated since the St. Paul of the Cross School Parent/Student Handbook was published will supersede what is spelled out in the St. Paul of the Cross School Parent/Student Handbook.

The Archdiocese of Los Angeles Administrative Handbook can be found at [www.la-archdiocese.org](http://www.la-archdiocese.org) under publications.

## **Right to Amend**

The principal and/or pastor reserves the right to amend this handbook at any time. Parents will be notified via the weekly newsletter or email blast if changes are made.

**Colors: Blue & White**

**Mascot: Spartan**

## **Mission Statement**

At St. Paul of the Cross elementary school, we are committed to our education and Christian community in which we are challenged to achieve academically, develop spiritually, and serve selflessly.

*Approved by*

California State Department of Education

*Accredited by*

Western Association of Schools and Colleges  
Western Catholic Education Association

*Member of*

National Catholic Education Association  
National Association of Elementary Schools  
Association for Supervision and Curriculum Development  
Catholic Youth Organization

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*St. Paul of the Cross School*  
14030 Foster Road, La Mirada, California, 90638  
562.445-4542  
[www.spocschool.org](http://www.spocschool.org)

## Foreword

This handbook is designed for a single purpose: as a source of essentially all the basic information a school family needs in regard to:

- † *the history, mission and philosophy,*
- † *admissions, tuition/fees, fundraising, service hours,*
- † *academic and ministry,*
- † *athletic and student activities,*
- † *health and safety,*
- † *information, rules, regulations and policies of the school.*

The information, rules, regulations and policies of the school, denoted in this handbook, are material conditions of the contractual agreement between St. Paul of the Cross Parish School and each school family enrolled in the school.

A St. Paul of the Cross student's interests are best served by a collaborative relationship among student, parents, faculty, and principal. The information, rules, regulations, and policies outlined in this handbook are designed to serve our school families. In the event a disagreement arises in regard to the application of the handbook, reasonable efforts will be made to resolve disputed issues. Should cooperative efforts fail and an impasse results, the school reserves the right to require the school family to withdraw from the school. In such an instance, St. Paul of the Cross would offer to assist school families in locating another school for their child.

In developing this handbook, the administration, faculty, and staff have attempted to anticipate and cover as many probabilities as possible. In the event that a new and unusual situation arises not precisely covered by the handbook, the principal reserves the authority to use discretion in regard to the situation. Further, the pastor and principal reserve the right to amend this handbook at any time and will notify school families of such changes via the weekly newsletter and/or weekly parish bulletin.

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**PART I:**  
***SCHOOL DATA***



Personnel

Parish and School History

St. Paul of the Cross – Our Patron

Mission

Philosophy

Alma Mater

## Personnel

St. Paul of the Cross Catholic School is staffed by dedicated, professional lay teachers and staff. The pastor is the ex-officio chief administrator of the school. He implements the policies of the school and on points not covered by diocesan policies, determines policies in harmony with the school's philosophy and in conjunction with the principal. The immediate direction and supervision of the school is delegated by the pastor to the principal.

### **The following are the school personnel for the 2012-2013 school year:**

Pastor:	Rev. Joseph Visperas	
Deacons:	Deacon Tim Roberto	
	Deacon Mark Orcutt	
Principal:	Ms. Sandra L. Hernandez, M.Ed	
Office Personnel:	Mrs. Regina Lukens	Sec./Bookkeeper
	Mrs. Rose Lucci	Office Assistant
Faculty:	Mrs. Lisa Gonzalez	Transition Kinder Instructor Aid
	Mrs. Stephanie Regetti	Kindergarten/TK
	Mrs. Monica Oliva	Grade 1
	Ms. Janice Hannah, M.Ed	Grade 2
	Mrs. Esther Calleros	Grade 3
	Mrs. Liliana Belmont	Grade 4
	Mrs. Rose Diaz	Grade 5/VP
	Mrs. Julienne Calasanz	Grade 6
	Mrs. Veronica Hernandez	Grade 7
	Ms. Alena Rosas	Grade 8
Staff:	Mr. Anthony Kocal	Music
	Mrs. Lucy Alba	Computer Lab Instructor
	Mr. Adam Padilla	Physical Education Instructor
	Mrs. Sylvia Balderas	Daycare
	Mr. Antonio Delgado	Maintenance
	Mrs. Rosa Delgado	Maintenance



## **Parish and School History**

Once a sleepy olive grove on 10 acres of land in La Mirada, St. Paul of the Cross has become a thriving Catholic parish and school of more than 1,400 families since established by James Francis Cardinal McIntyre on May 4, 1956.

Shepherding our flock in the beginning was Father Owen P. Jinks. Under his guidance, St. Paul flourished into an active, viable faith community boasting numerous parish organizations and an elementary school.

In June, 1956 the first religious summer school was held and resulted in a First Holy Communion class of 21 children in July. By August, a residence on Mansa Drive was purchased and became the first rectory. The garage was converted into a chapel where weekday mass was offered.

On February 10, 1957, ground was broken to start the new parish plant. On August 26, 1957, four nuns of the Bernadine Sisters of the Order of Saint Francis arrived. After much difficulty, due to construction delays, 379 children answered the first bell on September 23<sup>rd</sup>. Shortly thereafter, the convent was completed and the nuns moved into their new home.

Father Jinks offered the first Mass in the new church on All Saints' Day, November 1, 1957. Following, Bishop Timothy Manning conferred the Sacrament of Confirmation upon 49 adults and 90 children on January 26, 1958. On September 28, 1958, Cardinal McIntyre dedicated our church. A Mass of Thanksgiving marking the 25<sup>th</sup> anniversary was celebrated by Cardinal Manning on April 26, 1981.

Our school was served by the Bernadine Franciscan Sisters for more than forty years. Our last sister to serve at St. Paul of the Cross School relocated in June, 1999.

### **St. Paul of the Cross – Our Patron**

Some nine months before the Declaration of Independence was signed, St. Paul of the Cross died the death of a saint, after spending eighty years in the service of Christ.

Born in Ovada, Italy the third of January 1694, he demonstrated a pronounced disposition toward prayer and virtue at a very tender age. His favorite meditation was the crucifix. By the time he was twenty-five, he was sufficiently advanced in sanctity to be blessed with a vision in which he saw himself clothed in the habit still worn today by the Passionist Order.

From that time on he felt an ardent desire to found a new congregation. In November 1720, his Bishop clothed St. Paul in a habit similar to that of his vision, and soon began writing the rules for his new congregation. A formidable, and usually quite lengthy task subject to repeated changes by the Holy See, St. Paul's Rule of the Congregation of Passionists was approved in a relatively short time and with very few modifications.

Ordained to the priesthood by Pope Benedict XIII, St. Paul was granted permission to found his new Congregation by the same pope. By September 1737, the first Monastery of the new Congregation was solemnly dedicated at Monte Argentaro, Italy.

His zeal for souls and his indefatigable labors and sacrifices brought him extraordinary graces and through him God wrought many miracles. An ardent and tireless missionary, he saved countless

souls and healed many of the sick and lame. By the love and grace of God he persevered in his life of love and sacrifice to the end and died in the scent of sanctity.

## **Mission Statement**

At St. Paul of the Cross elementary school, we are committed to our education and Christian community in which we are challenged to achieve academically, develop spiritually, and serve selflessly.

## **Philosophy**

St. Paul of the Cross School bases its existence on the Great Commission of Our Lord Jesus Christ, “Go and make disciples of all nations... in the name of the Father, and of the Son, and of the Holy Spirit... teaching them to obey all that I have commanded you...I am with you always, until the end of age” (Matthew, 19-20). We integrate into our philosophy the impassioned, evangelical spirituality of Our Lord Jesus Christ, who embodies the Gospel values on which we build all aspects of our school community.

### *Building Communities of Faith*

We are committed to providing an educational environment in which our Catholic-Christian faith may be actively cultivated through a Trinitarian model of involvement: child, parent, and teacher. The “family of faith” found within our school is a Eucharistic community united by our ministry of prayer and living witness to the sacrificial love of Jesus. All members of the school community are encouraged to share his or her God-given gifts as an active part of the Body of Christ. These gifts are constantly nurtured as all are invited to participate in liturgical celebrations, social gatherings, and service projects throughout the year.

### *Teaching Doctrine*

We strive to holistically develop our students academically and spiritually. Recognizing that parents are the primary educators, we reinforce the religious background taught at home by providing a foundation grounded in Catholic-Christian doctrine. We create a Christ-centered atmosphere, which fosters an environment of high academic achievement.

### *Promoting Community Service*

We share in the Passion of Christ until His final coming in glory, and thus we share in the sufferings of our brothers and sisters in the community. Our students are educated about social justice issues, encouraged to assume personal responsibility and serve the community and world in which they live. Challenged to live out the Gospel message by offering comfort and relief to the poor and neglected, we seek to meet the needs of others by answering the call to serve locally, nationally, and globally.

## **Alma Mater**

### **Christ the Vine**

When I was just a little child  
My teacher said to me,  
Be loving, kind and do your best  
We're God's big family.

For young at heart I'll always be  
The truth will set me free,  
Wherever I go I'll always take  
These loving words with me.

Christ the vine, we're the branches,  
And the branches bear the fruit.  
We at St. Paul of the Cross School,  
Deep in Christ we have our roots.

*Adapted by Linda Talavera*



**PART II:**  
***ADMINISTRATIVE INFORMATION***



Admissions  
Non-Discrimination Policy  
Inclusion Procedures  
Tuition  
Tuition Assistance  
Fees  
Student Insurance  
Work Permits  
Student Records  
Transfer of Records  
Fundraising  
Service Hours  
Staff, Parents, and Volunteers

## Admissions

All incoming students are academically tested and will, upon satisfactory performance, space, and re/registration deadlines, be admitted as follows:

- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty (30).
- The recommended age for transitional kindergarten (TK) is 4 years by September 1, kindergarten students is five (5) years of age on or before September 1.
- The recommended age for first grade students is six (6) years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to 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 serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

## Tuition

Tuition, fees, and required fund-raisers are explained at the time of registration. All fees: registration, family, computer technology, are due by the first day of school in August, as well as the first month's tuition according to the SMART payment plan. Thereafter, tuition is expected to be paid to SMART on a monthly basis, August through June. When tuition payments are overdue, the child(ren) may not be permitted to attend school until a payment is made A \$25 fee is applied to a check returned for insufficient funds.

*Under dire circumstances, families facing a newly acquired hardship who are unable to make immediate, timely and current payments, must inform the school principal and meet with the Finance Council to plan a series of payments that meet the financial obligation to the school, while working with the current situation of the family.*

Parents who are on registered parishioners are expected to regularly use their parish contribution envelopes. Envelopes are to be handed in during the collection at Mass. Envelope numbers may be written on checks in the event that the envelope is left at home. Envelope contributions that are dropped off at the Rectory or dropping off several weeks' worth of envelopes at one time will not be considered as regular use of envelopes.

## Tuition Assistance

St. Paul of the Cross School offers two tuition assistance programs. The first program is the Archdiocesan-sponsored Catholic Education Foundation Grant. This \$1000.00 grant is issued based on family need and only one grant may be issued per household. Applications for this grant are available in January/February each year and are due in March – please see the weekly Principal's Newsletter for specific dates and deadlines. The second program is offered through the school. As a result of funds raised from the Msr. Jinks Golf Tournament, families who are experiencing unforeseen economic hardship (death in the family, loss of a job, separation/divorce, etc.) are encouraged to come to the school office and speak with the principal. Based on the circumstances

the family is undergoing and after discussing the financial need, the principal may issue the family a one-time only hardship grant.

### **Fees**

The registration fee covers the cost of textbooks, workbooks, paper materials, school assignment notebook, student insurance, and registration processing. Other fees include the cost of health room supplies, earthquake and other emergency supplies. The technology lab fee covers on-line connection, STAR Testing, regular computer maintenance, and computer/technology labs upgrades.

### **Non-Discrimination Policy**

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

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

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 students needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

### **Student Insurance**

The student insurance program is provided for all full time students in Archdiocesan schools. 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.

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

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

Archdiocese/School/Parish:

Class/Activity:

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

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

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

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

**Please initial the applicable boxes**

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

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

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

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

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

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

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

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

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

## **Student Records**

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

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

## **Verbal/Written Confidences**

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

### **Damaged or Loaned Property**

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/guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, or the return of loaned property, in accordance with school policy.

### **Fundraising**

Every school family is required to complete mandatory fundraisers each school year: The fundraisers are subject to change every year.

#### ***Raffle Tickets***

The Parish and School sponsor the annual Carnival. A significant part of the event is the raffle. Parents receive their 60 raffle tickets in August and must sell/purchase all of the raffle tickets. Tickets and money must be turned into the school office no later than the day of the Carnival.

#### ***Fish Fry***

Each family is required to purchase from \$40 to \$60 food tickets depending the number of children enrolled per family.

#### ***Scrip***

Each school family is required to purchase \$4000.00 in Scrip annually, beginning May 1 – April 30. Scrip is a dollar for dollar program in which money is exchanged for gift certificates of the same value. Families who fail to meet all or part of the requirement are charged 10% of the amount not purchased (For example, if a family only purchases \$1800.00 of Scrip, then the balance of \$1200.00 in Scrip at 10% is \$120.00. The family would pay \$120.00.) The Scrip Team issues notices as to how much Scrip that a family has purchased, however, parents are encouraged to keep their receipts for all Scrip they have purchased in the case that there is a discrepancy in the amount of Scrip purchased.

#### ***Optional Fundraisers***

Parents are encouraged to support other optional fundraisers including but not limited to Tuesday bake sales.

## Service Hours

We consider our parents to be very special resources. The service hour program is intended to encourage parent participation, thereby creating a strong and supportive school community. Parents are offered opportunities to volunteer in school programs, in classrooms, as room parents, and supervising extracurricular activities. Parents are required to contribute 40 hours of service per year to the school, per family, with a minimum of 20 hours to be completed by January and the remaining 20 hours due by May. A charge of \$10.00 per service hour not performed will be charged in January and in May for any outstanding hours of service owed. As with any funds owed to the school, report cards will be withheld until fees are paid in full to date.

Service hours are performed for the benefit of the school and can be completed in a variety of activities offered by the school. At the first Mandatory Parent meeting in September, a list of qualifying activities is announced and/or distributed to parents. The only church related activity accepted for service hour credit is The St. Paul of the Cross Parish Carnival. Each school family is required to complete 12 Carnival hours to be completed in 3 days and work 4 hours a day. Buyout from the fiesta is available for \$500.00. Service hour credits are allowed for donated goods, with one-hour equivalent to \$10.00 value of donated goods. If receipt cannot be furnished the office staff will determine the value of the donated goods.

The “service hour slip” is used to record any qualifying activity or event that merits service hour credit. The slip needs to be filled out completely, stating clearly the activity involved with the correct date and hours earned. It must be signed by the person in charge of the activity or event (SPOC faculty or staff, Home and School Board members, room parents, fundraiser chairperson). The white copy is submitted to the school office and the yellow copy is kept by the parent for their record. Service hour slips should be submitted to the school office within 5 days following the activity or event. The primary responsibility of submitting service hour slips lies with the parent. The mid-January and mid-May deadlines must be strictly adhered to, please see your monthly school calendar for specific due dates. Late submission of slips causes a delay in bookkeeping and financial processes.

Occasionally, a sign-in sheet is used to record service hour credit in lieu of the service hour slips. It is the responsibility of the parent to make sure they sign in. The sign in sheet is collected and submitted to the school office as part of the service hour records. Mandatory meetings like the two Parent meetings (September and April) use this sign-in sheet.

In addition to volunteering for 12 hours at the Carnival parents are required to work:

- 15 bingo hours per year. 5 hours of bingo for 3 days each bingo day is on a Thursday.
- 8 fish fry hours. 4 hours of fish fry to be worked in 2 days, 4 hours each day.

**Any unworked bingo days will be subjected to a \$50 fee.**

## Parents, and Volunteers

### *Fingerprinting*

Any adult volunteer, including volunteer coaches, parents/guardians, people assisting in the classroom, and others who have regular contact with students or minors at an elementary school or high school, in a manner similar to paid personnel in a comparable role, will be subject to fingerprinting under the California Education Code. Other volunteers at an elementary school or high school will be subject to fingerprinting under the California Penal Code. The principal or pastor/administrator will consult the Department of Catholic Schools or the archdiocesan Fingerprinting Office, as necessary, to resolve any uncertainties concerning which protocol to follow for a particular volunteer. All preschool volunteers must be fingerprinted under the California Health and Safety Code.

### VIRTUS Training

All staff, whether paid or volunteer, parents and all volunteers who work in any capacity with or around children, the elderly, or people with special needs are required to complete the initial three-hour VIRTUS® Protecting God's Children for Adults program.

**PART III:**  
***DAILY OPERATION***



School Hours

Attendance

Daily Dismissal

Visitors

Spartan Club

## School Hours

Full day sessions are from 8:00 a.m. to 3:00 p.m. Monday – Thursday; and from 8:00 – 12:30 every Friday. Please make every effort to have your child at school no later than 8:00. Please note that three tardies will result in one recess time out (grades K – 5) or one after school detention (grades 6-8). Other early dismissal sessions are from 8:00 a.m. to 12:30 p.m. Lunch is not served on early dismissal days. After school care is available on early dismissal days as well as full days, unless noted otherwise. Please see the monthly school calendar for days when Spartan Club after school care is not offered.

For safety and insurance reasons, no student is allowed on Church or School property **before 7:30 a.m.** as there is no adult supervision prior to 7:30 a.m. **Students are not permitted to remain on Church or School property before 7:30 a.m. or after 3:15 p.m.** on school days or at any time on non-school days unless they are involved in a school or parish program with adult supervision. St. Paul of the Cross School and Parish is not liable for children on campus before 7:30 a.m. or after 3:15 p.m. unless they are involved in a school or parish program with adult supervision.

## Attendance

### *Leaving School Early*

A student may not leave the school before the regular dismissal time without a written request from parent/guardian. The request must state the reason for early dismissal. The parent/guardian must sign out the students, recording the date/time.

### *Tardiness*

Parents and students must realize the importance of consistent attendance at school – especially in regard to punctuality each day. A student is tardy if she/he arrives after the time fixed by school policy for the beginning of the morning. If the student comes after recess, she/he is marked absent for half a day. Students in grades K-5 who accumulate 3 tardies (cumulative) will receive a recess time-out. Students in grades 6-8 who accumulate 3 tardies (cumulative) will receive an after-school detention. A student who is tardy in excess of thirty minutes on each of four days or more in one school year, without a valid excuse, is a truant. Students who are absent or tardy are held responsible for any work they have missed.

### *Absence*

When a student is absent, a written excuse signed by the parent/guardian is required. If a note is not furnished when the student returns to school a phone call will be made to request the note.

When a doctor/dentist appointment is made during school hours, the child must bring a note to the teacher explaining where they are going and at what time. This note will be forwarded to the Health Room. Please pick up your child at the Health Room and sign him/her out. The student is responsible for any work missed. *A medically excused absence is only* given when the child has missed school due to a medical visit/treatment. A note from the doctor's office must be given to the school before the absence can be excused.

### *Extended Absence*

In the event of a long-term absence not related to illness, the parents need to receive permission from the principal and teacher(s). Parents must inform the principal and teacher(s) at least one week in advance. It is the teacher's discretion as to whether or not advanced make-up work will be given to the student. Upon the student's return, he/she must make up all missed assignments within the time allotted by the teacher(s). In general, a student is given one day per each day absent to make up work, this includes weekends.

When a student is absent for an extended time – 20 days in one trimester – official grades may be withheld. When, for family reasons, parents wish to take their child out of school temporarily, the principal and teacher should discuss with the parents the possible effects of such an absence.

#### ***Movie/Television Contracts Absence***

A student who is absent from school because of television or movie contracts is considered an ordinary absence and is marked as such in the Attendance Register.

#### ***Absence Without Explanation***

If a student has been absent without explanation, and it is impossible to contact parent/guardian, the student's name will be kept on the Attendance Register as actively enrolled for the duration of the school year. The attendance office of the local public school district of the local police department and/or Child Protective Services will be notified so the possibility of truancy may be investigated.

#### ***Excessive Absences/Tardiness***

Excessive absences or tardiness may result in retention, summer school, or discontinuation of enrollment. In addition, a report may be filed with the County Attendance Officer and/or the Department of Child Welfare if grounds exist for illegal truancy or child neglect.

#### ***Off Grounds***

At no time during the school day, including recess or lunch, is a student permitted to leave the school fenced area without prior arrangement by the parent. The parent or legal guardian must sign the child out at the Health Room; please do not go to the child's classroom! The child will only be permitted to leave with the parent or those adults listed on the emergency card. If your child returns to school later on in the day, please sign him/her in at the Health Room. *The school accepts no liability for any student who leaves or is taken off school property in violation of the above policy.*

#### ***Truancy***

A student is considered truant when he or she is absent from school without a valid excuse for 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. The school shall report the student to the local public school district's attendance office or its superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local [Child Welfare and Attendance](#) authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or its superintendent. 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 parents/guardians within 24 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, [Child Protective Services](#), or all of those agencies.

## Daily Dismissal

Students are dismissed at 3:00 p.m. Monday-Thursday and 12:30 p.m. on Fridays and Early Dismissal days. Students will be walked to the student holding area by their teachers. Students will not be permitted to cross the parking lot alone. Please park your car and come get your child, or drive your car in a single line along the drive and give your child's name to the staff member on duty. Please do not instruct your child to wait by the parish center, rectory, or church; they will not be permitted to do this. ***The legal limit for school parking lots is 5 mph.***

On rainy days, students will be dismissed through the Kindergarten end of the building and walked along the side of the Church. Your children will be brought to you in the drive-thru lane along the church. Students will not be permitted to cross the parking lot unattended. Please be patient on rainy days and wait your turn.

## Visitors

All visitors, including parents and grandparents, MUST report to the school office upon entering school grounds to sign in, get a visitor's pass and explain their purpose for being on campus. Visitors are to sign out and leave their Visitor's pass with the office personnel. Visitors are to enter through the blue patio doors. Visitors who are unknown and do not follow this procedure will be considered "strangers" and asked to leave the school grounds. The faculty and staff monitor very carefully for any unauthorized individuals on the school grounds.

## Spartan Club After-School Care

- Spartan Club is the after-school extended day care open to all students in grades TK-8. Information on the Spartan Club is available in the office.
- The program operates each school day from dismissal until 6 p.m. All students who cannot be picked up on a daily basis by 3:15 p.m. must be enrolled in this program.
- Spartan Club is conducted by school personnel on school grounds. It supports and implements the philosophy of our school. The program is designed to provide the children with a safe, supervised, and enjoyable environment.
- There is a \$20.00 registration fee per child for the program. Please see the schedule of fees for this program. There are a variety of schedules available depending on the number of children enrolled and the time of pick-up.
- On 12:30 dismissal days, lunch (provided by the student) and additional activities will be added to the schedule.
- If you wish to enroll your child/ren in Spartan Club, please stop by the school office and pick up a registration form. The Spartan Club begins the first Monday following the first week of school. While parents may register their child/ren on the first day of the program, early registration is more agreeable to the director and supervisors.
- There is a no grace period for pick-up. After 6:00p.m. a late fee of \$5.00 for each additional 5 minutes or fraction thereof will be charged to your daycare account.
- Students who are not enrolled in the program, and are not picked up by 3:15 p.m. will be sent to Spartan Club for supervision. Parents will be charged \$5.00 for this service up to 3:30. There will be an additional charge for each 15 minutes or fraction thereof after 3:30. Please consider this when you are deciding whether or not to enroll your child in this program.

**PART IV:**  
***HEALTH, SAFETY, & EMERGENCIES***



Verbal/Written Confidences Policy  
Emergency Card  
Health Room and Student Health  
Medications  
Illness  
Immunization/Health Records  
HIV/AIDS Policy  
Emergency Policies Involving Students -  
Missing or Collapsing  
Liability Release  
Emergency Drills  
Public School Cooperation  
Smog Alerts  
Emergency Plans for Students  
Emergency Plans for Parents



## Verbal/Written Confidences Policy

Principals, teachers, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

## Emergency Card

Parents are notified immediately if serious injury or sudden illness that occurs during school hours. For this reason, you must notify the school office or Health Room when there is a change in address or phone numbers. *It is understood that enrollment at SPCS confers upon the school the obligation to select emergency care providers in the absence of our ability to contact the parents/guardians and that no liability is attached to such a decision in the events the parents/guardians cannot be reached.*

## Health Room and Student Health

The Health Room is staffed nearly full-time and is assisted, when necessary, by the secretary, principal, or volunteers. The Health Room keeps accurate documentation of all first aid administered daily. First aid is limited to washing the wound with mild soap and water and applying a bandage if needed. Occasionally a mild soap and water will be used. Parents will be called if an injury requires more attention than this. In the event of an injury that may be life threatening, the school will call 911 and then notify parents. The school is not permitted to treat a pre-existing injury.

Students are screened annually for the following:

- Hearing: Grades TK, K, 2, 4, 6, and 8
- Vision: Grades TK, K, 1, 3, 5, and 7
- Scoliosis: Grades 5, 6, 7, and 8

## Medications

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians.

- The Medication Authorization and Permission Form must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.
- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the school office or 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. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the school office or nurse's office and appropriately labeled as described above. School employees may not

administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

No student is permitted to have non-prescription (over the counter) medication in his or her possession. The school may not administer non-prescription medication without the written release from a medical doctor to administer such medication. If your child is in need of non-prescription medication: aspirin, allergy medicines, vitamins, cough syrup, throat lozenges, etc., parents must come to the school to give these, or follow the procedure for prescription medication mentioned previously.

## Illness

Upon returning to school from an absence or tardy, a parental written excuse must be given to the child's teacher before being admitted into class. If your child is absent from school, please notify the Health Room by 8:30 a.m. to avoid being called. All absences must be verified according to state school attendance procedures.

If your child has been diagnosed with a communicable disease, or if you suspect your child has a contagious condition, please notify the Office or Health Room so we can take appropriate precautions. Also, if your child is ill prior to coming to school and you send your child to school anyway, you will be called to come pick up your child. The health and safety of not only your child but also the other students and personnel of the school need to be considered.

*A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before the student is readmitted to the school. The principal may readmit a student absent because of non-reportable communicable diseases such as chickenpox, rubella, and influenza.*

## Immunization/Health Records

**In 2016 and Future Years:**

**Students Admitted at Ages 4-6 years Need These Immunizations:**

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) —5 doses  
(4 doses OK if one was given on or after 4th birthday)
- Polio (OPV or IPV)—4 doses  
(3 doses OK if one was given on or after 4th birthday)
- Hepatitis B—3 doses
- Measles, Mumps, and Rubella (MMR)—2 doses  
(Both given on or after 1st birthday)
- Varicella (Chickenpox)—1 dose

Parents must show their child's Immunization Record as proof of immunization. These immunization requirements also apply to students entering transitional kindergarten.

## **Students Admitted at Ages 7-17 Years Need These Immunizations:**

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, Tdap, or Td)—4 doses  
(3 doses OK if last dose was given on or after 2<sup>nd</sup> birthday)
- Polio (OPV or IPV)—4 doses  
(3 doses OK if one was given on or after 2<sup>nd</sup> birthday)
- Measles, Mumps, and Rubella (MMR)—1 dose  
(2 doses required at 7<sup>th</sup> grade)
- Varicella (chickenpox)  
(Admission at ages 7-12 years need 1 dose; ages 13-17 years need 2 doses)
- Tetanus, Diphtheria, and Pertussis (Tdap) —1 dose at 7<sup>th</sup> grade or out-of-state transfer admission at 8<sup>th</sup>–12<sup>th</sup> grades  
(1 dose on or after the 7<sup>th</sup> birthday)

California schools are required to check immunization records for all new student admissions at Kindergarten/TK **through** 12<sup>th</sup> grade and all students advancing to 7<sup>th</sup> grade before entry. Parents must show their child's Immunization Record as proof of immunization.

*Students who are not properly immunized must receive all necessary immunizations before being allowed to attend school.*

## **NEW LAW (SB 277) FOR 2016 AND FUTURE YEARS**

Starting January 1, 2016:

- Parents or guardians of students in any school or child care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.

## **HIV/AIDS Policy**

The Archdiocese of Los Angeles has accepted the United States Bishop's statement, "The Many Faces of AIDS: A Gospel Response" as adapted for use within the archdiocese. This document states:

Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program, or institution or higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has 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/AIDS will be admitted to St. Paul of the Cross school. 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/AIDS shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well being and individual privacy and needs.

## **Emergency Policies Involving Students – Missing /Collapsing**

- A. Procedure in the Event of a Missing Child
1. A brief, but thorough, check of school grounds is conducted.
  2. Parents and/or other names on emergency card will be notified.
  3. If steps 1 and 2 fail to locate the missing child, police are called immediately. The school will make available to police all pertinent information about the child, including recent photograph, if available.
  4. If necessary, attendance of other students is immediately taken and students retained in supervised classrooms.
  5. If necessary, any reports required by police and/or Los Angeles Archdiocese are filled out.
- B. Procedure in the Event a Child Collapses During School Time
1. Faculty/Staff member immediately attends to child, does not move child, and checks for breathing.
  2. If child is unconscious, or if child's condition is even remotely serious, 911 is called first, then parent and/or names on emergency card.

An accident reporting form is filled out.

### **Liability Release**

Permission to participate in school activities sponsored by St. Paul of the Cross School and to receive emergency care as granted by the custodial parent(s)' enrollment of the child(ren) at St. Paul of the Cross School.

***By signing the Handbook Verification Page, SPCS parents grant permission for my child/ren to use all play equipment and to participate in all on-site activities.***

A separate permission slip is required for any off campus field trips. It is understood that every adult, age 18 and older, who assists as a driver for off campus field trips must have a valid California driver's license and possess evidence of the legal minimum for insurance and that applicable seat belt front seat if the car has a passenger side air bag. A photocopy of the license and insurance must be on file in the school office.

***By signing the Handbook Verification Page, SPCS parents hereby grant permission to the School and/or agent of the school to take whatever steps necessary to obtain emergency medical care if warranted.*** These steps may include but are not limited to the following:

1. Attempt to contact parent/guardian.
2. Attempt to contact child's physician.
3. Attempt to contact parent through any of the persons listed on the emergency information provided to the school.
4. If we cannot reach parent or child's physician, we will do any or all of the following: (a) contact another physician or paramedics, (b) call an ambulance, (c) have the child taken to an emergency facility in the company of staff member.
5. The child's family will assume any expense incurred under #4 above.
6. The school will not be responsible for anything that may happen as a result of false information provided to the school by the parent/guardian.

*By signing the Handbook Verification Page, SPCS parents accept this liability release.*

## **Emergency Drills**

Regular lockdown, fire and earthquake drills are administered throughout the school year. All students should be made aware of the importance of the lockdown call over the PA, earthquake and fire drill bell, and the procedure used for evacuation. Students seated near windows are to close the windows, provided it is safe to do so. All students file out of the classrooms in neat, quiet, orderly lines. The teacher is the last one out of the classroom and closes the door behind her/him. Students go to their assigned places on the yard, and remain there in silence, until instructed to return to their classrooms.

An extensive earthquake plan has been developed and faculty and staff should be aware of their duties and obligations in the event of an earthquake or fire.

Procedures in the event of the following: bomb threat, crisis/intruder alert, telephone threat, chemical/biological threat are located in the Administrative Handbook located in the principal's office. Parents may request photocopies of these procedures. The principal, faculty, and staff are notified of such procedures annually during in-service training and meetings.

## **Public School Cooperation**

In the event of a natural disaster we will ordinarily follow directions of the Norwalk-La Mirada School District. The two public schools closest to St. Paul of the Cross are Foster Road Elementary and Garden Hill Elementary.

## **Smog Alerts**

When the Air Pollution Control District issues a smog alert, all strenuous outdoor activities shall be restricted. Directives of the Southern California Air Quality Management District shall be followed.

## **Emergency Plans for Students**

### **I. Fire**

- A. Alarm goes off
  - 1. Buildings are evacuated in an orderly manner
  - 2. Students assemble in safe areas on campus
  - 3. Absences are verified
  - 4. Faculty/Staff search and rescue teams are dispatched for missing persons if building is judged safe enough.
- B. Fire Department
  - 1. If building is safe, fire department OK's our re-entry.
  - 2. If building is unsafe, parents are notified for immediate pick up of students. (only those numbers listed on the emergency card will be called or approved for picking up)
  - 3. Parents will be notified when students may return.

### **II. Earthquake**

- A. First Sign of Shaking
  - 1. Drop, Duck, and Hold
  - 2. Evacuation is called
  - 3. Students assemble on field
- B. After Evacuation
  - 1. Campus is secured and locked
  - 2. Attendance is verified

3. Search and rescue teams dispatched for missing persons if entry into school building is judged safe enough
4. Stations are set up on grounds to care for student needs
5. Students will be dismissed to approved adults
6. Shelter is set up for remaining students
7. Emergency card numbers are called
8. The school has enough supplies to care for students for approximately three days

### **Emergency Plans for Parents**

All families must completely fill out emergency cards each year. Only those persons listed on the emergency card may pick up your child from school for any reason. Unless St. Paul of the Cross School is provided with a legal and binding restraining order or other such documentation, children may be picked up by either parent whether they are listed on emergency card or not. All parents are required to follow the emergency procedures of the school and to parents supply their child with all requested materials.

#### ***In the Event of a School-Wide Emergency - Procedure:***

1. Do not call the school! We need to keep lines open.
2. Listen to the radio and follow instructions for Foster Road and Garden Hill Elementary Schools. (Norwalk-La Mirada School District)
3. Upon evacuation of the school, the school building and grounds will be secured. No one will be allowed entry without the approval of the Principal.
4. Children will be kept at school until an approved adult arrives to sign out the child. **Only adults listed in the emergency cards may sign out the student.** Upon arriving at the school, parents are to wait in the designated area for the child.
5. There are two areas for pick-up of children in the event of an emergency. The first area is between the school and the sandbox; if for some reason this area is unable to be set up as the command post, then the area next to the backstop on the field will be the area for pick-up. Parents should PARK their car and walk to the command post, DO NOT pick-up your child – we have runners to retrieve the children and bring them to the command post. After the children are brought to the command post, parents will sign their children out with the school office staff or principal. This procedure MUST be followed to assure the accounting of each student is safely picked up by his or her parent/guardian.

**PART V:**  
***ACADEMIC INFORMATION***



School-Wide Learning Expectations

Curriculum

Internet Usage Disclaimer

Textbooks

Homework

Grading Policy

Report Cards/Progress Reports

Standardized Testing

Academic & Behavior Awards

Academic Warning

Promotion and Retention

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

SLE's frame the entire school learning environment. These four categories focus on the learning that is integral to the success of an SPC student.

### ***A St. Paul of the Cross School student is an Academically Prepared Individual who...***

1. thinks critically, by: analyzing, synthesizing, and evaluating.
2. communicates effectively, through: reading, writing, speaking, and listening, using a broad vocabulary.
3. is technologically literate.
4. cooperates and collaborates, through discussion and compromise, to achieve group objectives.

*Incline your ear and hear the words of the wise, and apply your mind to my knowledge...  
Proverbs 22:17*

### ***A St. Paul of the Cross School student is a Spiritually Evolving Individual who...***

1. demonstrates knowledge of the foundations of the Catholic faith in all domains and pillars of the Assessment of Catechesis / Religious Education (ACRE).
2. reads, understands, and responds to Scripture, while developing a personal prayer life..
3. attends and participates in the Mass and Sacraments.
4. fosters Christian values, making choices that reflect: compassion, tolerance, and respect for one another.

*As you therefore have received Christ Jesus the Lord, so walk in Him,  
having been firmly rooted and now being built up in Him and established in your faith,  
just as you were instructed... Colossians 2:6-7*

### ***A St. Paul of the Cross School student is an Active Catholic-Christian who...***

1. actively shares in various types of prayer.
2. maintains a moral conscience, modeling appropriate behavior.
3. evangelizes in the spirit of Jesus Christ.
4. being aware of the Catholic Social Teachings, demonstrates a spirit of service in their family, school, church, and community.

*Let your light shine before men in such a way that they may see your good works,  
and glorify your Father who is in heaven... Matthew 5:16*

### ***A St. Paul of the Cross School student is a Life-Long Learner who...***

1. is a self-motivated goal setter and problem solver.
2. exhibits an appreciation for the Arts.
3. demonstrates respect for God, self, and the diversity and unique gifts of others.
4. is knowledgeable of and reflective on current events and global affairs.

*And since we have gifts that differ according to the grace given to us,  
let us exercise them accordingly... Romans 12:6*



## **Curriculum**

Students in grades K-8 take a variety of courses all of which meet or exceed the standards enumerated by national, state and Archdiocesan curricula for the following core subject areas: Religion, Math, Science, Social Studies, and Language Arts (English, Reading, Spelling, Vocabulary, and Handwriting). Copies of curricula may be ordered through the school office; an overview of subject matter curriculum is given by faculty at Back-to-School night.

Additional courses are offered in Language Arts Lab (K-4), Tech Lab – Keyboarding (5), Tech Lab Microsoft Office Programs (6-8), Art, Music, Physical Education, and Art.

### **Art**

Teachers will be teaching Art in their Grade Level Teams for students in grades TK – 5. The Grades 6-8 students are taught art history, as well as and art studio by the 8<sup>th</sup> Grade Teacher.

### **Music**

All students in grades K– 8 take part in one class per week of music instruction. Students in grades K – 5 have music instruction, relating to the weekly mass, while students in grades 6-8 learn to play instruments and read music. Students are also to participate in singing at masses, partially fulfilling their Archdiocesan time allotment.

### **Physical Education**

All students in grades K – 8 take part in two classes of physical education per week; one. K-8 students are to wear their P.E. uniform to school on the day they have that class. Participation and proper dress are integral to an acceptable grade.

## **Internet Usage Disclaimer**

St. Paul of the Cross School has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We are pleased to announce the establishment of Internet services for our students. The Internet is a global network of interconnected computers that will provide students with access to a wide range of information from throughout the world. Students will also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing students for success in life and work in the 21<sup>st</sup> century. We believe this computer technology will help propel today's schools into the information age by providing life-long learning tools, by allowing global communications and information sharing, by providing access to unique resources, and by opening opportunities for collaborative work. To become eligible as a user, the use of a student's account must be in support of and consistent with the educational objectives of the school.

While we endeavor to provide effective supervision and monitoring of computer use, please be aware that it is possible that a student may find material on the Internet that is objectionable. The school restricts access to material that is inappropriate in the school environment, but we cannot guarantee that your child will not gain access to inappropriate sites. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

Despite this possibility of negative content access, we still believe that the tremendous educational benefits of the Internet exceed any disadvantages, especially when the school and home work in supportive partnership. Thank you for supporting our efforts to promote safe, responsible,

educationally relevant computer use in our school. Should you have any questions or concerns, please contact the school office.

### **Textbooks**

All textbooks are to be neatly and completely covered throughout the school year. Any workbooks not used as consumables should also be covered. Students will be given until the first Friday of the first week of school to have all their textbooks and non-consumable workbooks covered. The teacher and/or principal will confiscate any textbooks or workbooks not covered by the first Friday and throughout the school year until a time which the student has the materials to cover said textbook/workbook. Students are still responsible for any work missed due to an uncovered, confiscated textbook/workbook. Students are responsible for reimbursing the school for any lost or damaged textbooks, library books, or other school materials. *Textbooks and other school items are never to be renumbered by the student.*

### **Homework**

Homework is an extension of the learning that takes place in school. Homework provides practice, drill, and reinforces classroom learning as well as providing opportunity for extension, independent learning, study, research, study skills, and responsibility. Each classroom teacher prepares and instructs his/her class on the homework policy for his/her classroom.

In general, students in Kindergarten – Grade 2 are assigned weekly homework packets; Grades 3 – 5 have a half-hour – one-hour of homework per night; and Grades 6 – 8 have from one to two hours of homework per night. It is important to recall that although a student may not have homework assigned, there is always an upcoming exam to study for: re-reading the chapter, studying notes, writing out their own test. With respect for each family’s need for quality time, homework is rarely assigned over the weekend, except in the case of a long term project, makeup, or missing work.

Parents are asked to establish a homework/study environment in your home. A homework/study environment is one in which the student/child has a specific time and place to complete their homework assignments and to study. Sunday – Thursday, there should be a *specific and regular time* set for the explicit purpose of homework/study time. This time should take place in the most *distraction-free environment* possible. TV, radio, alternate conversations should not be a part of this environment. All necessary items for homework/study should be readily available: pens, pencils, paper, ruler, tape, glue, scissors, markers, colored pencils, crayons, etc.

### **Grading Policy**

The faculty seeks to measure total student performance in classwork and homework, class participation, quizzes, tests, and projects. The faculty wishes to emphasize the importance of effort and conduct grades as well as academic grades. Frequent parent-teacher communication is essential to academic grades. Any matter concerning the student’s performance/conduct should be taken up with the teacher before being brought to the Principal’s attention. The grading scale is as follows:

Primary Level:	Kindergarten, Grades 1 and 2
O = Outstanding	S = Satisfactory
G = Good	NI = Needs Improvement
Intermediate Level:	Grades 3 - 5
and Departmental Level:	Grades 6 - 8
A = 93 – 100	C+ = 80 - 84

B+	= 90 - 92	C	= 75 - 79
B	= 87 - 89	C-	= 70 - 74
B-	= 85 - 86	D	= 65 - 69
		F	= 64 and below

### Report Cards/Progress Reports

Report cards are official forms that report students' academic progress. The factors to be considered in measuring pupil progress are: class participation, classwork and homework, quizzes, tests, and short or long term projects.

Report cards are issued after the completion of an academic grading trimester. A mandatory parent-student-teacher conference is scheduled at the end of the first grading trimester. Parents and teachers may then request any additional conferences as the need arises. Report cards and/or envelopes are signed by the parent/guardian and returned promptly to the teacher.

Progress reports are sent home midway through each trimester to keep parents informed of their child's current progress. This allows the student sufficient time to improve in any areas indicated. Opportunities for parents to request a weekly report are available.

### Standardized Testing

All schools are required to participate in an archdiocese-wide standardized testing program, usually administered in the fall. In regard to these tests:

- The results are used as only one of many indicators of the students' overall academic achievement.
- The results are entered on the permanent record card and are kept on file in the school office.
- Teachers use the tests to identify their students' relative academic strengths and weaknesses to design curriculum and plan for instruction.
- Principals are responsible to use the test results to evaluate curriculum, to set instruction priorities, and to plan appropriate professional development.

### Academic and Behavior Awards

Outstanding student achievement is recognized at the end of each grading trimester. At the First Friday Mass the *Student of the Month* certificate is awarded. An assembly is held at the end of each trimester to recognize academic and behavior awards.

#### **Monthly Award**

Certificate:

Student of the Month: given to one student per grade per month, for the student who has most consistently during the month emulated the virtue of the month. Awards will be given out at First Friday Mass.

#### **Trimester Awards**

Certificates:

Attendance: by trimester, cumulative

Conduct: A/B in all conduct – 1 C+ allowed if student did not receive Honor Roll

Effort: A/B in all effort – 1 C+ allowed if student did not receive Honor Roll

Principal's Award: A's in all academic areas; and A's in Conduct and Effort

1<sup>st</sup> Honors and 2<sup>nd</sup> Honors

Calculating GPA (Grades 6-8): Classes that count toward overall GPA:

Religion	Reading	Language Arts
Math	Science	Social Studies

Use the following points per letter grade:

	A 4.0	
B+ 3.4	B 3.0	B- 2.8
C+ 2.4	C 2.0	C- 1.8
D+ 1.4	D 1.0	D- .8
F 0		

### **Academic Warning**

Students who consistently demonstrate below average work within a class or across classes will be placed on academic probation (See also, Homework Policy). Under academic probation the homeroom teacher will notify the principal of the student who is performing below average work for the course grade level. The teacher and/or principal will notify the parent of a need to meet. At this meeting the parties involved will fill out the “Agreement of Academic Progress” which illustrates a plan for the student’s progress.

### **Promotion and Retention**

All students are expected to achieve grade level proficiency in order to be promoted. However, primary reasons for retaining a student are as follows:

1. Indifference or lack of effort by the student
2. Developmental or social immaturity
3. Frequent or long absences, which have affected performance.

The final decision to retain a student rests with the Principal. Parents who insist on promotion will need to enroll the child in an alternate school. St. Paul of the Cross School is not predisposed toward those students who demonstrate severe learning and/or behavior difficulties. We do everything we can to meet the individual needs of our students but, when necessary; will assist the parents in finding an alternate school which is better suited to help the student experience school success.

**PART VI:**  
***RELIGIOUS INFORMATION***



Family Presence at Mass

Religious Observances

Daily Prayers

Wednesday Patio Prayer

Missions

Community Service

## **Family Presence at Mass**

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than the family presence at Mass each week. As a parish school, it is understood that weekly Mass attendance provides tremendous opportunity for community building in a Christ-centered environment. It is also expected that the parents of our students of different faiths will also routinely worship at their church with their child. As the primary educators of your children, parents are encouraged to consistently follow through on this most serious obligation.

## **Religious Observances**

As a Catholic school, the greatest emphasis is placed on providing our students with a sound religious education. We ask that God bless our work for His glory and that we, as a faith community, recognize the importance of both formal and informal religious instruction.

Teachers provide daily opportunity for praying traditional prayers as well as opportunities for spontaneous and private prayer. The morning begins with prayer; all classes begin and end in prayer; prayers are said before and after recess; before and after lunch; and at dismissal. Students attend mass with their Guardian Angel class every Friday at 8:15.

Students attend Mass every Friday, on Holy Days of Obligation (when these occur during school time), and on certain feast days. School Mass days are printed on the monthly school calendar. We invite family and friends to come worship with us. School Masses are at 8:15 a.m., unless otherwise noted. Students are to wear the dress uniform for Mass unless the teacher or principal makes an exception.

Religious worship is an integral part of a child's spiritual growth and a central part of the Catholic identity of our school. The Eucharistic Liturgy (Mass) is the highest form of public worship in the Catholic Church. It is at Mass that we come together, embracing each other as brother and sister, to love and be loved by our Father. Regular attendance at Mass is the surest sign of a family dedicated to practicing their faith and is expected of our Catholic families. Students also participate in the liturgical life of the Church by celebrating the liturgical seasons, celebrating the Eucharistic liturgy, and making visits to the Blessed Sacrament during monthly Adoration. Students are also encouraged to receive the sacrament of Reconciliation during Lent and Advent.

## **Daily Prayers**

As a family of faith, we take every opportunity to pray within the school day. Students are expected to know the following prayers listed below (respective to grade level). Students in grades 6-8 should have every prayer memorized.

### *Sign of the Cross*

In the name of the Father, and the Son, and the Holy Spirit. Amen. (Said at the beginning and end of prayers.)

### *Our Father (The Lord's Prayer)*

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

***Hail Mary***

Hail Mary, full of Grace, the Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

***Prayer of Praise***

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

***Come Holy Spirit (Before all classes)***

Come Holy Spirit, fill the hearts of your faithful and enkindle in them the fire of your love. Send forth your spirit and they shall be created and you shall renew the face of the earth. O God who does instruct the hearts of the faithful by the light of the Holy Spirit, Grant us by the same spirit, a love and relish of what is right and just, and a constant enjoyment of His comforts. Through Christ our Lord. Amen.

***Before Recess (Prayer for the Faithful Departed)***

Eternal rest grant unto them, O Lord. *Response:* And let perpetual light shine upon them. May their souls and the souls of all the faithful departed, through the mercy of God, rest in peace. Amen.

***After Recess (Prayer for Guidance)***

Lord, let me know clearly the work which you are calling me to do in life. And grant me every Grace I need to answer your call with courage, and love, and lasting dedication to your will. Amen.

***Grace Before Meals***

Bless us, O Lord and these Thy gifts which we are about to receive from Thy bounty, through Christ, our Lord. Amen.

***Thanksgiving After Meals***

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

***Prayer to Your Guardian Angel***

Angel of God, my guardian dear, to whom His love commits me here, ever this day (night) be at my side, to light and to guard, to rule and to guide. Amen.

***Act of Contrition***

O my God, I am heartily sorry for having offended You and I detest all my sins because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your Grace, to sin no more and to avoid the near occasion of sin. Amen.

## **Monday Patio Prayer**

Every Monday at 8:00 AM the entire school joins together to pray. Prayer begins with the Sign of the Cross, (mention of the particular saints' feast day,) Our Father, Hail Mary, Glory Be, and the Sign of the Cross. The school recites the Flag salute and Mission statement and ends with the singing of our school song, Christ the Vine.

## Missions

St. Paul of the Cross School supports a variety of missions. Our mission drives, including canned good drive, bake sales, free dress, Christmas and Lenten HCA boxes, toy drives, and Mission Olympics support the Missions and other deserving charities. We encourage all our families to be generous and supportive as we carry out the Gospel mandate of almsgiving.

## Community Service

Service is one of the three pillars of our school's mission statement for students: to achieve academically, develop spiritually, and serve selflessly. St. Paul of the Cross school believes in the importance of teaching our students the value of God's greatest commandment – to love one another. We believe one way this is accomplished is through serving others. Therefore, students in grades 3-8 are required to complete service hours per trimester. Failure to complete their service hour requirement will result in the student's religion grade being lowered one full grade. Service hour forms are available with the classroom teachers. The service hour requirement, per grade level, per trimester is as follows:

<i>Grade</i>	<i>Service Hours/Trimester</i>	<i>Total Hours/Year</i>
3	1	3
4	2	6
5	3	9
6	4	12
7	5	15
8	6	18



**PART VII:**  
***STUDENT ACTIVITIES***



Holidays and Observances  
Ministries  
Athletics  
Student Council  
National Junior Honor Society  
Safety Patrol  
After-School Enrichment Programs  
Tutoring  
Counseling Policy

## Holidays and Observances

Certain holidays and observances will be celebrated throughout the school year, including, but not limited to: Blessing of the Animals, Red Ribbon Week, St. Paul of the Cross Feast Day, Halloween (K-4 only), Thanksgiving, Christmas, Epiphany, Catholic Schools Week, and May Crowning. See the weekly letter home and monthly calendar for events.

## Ministries

### *Altar Serving*

St. Paul of the Cross School also offers students in grades 4-8 the opportunity to serve their school and parish as altar servers. Students interested in becoming altar servers should see the Director of Religious Education or the Principal for more information.

### *Choir*

Students in grades 4-8 are invited to participate in the Friday masses by becoming a member of the school choir. Practices are held on Wednesdays from 2:15-2:50PM in the music room.

### *Lectoring*

Grade 8 students are encouraged to become lectors within the church. Students are led through a lector course with Fr. Joseph.

## Athletics

Our school participates in the Catholic Youth Organization (CYO) sports program.. The basic requirements are:

1. the student must have a C average in each major subject and an A/B in conduct throughout the season
2. failing grades and/or misconduct will result in removal from the team
3. students and parents are to cooperate with all CYO rules
4. a signed agreement by parents and students accepting the St. Paul of the Cross School Athletics Philosophy, the policies and procedures for our school athletics, and the expected conduct of students and parents

Students on sports teams are to be supervised until their coach arrives for practice or for the game.

*Other siblings who are not on the team may not remain on school/church grounds until the game/practice is over unless there is an adult with them. In the absence of an adult, these students will be sent to Spartan Club after-school childcare and parents charged for this service.*

### **Catholic Youth Organization (CYO) Statement of Philosophy**

*CYO is an athletic program whose mission is to assist Catholic elementary schools of the Archdiocese of Los Angeles in their efforts to instill Catholic values and educate the whole child. Through CYO, student athletes have opportunities to compete with athletes enrolled in other Catholic elementary schools. These activities provide a wholesome outlet for a youth's physical energy while strengthening the students' spiritual and social values. Under CYO's direction and support, school administrators, athletic directors, and coaches help each participant achieve greater knowledge, self-discipline, self-esteem and self-respect, all of which enhance his/her development and maturity.*

Good sportsmanship, cooperation, camaraderie, respect, responsibility and the acceptance of both victory and defeat are goals of the CYO program. Participation in the CYO program is open to any willing youth who meets CYO eligibility requirements and is deemed eligible by the school administrator.

### ***National Middle School Association***

Many positive benefits for young adolescents may result from participation in sports which can enhance their self-esteem and increase their interest in sports. However, when young adolescent needs and interests become secondary to pressures and unreasonable expectations from coaches, parents, the community, and even themselves, sports often have the opposite effect. Young adolescents' psychological well being should be a priority in developing middle level sports programs (Vaughan, 1984). Of particular importance are the following:

- Physical and psychological readiness to participant
- Cutting young adolescents from participation
- Emphasis on winning
- Unrealistically high expectations from adults
- High youth dropout of sports programs by age 15
- The almost nonexistent chances of becoming a professional athlete (Swaim & McEwin).

The focus of middle level competitive sports should be on helping young adolescents set goals, which reflect their current interests and abilities. This focus will make it easier for them to emphasize improvement rather than focusing on the highly competitive aspects of sports which frequently pit one athlete against another (Swaim & McEwin, 1997).

*Middle level sports programs which are developmentally inappropriate deserve attention because the health and welfare of young adolescents are at stake. Although competitive sports programs are popular with young adolescents, it does not necessarily mean it is in the best interests of young adolescents (e.g., football, wrestling). Some difficult and courageous decisions regarding offered sports and the rules and conditions for these sports are a few of the many factors to be considered by those in decision-making positions.*

National Middle School Association Research Summary #10

“Sports in the Middle Grades”

### ***St. Paul of the Cross School Athletics Philosophy***

In reference to the CYO Statement of Philosophy and the National Middle School Association’s research, including the above excerpt, and in discussion among the administration and faculty, it is the philosophy of the current administration and faculty that middle school athletics are to serve four purposes: to introduce children to the rules and strategy of a sport; to introduce children to the fundamentals and skills of a sport; to encourage an enjoyment of the sport and potentially instill a lifelong interest in the sport; and to teach and encourage proper teammanship and sportsmanship. Every member of the school staff, coaches, parents and families, volunteers, and spectators are expected to encourage these four fundamental components of the overall philosophy.

### ***St. Paul of the Cross School Athletics Policies***

1. As many students as possible as defined by the sport’s coach will be allowed to be on a team. Factors to determine the maximum number of participants include, but are not limited to: the coach’s ability to manage a particular number of children while maintaining effective practices, the opportunity for a child to actually participate in a game;
2. The student must have at the onset of the sports practice season and maintain throughout the sport season, a C average (75-79%) in each academic subject and an A/B in conduct; failing grades and/or unacceptable conduct will result in immediate removal from the team;
3. Students on sports teams are to be supervised by a faculty, staff, or approved volunteer until their coach arrives for practice or for a game
4. All practices are to be held on the St. Paul of the Cross School campus. Practices may be no longer than 2-hours in duration and may go no later than 6:00 PM. Any practices to be held

off campus must be approved prior to the practice, by the Athletic Director and School

Principal.

5. Permission slips must be signed by each athlete and their parent to limit the liability of the school.
6. Prior written permission must be granted by all parents to have a parent other than himself or herself drive students to and/or from practices and to and/or from games. At no time should a parent drive a child other than their own to a practice or a game without this permission. At the beginning of each sport season the Coach or Athletic Director will distribute and collect the necessary paperwork to be completed by each student and their parent(s);
7. Volunteers are welcome to assist in the many aspects of running a successful athletic and sports team program; at the beginning of the season, the Coach will share with parents opportunities to volunteer. The team parent represents the head volunteer of a sports team. The responsibilities of the team parent include: organizing refreshments for games, sorting and handing out uniforms, forming a parent cheering section, and organizing the end-of-season pizza party;
8. St. Paul of the Cross students are encouraged to attend sporting events on campus. However, students must bring a signed note from their parent/guardian stating permission to stay for the game. Students with permission slips will be gathered following dismissal and walked to the game by an adult faculty/staff member. Students must be picked up immediately following the event or they will be sent to Spartan Club Day Care. *Students will not be able to use the office phone to call to be picked up from school.*
9. All participants and spectators are to exhibit proper sportsmanship at all times at all St. Paul of the Cross School and CYO sporting events. Any spectator who is a parent or relative of a team member who exhibits behavior which is not conducive to a positive and enjoyable environment for players and spectators will be asked to leave the current game and risks the team incurring a penalty at the referee's discretion. Furthermore, in regard to sportsmanship, both participants and spectators must accept and adhere to the policies and procedures of the CYO Code of Conduct (see attached sheet).
10. Prior to the first season game, players must have all their fees in full;
11. Coaches, student athletes and parents are to adhere to all CYO policies and procedures that pertain to them.

*Should your son/daughter participate in any CYO athletics, signing and returning the Signature Page of the School Families Handbook is the parents' affirmation and acceptance of the St. Paul of the Cross School Philosophy and Policies regarding athletics.*

### Student Council

SPCS conducts a very effective student council. The purpose of this council is to provide first hand experience in the methods and procedures of a democratic government and to give the students a sense of ownership of and pride in their school. In addition, student council sponsors special activities throughout the school year. Student council is directed by a school staff member. **Students in grades 6-8 may run for student council positions if they maintain a C+ average in each subject area (and/or by teacher discretion) and an S or higher in behavior for each subject area.** Students may be removed from their position if their grades fall below this requirement and/or by teacher/parent request. Students in grades 3-8 may be elected as class representatives if they maintain an S or higher in behavior in each subject and a passing grade in all subjects.

## **National Junior Honor Society**

In the Spring, 2002 St. Paul of the Cross school inducted its first class of graduate members and active members into our school chapter. NJHS is an elite academic and service organization. There are five pillars of the NJHS organization: scholarship, citizenship, service, leadership, and character. Students in grades 6-8 are encouraged to apply for membership in this prestigious organization. To be considered for membership, students must have a minimum 3.0 GPA. A 5-member faculty committee reviews each student's application for membership and decides on the final list for induction into NJHS. Once a member of NJHS, students must maintain their GPA as well as maintaining good standing with the remaining four pillars. Students serve the society by completing service projects at the following levels: school, parish, local, state, national, and global.

## **Safety Patrol**

Safety Patrol is a school safety awareness program that involves students in grades 5 and 6 who help enforce school rules during recess and lunch. Students are assigned duty stations in the patio and sandbox.

## **After-School Enrichment Programs**

Our students are also involved in scouting, yearbook (Junior High), Bible Study, Choir, Chess Club Tournaments, Science Adventures, school play, and a variety of additional after-school enrichment programs.

## **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. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

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

- Provide advice regarding academic subjects and student progress in school;

- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- 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/guardian's expense.

In cases of actual or suspected child abuse 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. 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.

**PART VIII:**  
***STUDENT CONDUCT***



General Student Rules  
Expected Behavior  
Code of Christian Conduct for Students  
Safe Environment Training  
Computer Network  
Acceptable Use Policy for Students  
Harassment  
Bullying  
Discipline/Suspensions/Expulsions  
Student Threat: Policy & Procedure  
Search and Seizure

## General Student Rules

In addition to class rules, the following are general school rules:

1. No gum or edible seeds are permitted.
2. Students are to play in their assigned play areas.  
K - 3 = only grades allowed in sandbox area.  
4 - 6 = permitted on blacktop, basketball, and field.  
7 & 8 = permitted in junior high area and field only.
3. There is to be no running, shouting, jumping, etc. inside the school. Students without items to carry are to walk hallways with their hands joined behind their back.
4. Students are expected to politely greet all adults on campus or in school hallways.
5. Students are not to be in any room or hallway without a teacher's permission, and never by themselves.
6. All Students are responsible for the protection and preservation of school property and for the good of others.
7. Fighting, "play fighting", or any rough play is prohibited. This includes, but is not limited to, tackle football, dodge ball, or any rough contact game.
8. Actions occurring off campus, but related to school, shall be dealt with as if it happened at school.
9. Any behavior that is detrimental to another is prohibited.
10. Any type of weapon or object used or intended to be used as a weapon is subject to immediate suspension/expulsion.
11. Any gang-related activity is prohibited and is subject to immediate suspension/expulsion.

*In accordance with Archdiocesan policy, Police will be notified of any illegal activity.*

## Expected Behavior

The behavior expected from our students is a combination of common courtesy, Christian values, and safety. Students are expected to:

1. respect self
2. respect others
3. respect property
4. respect school, Church, and community

## Code of Christian Conduct for Students

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

It shall be an express condition of enrollment that the students and parents/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/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.



Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

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

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

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

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

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

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, and Coordinator of Children's Programs at 213 637 7460.

### **Computer Network Acceptable Use Policy for Students**

#### **1. Purpose**

We are pleased to provide computer network services for student access to educational resources, to present information, and to work collaboratively with peers and experts internationally.

#### **2. Acceptable Use Policy**

These services are provided as a privilege to the user and this Acceptable Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

### **3. Access**

There are networked computers (networked meaning the computers that are connected to the Internet, email, personal and shared folders) accessible to students in computer labs. Note: Communications conducted on school computers are not private, and security cannot be guaranteed.

### **4. User Responsibilities - "Do's and Don'ts"**

- Do use the network under the supervision of a teacher, only.
- Do use the network in accordance with the school's code of conduct.
- Do cite the sources of information properly.
- Do use the network only for legal activity.
- Do be courteous and respectful in your messages to others. Do use appropriate language.
- Do not swear, use vulgarities, or any other inappropriate language.
- Do not degrade or disrupt equipment or system performance. Do not change or modify set up or settings or programs installed on the equipment. Do not download information. Do not introduce a virus or attempt to breach system security or tamper with the system.
- Do not intentionally waste finite resources or use them carelessly (paper, laser printer, ink).
- Do not change the data or trespass in the account of another user.
- Do not gain unauthorized access to resources or entities.
- Do not post chain letter or engage in "spamming".

### **5. Personal Safety**

- If applicable, use only your account and password and keep your password private.
- Report to a system administrator, teacher or administrator any unsolicited email, security problems, or information that makes you uncomfortable.
- Do not reveal your home address, image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only.
- Do know that electronic mail (e-mail) is not guaranteed to be private.

### **6. Inappropriate Use**

The student is held responsible for their actions and activity while working on their assigned computer. Unacceptable uses of the network will result in the suspension or revoking of these privileges.

### **7. Consent**

As the parent or legal guardian of the minor student signing the signature page of the School Families Handbook, I grant permission for my son or daughter to use school-networked computers. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet.

## **Discipline, Suspensions, Expulsions Policy**

### **Discipline**

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

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

### ***Discipline Policy for not turning in homework – Grades 2-5***

*Should a student fail to turn in an assignment at the time it is due – the following course of action will be put into place:*

1 missing assignment = 1 recess time out; after three missing assignments which equal three recess time outs, an after school detention will be assigned. If a child has been in after school detention three times over the course of a trimester, the student will receive a conduct referral and will be put on an academic contract. Each missing assignment after the academic contract will result in an automatic conduct referral.

### ***Discipline Policy for not turning in homework – Grades 6-8***

*Should a student fail to turn in an assignment at the time it is due – the following course of action will be put into place:*

1 missing assignment = 1 after school detention; after three missing assignments which equal three after school detentions, the student will receive a conduct referral and will be put on an academic contract. Each missing assignment after the academic contract will result in an automatic conduct referral.

### ***Discipline***

Primary: Grades K – 2 use the following color codes to indicate the behavior of a student. Green = good; Yellow = warning; Orange = 15 minute time-out; Pink = Note home and/or Parent phone call; Red = Principal conference. Please see the respective teachers for more information.

Intermediate: Grades 3 - 5 see respective faculty for discipline policy

Departmental: Grades 6 – 8 see respective faculty for discipline policy

*Likewise, the staff enjoys recognizing good behavior. Our students can expect to be rewarded for following the rules. By using assertive discipline techniques, the staff works to develop in each student self-respect and the practice of Christian values, self-control, and moral development.*

The following disciplinary procedure is standard practice with all grades:

1. Any three recess time outs equal one after school detention (grades K-5, only)
2. Any three detentions equal one conduct referral (pink slip)
3. Any three conduct referrals equal one in-school suspension. It will be at the principal's discretion as to whether or not suspension will be noted in student's records. Parents will be informed of this decision.
4. Any three in-school suspensions equal one at-home suspension. All at-home suspensions will be noted on student's records and reported to the Pastor. A conference will be arranged to determine the student's enrollment status with the school. The final decision for expulsion rests with the Pastor.
5. A serious offense involving physical or moral danger may immediately result in an in-school/at-home suspension or expulsion. This decision also rests with the Pastor.

Reasons for detention, conduct referral, suspension and/or expulsion include, but are not limited to, the following offenses:

1. Blatant disrespect of church/mass, faculty, staff, peers, adults on campus, property;
2. Actions gravely detrimental to the moral and spiritual welfare of self and others;
3. Habitual profanity or vulgarity
4. Assault, battery, or any threat of force or violence directed toward any school personnel, pupil, or self;
5. Open, persistent defiance of the authority of staff/teachers/ principal;
6. Continued willful disobedience;
7. Use, sale, distribution, or possession of narcotics (includes alcohol and tobacco) ;

8. Stealing;
9. Willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the school/ church;
10. Habitual truancy;
11. Possession of harmful weapons or materials to be used as weapons; (Procedure in the Event That a Student Brings a Weapon to School: the object is confiscated immediately. The object is turned over to the principal and the student is removed from the classroom and detained in the main office. Appropriate disciplinary action is taken.)  
Faculty/Staff members have the right to use whatever acceptable means necessary to protect the life of the student, themselves, and the rest of the school population.
12. Harassment: Verbal, Visual, Sexual, Physical;
13. For Grades 6-8: failure to attend an assigned detention will result in a conduct referral.

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

### **Conditions of Suspension**

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/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/her own authority suspend a student.

### **Expulsion**

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

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing 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 Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **Procedure for Expulsion**

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/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/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/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 elementary supervisor at the Department of Catholic Schools.

Name of Student: \_\_\_\_\_

Offense or situation: \_\_\_\_\_

### **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 the initial parent-principal conference is dispensed with.

The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will,

## Student Threat: Policy and Procedure

### 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/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.

This policy will be reviewed periodically or as needed to accommodate changes, as the mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

- A. Any threat, deemed serious by the faculty or principal, in which a student threatens to inflict any harm, including verbal, physical, visual, or sexual harassment, to self or others will be taken seriously.
- B. Whoever hears the threat should report it to the principal immediately.
- C. The parent of the student who has made the threat will be phoned by the school secretary.
- D. The student who made the threat will be removed from the classroom and detained in the health office until the Student Threat Committee (STC) can convene.
- E. Once the STC has reached a conclusion as to the seriousness of the threat appropriate action will be taken.

Such action **WILL** include:

1. Notification of the decision by the STC to the parents of the student who made the threat.
2. Notification of the incident and decision by the STC to the parents of the intended victim(s).
3. Student disciplined, ranging from detention to expulsion.

Such action **MAY** include:

4. Police called.
5. Student is suspended indefinitely and not considered for readmission to the school unless and until the following steps have been completed. Please note that the parents' permission and cooperation will be necessary.
  - ◆ A comprehensive mental health evaluation/risk assessment must be conducted by psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation/testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation.

- ◆ The principal and STC shall provide the mental health care professional (psychiatrist/psychologist), with permission of the parents, with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal and STC, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- 6. The principal shall receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which he/she has determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal and STC to the mental health care professional.
  - ◆ The evaluation and report shall be made available to the principal, who will share them with legal and/or mental health care consultants and the STC assisting the principal in his/her education regarding the readmission of the student to school.
  - ◆ The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days, if the student is readmitted to the school, and shall provide the principal and STC with a copy of the follow-up assessment and/or evaluation and shall inform the principal and STC if therapy, counseling, and/or treatment will be needed and/or provided.

Counseling will be made available to the children who are victims of the threatening behavior or who observed the threatening behavior if it is determined by the student or parent that such counseling is needed and parental permission is granted.

Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor and/or the STC. This documentation may be kept for a period of five years beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission, before being destroyed.

## Search and Seizure

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/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/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a **reasonable suspicion that the student is violating or has violated a law or school rule**. The student's parents should be notified of any such search.

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

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

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

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

St. Paul of the Cross 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/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 based upon a legally protected class, such as race, sex, ethnic origin or religion. 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.

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

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

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

It is the responsibility of the school to:

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

It is the student's responsibility to:

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

**PART IX:**  
***PARENT INFORMATION***



Home and School Board & Room Parents  
Consultative Board  
Publication of Parent Information  
Parent Responsibility for Student Dress  
Parent/Guardian Code of Christian Conduct  
Complaint Review Process

## **Parent, Teacher Organization (PTO) and Room Parents**

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

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

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

## **Consultative School Boards**

The general responsibilities of the Consultative School Board 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 board's goals and activities.

The membership of the Consultative School Board 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 Board.

## **Publication of Parent Information**

The addresses and telephone numbers of parents/guardians shall be strictly confidential and used only for official school business. If the school publishes a school directory, permission to list address and telephone numbers must be obtained in writing from the parent/guardian prior to the publication.

The only exception is the classroom list of name/address/phone number given to each grade level room parent(s). Room parents and/or the Home and School Board are not to disclose phone numbers to any other parents and to keep this list confidential.

## **Parent Responsibility for Student Dress**

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

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

### **Parent/Guardian Code of Christian Conduct**

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

It shall be an express condition of enrollment that the students and parents/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/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

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

### **Guidelines for Adults Interacting with Minors**

*Revised August 20, 2007*

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/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 these requirements.

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

*Revised August 20, 2007*

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

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

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

## **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 during 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.

## ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

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

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

**PART X:**  
***UNIFORM & DRESS CODE POLICY***



General Information

Girls Uniform

Boys Uniform

Jewelry/Cosmetics

Hair

Out of Uniform

Free Dress Code



## General Information

SPCS believes that a uniform is necessary not only in recognition of the economic necessities of families, but also because we hope to foster a sense of unity and to de-emphasize the materialism of clothing.

All students are to be in proper uniform at all times, unless a free dress day is called. Students who are members of certain organizations, such as Boy Scouts or Girl Scouts, may wear these uniforms to school on their meeting days, unless they are scheduled for a PE class.

PE uniforms are worn on PE days only. Failure to wear correct PE uniform will result in a uniform violation slip issued and may result in sitting out the class and/or losing credit for the day. Students whose PE day is Friday are to wear their Dress uniform for Mass and then change into their PE uniform prior to PE class.

On days when students attend Mass, the dress uniform must be worn unless an exception is made by the teacher and/or principal. Dress uniform for girls is the uniform jumper/skirt/skort with any uniform top. Dress uniform for the boys is the uniform pants with any uniform top.

**Failure to have the entire, correct uniform on will result in the student being issued a uniform violation. Three uniform violations warrant one after-school detention.**

Uniform: Any item specifically marked uniform must be purchased from School Uniformity. Located at 2109 W. Whittier Blvd. Montebello, CA 90640 (323) 726-0882

## Girls

*Any of the following combinations:*

1. Blue plaid uniform jumper (K-3), uniform skort (TK-5), uniform 4-pleat skirt (6-8) with plain white blouse (short sleeve, pointed or rounded collar, button down front, no puff sleeves or other frills), white uniform banded blouse, white, gray or navy blue polo shirt with school logo. **Skirt of jumper/skirt or skort may be no more than 2" above knee.**
2. Navy blue uniform pleated shorts with pocket tab, with above shirts. **Shorts/skorts hem may be no more than 2" above knee.**
3. Navy blue uniform cotton pleated twill pants with above shirts.
4. Navy blue uniform sweatshirt with navy blue sweatpants.
5. All black athletic shoes (no platform sneakers). No cartoon or other character on shoes. No thick soles on shoes. No roller-shoes, platforms, or slip-on sneakers. No oversized shoes. No shoes with lights.
6. Shoelaces must be tied correctly and tightly. No tucking the laces into the shoe or loose laces.
7. Socks are to be solid white (crew or knee-highs only). Solid white tights may be worn. No leggings.
8. Only the uniform cardigan sweater or uniform sweatshirt may be worn in school or at school Mass. Other outerwear may be worn outdoors.
9. Shorts worn under jumpers/skirts must not be longer than the jumper's/skort's hem.
10. All shirts/blouses, except the banded blouse, must be tucked in when wearing pants/shorts, a plain black belt must be worn. No large buckles or logos.
11. Hair accessories should match the color of the school uniform: black, gray, white, or navy blue.

## Boys

Any of the following combinations: Navy blue dress uniform with blue uniform shirt, plain white, gray, or navy blue polo shirt with school logo (same as for girls). Shirts, except for the blue pinfeather uniform shirt, are to be tucked in.

1. Navy blue uniform cotton twill pants, no pleats and no button on pocket with above shirts. Belts are to be worn and must be plain black. No large buckles or logos.
2. Navy blue uniform shorts with white, navy blue, or gray polo shirt with school logo.
3. Socks are to be solid white (crew length only).
4. Only the uniform cardigan sweater or uniform sweatshirt may be worn in school. Other outerwear may be worn outdoors.
5. Dark Navy Blue Vest must be worn for School Mass.
6. 8<sup>th</sup> Grade boys must wear a navy-blue tie with a white short sleeves shirt during school mass.
7. All black athletic shoe. No sandals, open toe, Doc Martens, or other boot type shoe. No cartoon or other character on shoes. No thick soles on shoes. No roller-shoes, platforms, or slip-on sneakers. No oversized shoes. No shoes with lights.
8. Shoelaces must be tied correctly and tightly. No tucking the laces into the shoe or loose laces.

## Jewelry/Cosmetics

For girls only, small stud or small loop earrings (no more than 1 per ear), one ring and/or bracelet per hand. Boys may not wear earrings, rings, or bracelets. One necklace and watch is acceptable. No cosmetics/makeup, no lip gloss. No jewelry or accessories that are anti-religious, gang-related, or counter-cultural. Students may wear clear nail polish as a nail strengthener. No French manicures, no white tips, no color of any kind on the nails.

*The administration reserves the right to inspect and have the student remove any jewelry and cosmetics; the student will not be able to return to class until it is removed.*

## Hair

All students are to keep their hair clean and well groomed. Hair should never be in the child's face, especially in the eyes. Boys are to keep their hair trimmed above the shirt collar and are to be clean. **No counter cultural hairstyles are permitted.** The administration reserves the right to decide what styles are counter cultural, such styles include, but are not limited to: shaved or partly shaved heads, spikes, dyed hair or streaks of color, designs cut into hair, "tails", gang-styles, and excessive hair ornaments or glitter. Students who arrive at school with unacceptable hairstyles will need to have the style remedied before returning to school. This may include dying their hair back to its original color or cutting/shaving hair, etc. The "step" haircut for boys is permitted; hair is not to be clipped more than one inch above the ears.

## Out of Uniform

Faculty and staff are instructed to issue a uniform violation slip for each time a student is found out of uniform. Three uniform violations will result in a detention. Multiple detentions due to uniform violations will result in a conference between the principal and student(s), and if needed, the parents. Uniform inspections by the faculty and principal will be held throughout the first month of school for students in grades 1-8; and will continue randomly throughout the year for grades K-8.

## Free Dress Code

We ask that students and parents use discretion when dressing on free dress days. Clothing must not be oversized, baggy, gang-related, or display offensive material. Children's clothing should be comfortable and modest. No skin-tight clothing. No plain white t-shirts. Leggings and stirrup pants may be worn by girls provided tunic (long) top is worn over the pants to two inches above the knee. Socks or stockings must be worn at all times by both boys and girls. No sandals or sandal type shoes. No deep necklines, spaghetti straps, tank tops, crop tops, or tops that are too short to tuck in and no visible midriff. No short shorts. Students are to be neat and clean. No hats.

Failure to be dressed properly will result in parents being called to bring appropriate clothing to school. If parents are unable to bring clothing to schools, students will be loaned appropriate uniform clothing when available. Students will be kept out of class until they are properly dressed. Students who consistently do not dress appropriately for free dress will lose this privilege. The pastor, principal and vice-principal reserve the right to decide what clothing is inappropriate.

On free dress days when students are required to bring a monetary donation or food item for the parish food pantry, and do not, but come in free dress, will lose their following free dress privilege unless they bring in an extra donation.

**PART XI:**

***FROM A TO Z:  
ADDITIONAL  
RULES & REGULATIONS  
POLICIES & PROCEDURES***



Address/Telephone Changes

Bicycles

Book Bags

Cell Phone Usage

Field Trips

Child Abuse Reporting Obligations

Dial-A-Ride

Family Envelopes

Forgotten Lunches/Items

Lost and Found

Parties

Phone Privileges

Teachers' Rights

Unauthorized Articles

## Address/ Telephone Changes

Please notify the school office or health room *immediately* when there is a change of address or telephone. **It is imperative that the child's emergency card be updated.**

## Bicycles

Students in grade 2-8 may ride bicycles to school. *It is required by law that all students wear a safety-approved bike helmet.* Students must walk their bikes in church and school property and keep them locked in the designated bike rack. The school is not responsible for any theft or damage to bikes. Bikes should not be ridden to school in rain or inclement weather. Bikes will not be allowed to be brought into the school building if it should rain. *All other: skateboard, roller skates, roller blades, scooters, etc. are forbidden.* Failure to follow above rules will result in a loss of bike privileges. *Please note that there is no crossing guard at Valley View and Foster Road.*

## Book bags

All students are to have a durable book bag each school day. All books are to be in the book bag when being brought home. Rolling bookbags/backpacks on wheels are permitted on campus. Students should never leave their book bags unattended, unless secured in their homeroom closet. Students should never go into another students' book bag without permission from the student.

## Cell Phone Usage

- 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.

### 1. **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, codes 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; email addresses and web addresses (URLS) of social networking sites or blogs.

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

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 email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email 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 by regular mailed  
correspondence.”

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

STUDENT AND YOUTH ACTIVITY PERMISSION FORM  
LOCATION:

Minor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Grade \_\_\_\_\_

Activity: Field Trip \_\_\_\_\_ Retreat \_\_\_\_\_ Other (specify) \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Cost: \_\_\_\_\_ Purpose: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

See Attached: \_\_\_\_\_ Mode of Transportation: Walk \_\_\_\_\_ Car Pool \_\_\_\_\_ Bus \_\_\_\_\_

Other (specify) \_\_\_\_\_

Teacher/Adult Leader: \_\_\_\_\_

Attire: \_\_\_\_\_

I request that my son/daughter be permitted to participate in the above activity. My son/daughter has no medical condition that would render it inappropriate for him/her to participate in this activity. My son/daughter has no known medical needs, allergies or dietary restrictions except as follows:

Should it be necessary for my son/daughter to take medication while participating in this activity, I hereby give my son/daughter permission to self-administer his/her medication in accordance with the Medication Authorization and Permission Form, and, if my son/daughter cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my son/daughter's medication. I also give permission to the responsible staff members, chaperones, medical practitioners and medical facilities to use their judgement in obtaining and providing medical treatment for my son/daughter should it become necessary to do so. I agree to relieve the Location and participating adults from liability in connection with this request. I understand that the insurance benefits through the Location, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my son/daughter. I agree to indemnify and hold the Location harmless from the cost of any medical treatment and related expense and cost incurred.

Release of Liability: As a condition of participating in this activity, I hereby hold harmless, release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the Location, their respective agents and employees and any parent/volunteer/ chaperone, from any and all liability, loss or claims for personal injuries, wrongful death or property damage that I or my son/daughter may suffer as a result of participation in the activity described above.

Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_



## Child Abuse Reporting Obligations

In accord with Archdiocesan policy and California law, school personnel are obligated under penalty of fine and jail time to report to the Child Protection and Welfare Agency. Any and all reasonable suspicions of physical, sexual, or emotional abuse, as well as suspected parental neglect and/or child endangerment. In this very serious and legally narrow area; school personnel will not contact parents before or after making the report as mandated by the clear intent of this law.

## Dial-A-Ride

Dial-A-Ride (La Mirada Transit) is not associated with a school bus company. Students who use Dial-A-Ride for transportation must call in their pick-up time Before/after School. They will not be permitted to leave class to use the phone for this. These calls can be made during recess/lunch with permission. It is advisable that students in K-4 only ride Dial-A-Ride if they have a sibling in grades 5-8 to ride with them. Using Dial-A-Ride is at the parents' discretion and St. Paul of the Cross school and parish assume no responsibility for incident's occurring while using Dial-A-Ride.

## Family Envelopes

Each family will receive important items of school/parish business on Wednesdays. These items are sent home in a large communication envelope with each family's oldest child. Please remove the items, read them and respond as requested, sign the envelope and return it, the next day.

## Forgotten Lunches/Items

Any forgotten lunches or other items must have the student's name and grade on it and brought to the school office. NEVER bring lunches or forgotten items, including assignments, textbooks, etc. to the classroom without permission from the office.

## Lost and Found

Please clearly mark your child's name *inside* all articles of clothing and on all items. Lost articles will be placed in our Lost and Found area in the patio courtyard. Articles remaining in Lost and Found after a week will be collected and given to charity or sold as used uniforms.

## Parties

Room parents in cooperation with the homeroom teachers may have group birthday parties one time per month. This party must include all of the student's celebrating a birthday that month for that grade. No gifts are allowed, with the exceptions the teacher may give a small gift to the child(ren) if she wishes to do so and/or the class as a whole may give a class gift. The final decision regarding whether or not to have birthday parties for the year is up to the classroom teacher and the principal.

Parents who will be having a birthday party or other types of celebrations for their child, at home or at a location away from school, may have their child pass out invitations at school **provided every child in the class is invited**, or in the case of an all boy or all girl parties, all the boys or all the girls are invited. Due to confidentiality, students' phone numbers and addresses will not be given out by the faculty or office staff. If parents must have a smaller group at the party, the invitations will need to be mailed to help avoid hurt feelings.

The Archdiocesan Department of Catholic Schools strongly discourages mixed parties during the middle grade years (grade 5-8). Parents are asked to cooperate with this regulation even though,

strictly speaking, parent-sponsored parties are under parent control and not that of the school. Such parties have been the cause of many problems that last the school year and beyond (*see Administrative Handbook*). The only exception to this regulation is a school-sponsored party having the approval of the pastor, the principal, and the parents, with supervision by school personnel.

### **Phone Privileges**

Students **MAY NOT** use any office phone at any time during the school day or after school without getting permission from a faculty or staff member

### **Teachers' Rights**

Faculty meet standards for teachers set forth by the Archdiocese; as such they deserve the courtesy and respect they have earned as educated professionals. Furthermore, teachers are protected by law any abuse from parents, guardians, or other persons. Such abuse is a misdemeanor.

### **Unauthorized Articles**

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, if the teacher has not requested it - *don't bring it*. Teachers have the right to confiscate all article brought to school without permission. Students should never bring toys or other play items without permission. The school is not liable for any loss, theft, or damage to personal possessions brought to school without the teacher's permission.