Elementary School
Parent/Student Handbook

2026-2027

ALL SOULS
World Language Catholic School

Part 1: School Policies

All Souls World Language Catholic School Organization

We, the administration, faculty, and staff of All Souls World Language Catholic School, welcome you to our school community, which is committed to providing a Catholic education and a dual language immersion program for your children.

The success of our school community is dependent upon the commitment and dedication of the administration, faculty, staff, and parents to the philosophy and goals of the school.

1. All Souls is a Catholic Archdiocesan school under the jurisdiction of the Superintendent of Elementary Schools and the Archdiocese of Los Angeles.
    a. The superintendent and regional supervisor are the administrative officers of the school, who carry out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determine policies appropriate to the needs of the school.
    b. The Principal is responsible for the immediate direction and supervision of the school. The Principal is responsible for implementing the philosophy and policies of the school in its regular operation and carrying out the policies of the Archdiocesan Department of Catholic Schools.

Right to Amend

It is understood that all school policies and all details regarding each policy, etc., cannot be included in this handbook. Therefore, the Principal reserves the right to amend this handbook by addition or subtraction during the course of the school year.

Who We Are

Mission

All Souls, a welcoming and inclusive Catholic school with a distinct global perspective, provides students a Christ-centered education that is academically innovative, rigorous, and comprehensive. We prepare our students to become bilingual, biliterate, and multicultural learners who are critical thinkers, effective problem solvers, compassionate leaders with an unwavering commitment to service, and productive global citizens in a diverse 21st century world.

Philosophy

All Souls World Language Catholic School recognizes that the combined efforts of the entire school community are necessary for the achievement of core Catholic values and educational goals. Through our dual language immersion program, students engage in active learning, see the relevance of knowledge as it applies to the world around them, and experience life as a never-ending classroom.

All Souls is deeply committed to the education of the whole child. We seek to instill in students a sense of self-worth and pride in their accomplishments. We encourage them to appreciate the diversity of ideas in the world. We aim to prepare them well so as to pave their way into a promising future.

Vision

All Souls World Language Catholic School, with a century-old history yet a boldly re- envisioned future, will excel in providing an educational environment responsive to the global demands of the 21st century where students embrace their interdependence, develop unique passions, and grow in their relationships with God, all while learning three of the most widely used languages in the world.

Core Values

- Honor **Catholic Tradition**
- Embrace **Excellence**
- Believe in **Joy-filled Learning**
- Build **Language Fluency**
- Celebrate **Inclusivity**
- Live for **Service**
- Connect with the **World**
- Be **Grateful**

Attendance Policy

Teachers take attendance and mark tardies until 8:15a.m. After 8:15 a.m., students must go to the front office for a tardy slip. If a child arrives after 10:00 a.m., he/she will be considered absent for ½ the day.

If a child is going to be absent from school, please notify the school office and teachers by phone or e-mail before 9:00 a.m. Please email the front office at office@allsoulsla.org.

If a child is being picked up from school for any reason before school dismisses, please notify the school office by phone or e-mail before 9:00 a.m. An adult must report to the school office when picking up the child and sign him/her out.

Extended weekends, off-season family vacations, etc., are discouraged and should be discussed with an administrator and the respective teacher(s) in advance. Parents are reminded that excessive absences may be grounds for lower grades, retention, or dismissal from school.

Appointments

If a child is late due to a medical appointment, a doctor's note must be presented to the office**.**

If a child is going to be absent from school for any appointment, please notify the school office and teachers by phone or e-mail before 9:00 a.m. Upon return to school, a child must have a written note signed by the doctor.

Drop-Off and Pick-Up Policy

In the morning, the flow of traffic must enter through Main Street and exit through Electric Avenue.

Children must be picked up within 15 minutes of school ending. Students who are not picked up by this time will be checked into Panther Care and the daily drop-in fee will be charged.

After school, the afternoon classroom teacher will take all students to their respective carline pickup area. Teachers will account for each student being dismissed. Students will only be released to those designated adults listed on the emergency card. Any faculty or staff member may ask any adults picking up a child to present their I.D. The school will reference the emergency card and determine the identity of the adult picking up the child(ren). If parents are not in their vehicles and picking up their child, they must ring the doorbell and their child(ren) will be walked out to them.

We highly discourage parents from allowing children to walk home. A form must be filed with the school office giving them permission to walk home if no other transportation is available. Children who are walking home must leave campus immediately after school and go directly home. They may not return to school grounds, unless for an emergency.

Parking Regulations

Please follow the parking regulations to ensure the safety of our children. There are designated entryways for drop-off and pickup of students. If you park in the parking area, please do so in the appropriate parking spaces. Unless you have a handicap-parking permit, please do not park in the handicapped parking area. **Do not park in the red on Electric Avenue.**

Campus Visitors

All visitors must report to the school office upon entering the school, sign in, and wear a visitor badge.

Students are not allowed to leave the school campus during school hours, unless with a parent or guardian who first checks the student out through the school office.

We need to minimize classroom distraction as much as possible. Forgotten items such as lunch, homework, etc. must be left at the office. Please only deliver lunch to the front office if it is urgent. ***Daily or frequent lunch drop-off is not permitted, including from delivery services, e.g., Uber Eats.***

Parent/Teacher Communications and Conferences

Communication between parents and teachers is an important part of your child's education. Parents are encouraged to communicate with a teacher regularly any time there is a question or concern. If you need to contact a teacher to set up an appointment or ask a question, please send an email to the teacher. ***Please allow the teacher 48 hours to respond to your message.*** For urgent matters, please contact the front office by phone. Official communication regarding student matters may only occur through school phones and emails.

Teachers are on site half an hour before school and after school. Even if they are on the grounds, they may have prior commitments. Please respect our teachers' time by making appointments or checking with them to see if they are available. "Walk in" conferences are not permitted.

All communications with your child's teacher are expected to be cordial and respectful. Even in the event of a disagreement, you are to treat teachers with respect and as professionals.

Catholic Faith

Religion Classes

Students of all faith (and no faith) backgrounds are welcome at All Souls. In order to attend All Souls, children do not need to be Catholic themselves. The school's religion program and philosophy respects a child's own life experiences and how that relates to his/her faith development.

All students attending All Souls will attend religion class daily. The religion curriculum at All Souls includes the study of scripture and Catholic Church doctrine at age appropriate levels. Prayer services and school Masses are part of the school curriculum. In addition, daily prayer takes place.

Preparation to receive the sacraments of First Reconciliation and First Communion take place through the regular religion program. Parents/Guardians choose whether their student will participate in the actual sacrament.

If you or your child have not been baptized and would like to be, you may receive sacramental preparation through All Souls Parish's Religious Education program. Speak to the Principal or teacher leading the sacramental preparation courses.

Parish Religious Education

The Office of Religious Education for All Souls Parish works collaboratively with the school religion program whenever possible. The Director of Religious Education and the Principal meet to ensure continuity of the school and parish religious education programs.

Tuition and Fees

Tuition: All Souls is a tuition-based school.

Registration Fee: There is an annual non-refundable registration fee per student. A discount is offered to current families who pay their registration fee by the preferred date.

Facilities and Materials Fee: There is an annual fee charged to assist in the ongoing maintenance of our school facilities and to support the purchase of curriculum materials, including technology.

Technology Fee: There is an annual fee that is applied toward replacement of student technology equipment and toward safety and security software. This fee is charged for grades 5-8.

Sacraments Fee: There is an additional fee for students in 2nd grade and older who will be receiving First Reconciliation and First Communion, paid via FACTS.

Graduation Fee: There is an additional fee for students in 8th grade to pay for their gown, diploma, sweatshirt, and 8th grade graduation trip.

FACTS Tuition Management Yearly Fee: FACTS Tuition Management charges an annual fee.

Athletic Fees: Athletic fees cover the cost of CYO membership and referee expenses. Uniform cost and other expenses may increase this fee for different sports.

Extracurricular Activity Fee: There is a flat $50 fee for participation in clubs and activities (other than enrichment classes).

Payment Options

Payment Options (all tuition paid directly to FACTS):

1. Payment in full (discount of approximately 5%)
2. Two Annual Payments (discount of approximately 2.5%)
3. 10-month payment plan, Aug. –May*
4. 11-month payment plan, Aug. —June *
5. 12-month payment plan, July —June *

*A late fee assessed for options 2-5 if not paid on time.

Tuition is a yearly fee, not a monthly fee. In the event a student must withdraw, a percentage of the yearly tuition will be calculated for the final balance and to ensure all debts are paid before closing out the account.

Tuition is paid through FACTS Tuition Management Company. FACTS charges a nominal, non-refundable, annual management fee. All families must sign up and use FACTS to pay tuition.

1. Checking or savings accounts can be used as a form of automatic payment
2. FACTS also accepts MasterCard, American Express, and Discover for an approximate 2.75% convenience fee on the balance
3. Families may choose from two due dates - either the 5th or 20th of each month or opt to make two payments per month though FACTS – on both the 5th and 20th

The annual tuition must be paid in full by the end of the fiscal year on June 30. Outstanding balance on any financial obligations at June 30 each year preclude enrollment for the following school year. Children's names are excluded from new class lists. Once the debt is cleared, parents may register for the next year and the $400 registration fee will apply. Only the names of those registered may be placed on the new class lists.

School Service and Fundraising

Service to a school community is a tradition long held in Catholic, private, and now even in charter schools. It brings people together for a common cause and builds community while supporting the many efforts of the school faculty and staff. Fundraising is important because it allows us to dream big to continue providing the best educational materials and developing high quality programming.

Please note that our tuition does not cover the full cost to educate a child at All Souls. Also, no outside fundraising is allowed at All Souls. Children may not sell candy for their city teams or other outside activities.

Cost and Fees Associated with School Service and Fundraising.

You may pay a one-time fundraising and service hour fee. This includes the fundraising fee plus a service hour buy out.

If you do not choose the above, you must complete the following:

1. **20 hours of service/per family** to the school by May 31.
    a. Material donations and/or sponsorship of any kind cannot be substituted for the required $300 fundraising. **Material donations may only be accepted for service hours with the prior approval of the principal.**

    Volunteer hours are to be served between the months of **August-May**. Any hours not completed must be paid at a rate of **$20/hour** by the last day of school. For example, if you volunteer 18 hours by May 31, you must pay $40 to complete your Service Hour requirements for the year.

    Pending approval by the Principal, grandparents and other family members may complete service hours on behalf of your student. However, they must be fingerprinted and VIRTUS trained.

2. **Each family is required to raise $300/family through participation in our school fundraisers**. **This fundraising requirement may only be met through contributions to the school's annual fund, i.e., the "Love, Learn, Lead, Fund".** School fundraisers that contribute to this fund include Jog-a-thon, Gala, and Golf Tournament, as well as others specifically identified. Small scale fundraisers including those supporting Student Council or individual Family Guild functions do not count toward this requirement.

Late Entry/Early Withdrawal

Students who begin attendance at All Souls within the first month of classes will be billed the full annual tuition rate. After the fourth week of classes, late enrollees will be billed on a prorated basis. Tuition for early withdrawals will be prorated on the same basis. If a child withdraws mid-month, the entire month's tuition will be charged. If a family is overpaid, a refund check will be issued by All Souls. **Registration fees and the first month of tuition will not be refunded.**

Financial Aid

All Souls is pleased to be able to offer need-based financial assistance. We are proud to make our distinctive program accessible to all families and strive for fairness in assessing tuition rates and distributing tuition assistance dollars. Therefore, every family is welcome to fill out a financial aid application form through FACTS. **All applications are due by April 30.** If this deadline is missed, a conversation with the principal is required in order to see whether funds will be available.

Scholarship Application Fee

This nonrefundable fee is payable to FACTS. FACTS evaluates every family's ability to pay based on income and expenses information. If a family might be eligible for the Catholic Education Foundation scholarship, they must also fill out this application.

All materials are confidential and not shared with school faculty or staff. A small financial aid committee composed of the principal and Archdiocesan officials are responsible for final tuition assistance decisions.

Registration and Re-Registration

Applications for new students are available through the TADS system at https://mytads.com/a/allsoulsla. Once the application and required documents are received, an appointment will be set up for an interview with the principal or designee. In addition, each new student will need to sign up for a new student assessment.

All families who have met their financial responsibilities will receive the re-registration forms in the spring. In the event re-registration is paid and a family chooses not to return to All Souls, written notification must be received in the office. The re-registration fee is non-refundable.

Families who have children currently enrolled at All Souls and have fulfilled their commitments are given priority for the upcoming school year.

All financial aid offers and tuition contracts must be signed and promptly returned when they are received. Failure to return a signed tuition contract within two weeks of the issue date may result in a loss of the scholarship offer.

After School Extended Care and Activities

Panther Care (Before & After School Day Care)

Panther Care is our on-site before and after school day care program. It is designed to be supervisory only and not a tutoring program. Children are given adequate time to complete homework and assignments**, but it is the parents' responsibility to check the child's assignments.** If you are interested in this day care program, please reach out to the school office so an enrollment packet can be sent to you.

If a student is dropped off between 7:00 a.m. – 7:30 a.m., the student **will** be signed into Panther Care and there is a $3 fee per student, per day. There is no fee for students dropped off after 7:30 a.m. Any student arriving before 7:30 a.m. and not checked into Panther Care, must be supervised by a parent. The school is not liable for any accidents or incidents involving students who are left on school grounds unsupervised before 7:30 a.m.

Afternoon Panther Care hours are from the time of dismissal to 6:00 p.m. A late fee of $15 plus a $1/minute will be applicable if children are picked up after 6:00 p.m. Parents, please be considerate of the Panther Care staff and pick up your child(ren) on time. All Panther Care fees will be charged through the FACTS online payment system.

Any child who is not picked up after school will be enrolled in Panther Care for that day and the daily drop-in fee of $15 ($22 on Fridays) will be charged. Children who are enrolled in Panther Care are expected to follow all rules as set forth by the Panther Care staff. Students who do not follow the rules of Panther Care may be removed from the program at the discretion of the principal.

Enrichment

In addition to the regular curriculum, there are other enrichment activities the school provides for the students. All enrichment teachers are expected to follow the policies and procedures of All Souls as well as contribute a percentage of their tuition collected to support the overall program administration.

Sports

All Souls is part of the Catholic Youth Organization (CYO) and competes in regional home and away games. Practice days and times are dependent on the coach's schedule.

There is a fee associated with each sport team participation that is used to pay for referees and CYO participation. Fees may vary depending on cost of uniforms, equipment and practice facilities.

A student may be asked to withdraw from a sports team if there is concern for his/her academic progress or behavior. Such concerns are based on a student's individual needs. Grades and timeliness of submitted work are a consideration.

Parent or Faculty/Staff-Led Groups

There are after school groups led by parents. Students are encouraged to participate in these groups. All parents who work directly with children must be VIRTUS-trained and fingerprinted through the Archdiocese of Los Angeles system.

Some Parent or Faculty/Staff-Led Groups may have an additional fee to pay for supplies and snacks. Time that parents dedicate to these activities count toward their required parent volunteer hours **with the exception of the school musical, for which 10 hours of volunteer time is required to participate. These 10 hours do not count toward the school's requirement.**

Uniforms

Students and their families are expected to respect the school uniform and follow all policies related to the uniform. Mass uniform on Mass days is mandatory.

Boys

Regular Day

- Gray twill pants or walking shorts.
- Button-up, white, collared dress shirt OR Burgundy/White polo knit shirt with school logo.
- Ankle or calf-high socks (white, black, burgundy, or gray)
- Black, Grey or White shoes (**canvas or athletic shoes are fine, no light up shoes**)

Formal Dress

- Gray twill pants or walking shorts
- Black or gray belt
- Button up, white, collared dress shirt
- School tie
- **Solid black** dress, canvas, or athletic shoes

P.E. *[P.E. tops and bottoms may only be worn on P.E. days.]*

- P.E. shirt or sweatshirt with school logo
- P.E. shorts or sweatpants with school logo
- Black, white or gray athletic shoes **(no light up shoes)**

Girls

Regular Day

- Plaid or Gray Skirt/Skort, Jumper, Gray twill pants or walking shorts
- White Peter Pan collar blouse OR Burgundy/White polo knit shirt with school logo
- Ankle or knee-high socks (burgundy, white, black or gray), or tights (burgundy, white, black, or grey)
- Black, Grey or White shoes (**canvas or athletic shoes are fine, no light up shoes**)

Formal

- Plaid Skirt/Skort, Jumper, Gray twill pants or walking shorts

Dress

- White Peter Pan collar blouse
- School tie
- **Solid black** dress, canvas, or athletic shoes

P.E. *[P.E. tops and bottoms may only be worn on P.E. days.]*

- P.E. shirt or sweatshirt with school logo
- P.E. shorts or sweatpants with school logo
- Black, white or gray athletic shoes **(no light up shoes)**

Outerwear

On cold weather days, non-All Souls solid color sweaters and jackets may be worn with minimal logos or branding.

Cold/Extreme Weather

Black, white, or gray long sleeve undershirts may be worn under the polo shirt on cold days.

Rain boots are only permitted on rainy days. Winter boots are only permitted on extreme weather days (40 degrees and below). Otherwise, no boots are allowed.

Students in TK-1st should have a change of clothing in their backpacks at all times. Student emergency bags are stored for use in school-wide emergencies, natural disasters, etc., and should not be used for student bathroom accidents or illness.

All Souls encourages students to wear sun hats during recess and at P.E. Sunglasses are also permitted when the students are outside so long as the glasses fit properly and are for sun protection, not decorative. ***No hats or sunglasses are to be worn indoors.***

Spirit Wear

There are many options available through the school and parent organizations for spirit wear promoting All Souls. We are thrilled that parents and students are excited to wear clothing that shows pride in our school. However, please note that only the school-approved uniform with the proper school logo may be worn to school **except on designated spirit wear days including wear as P.E. shirts.**

Free Dress

During the school year, there may be free dress days. On these days, children are allowed to wear non-uniform clothing. The clothing worn on these days should be clean, modest, and safe for a school environment. Children may not wear sandals, flip flops, crocs, torn or ripped clothing, tank tops, skirts that rise more than 3” above the knee, or clothing that is either too baggy, too tight, or too revealing.

Hair

In keeping with the mission of All Souls World Language Catholic School to form young people who are committed to academic excellence, personal responsibility, and the dignity of every individual, this policy establishes expectations regarding student hair. These guidelines aim to promote an environment in which time and attention are dedicated to instruction, character formation, and personal growth rather than outward appearance.

Students are expected to maintain hairstyles that reflect respect for themselves, their peers, and the school community. Hair should be clean, neatly groomed, and worn in a way that does not interfere with participation in school activities or compromise safety or hygiene.

Guidelines

- Hair must be washed regularly and kept free of lice, pests, or excessive buildup.
- Hair should be brushed, combed, or styled in a manner that demonstrates care for personal hygiene.
- Hair must be secured away from the face when required for science labs, physical education, or other activities where loose hair may present a safety hazard.
- Extreme hair colors or hairstyles that draw undue attention to appearance over conduct and scholarship are not permitted.
- Hair should not cover the eyes or obscure a student's face.
- Designs shaved or cut into hair (e.g., symbols, words, logos) are not permitted.
- Hairstyles reflecting a student's cultural or religious identity are honored within the expectations of cleanliness, safety, and focus on learning.
- Any concerns regarding hairstyles rooted in cultural practice should be discussed with the principal to ensure respectful understanding and accommodation.

Jewelry

Accessories should be simple. Students may wear small earrings in each ear lobe. Students may wear a simple wristwatch, necklace, and/or bracelet as long as they are not distracting in the classroom and safe on the playground.

Faculty and staff must be notified of any medical and emergency I.D. bracelets. The school is not responsible for any lost or stolen jewelry items.

Academics

Report Cards and Parent Conferences

All Souls divides the school year into trimesters. Report cards are issued at the end of each trimester. Parent/Teacher conferences are held once per year at the end of the first trimester. The purpose of parent conferences is to establish an open line of communication between parents and teachers and to help plan for the need for future meetings and communication.

All financial obligations to the school must be up-to-date in order to receive the final report card.

Grading

Grades are symbols that communicate information about student learning to students, parents, schools, and the broader community. Grades should directly reflect what students' have learned.

Learning and Non-Learning Factors

Non-learning factors including skills such as turning in assignments, completing homework, and timeliness inevitably impact learning. Work habits and behaviors are essential for student growth and teachers must communicate information about these skills as well but should separate this evaluation from that of subject mastery. Grades are not a reward for compliance and should not be used as a tool to develop these habits. ***It is teachers who hold students accountable for student learning, not grades.***

Teachers should consider individual student circumstances and needs as they craft instruction and assess that will determine grades. Further, learning is a process of growth, and grades should reflect the totality of that growth from a starting point to the present, which averages and zeros as scores do not reflect.

Students must be given multiple opportunities to demonstrate proficiency of the skills required in a standard through different modes, to include opportunities to reassess without penalty.

Ethical Considerations of Grades

Grades carry moral weight as they impact student self-efficacy, motivation, and the ability to accomplish future goals. This should be considered in all grading decisions. Ultimately, grading decisions must be not only justifiable with data concerning student learning, but also with respect to the impact on students as learners.

TK-4th Grading Scale

	Intervention (I)	Emerging (E)	Progressing (P)	Mastery (M)
Rubric Score	0 - 1	1-2.5	2.5-3.5	3.5+
Skill Mastery	<60%	60 - 70%	70 - 85%	85% <
Target Trimester	T1	T1 - T2	T1-T2	T3

Assessment and Curriculum

All Souls follows the curriculum guidelines as set forth by the Archdiocese of Los Angeles. These curriculum guidelines are aligned to the California State Standards and the Common Core Standards. Each grade receives comprehensive instruction in Language Arts (Reading, Writing, Grammar, and Spelling), Mathematics, Social Studies, Science, and Religion. In addition, each grade also receives instruction in Music, Physical Education (P.E.), Social-Emotional Learning, and Art.

All Souls is a 50/50 dual language immersion program. This means that students will receive instruction in academic subject areas through Mandarin or Spanish for 50% of the school day, and English for the other part of the day. Immersion teachers speak only the target language and use a variety of techniques to ensure that the students understand the concepts and directions.

Dual language programs have historically shown great results, with the vast majority of students outperforming their peers in English-only schools after 6-9 years of experience in an immersive setting. Learning a second language takes time. Therefore, families are asked to commit to the program for at least five years to get the full academic and cognitive benefits.

Pillars of Dual Language Immersion

Dual Language Immersion (DLI) programs are built on three key pillars that guide instruction and shape student outcomes:

Bilingualism and Biliteracy – Students develop strong skills in listening, speaking, reading, and writing in two languages. This supports both academic achievement and real-world communication.

High Academic Achievement – DLI students are held to rigorous academic standards in all subjects, with content delivered in both languages to deepen understanding and critical thinking.

Sociocultural Competence – Students learn to appreciate and respect diverse cultures, developing empathy, global awareness, and a strong sense of identity and belonging.

These pillars work together to prepare students to thrive as multilingual leaders in a global society.

Cross-Linguistic Skills

To help ensure our students are receiving equitable access to linguistic skill development across both our programs, we have developed a set of cross-linguistic skills that guide our program alignment across Mandarin and Spanish. These skills are based on the Common Core Standards and are assessed at the end of each unit. These assessments help to guide our linguistic programming and planning, but do not factor into a student's grade.

Language Targets

All Souls has developed a set of language specific targets that guide the evaluation of language acquisition across all grade levels. These targets are based on Common Core, ACTFL and Chinese National standards and tailored to meet the needs of our students and teachers. Language targets are estimates of student performance across grade level bands assuming students have been enrolled in a DLI program since TK. Language acquisition is not a linear process and takes 6-9 years to fully emerge.

Homework

Homework is generally assigned Monday through Thursday nights. Weekend homework may be occasionally assigned for purposes of making up homework missed due to absence or for special projects at the teacher's discretion.

Homework is given for the following reasons:

- To reinforce skills learned in school
- To allow the child to work independently
- To extend learning into new contexts

Homework shall be assigned according to the following guidelines:*

Grade Level	Time Limit
TK	10-15 min. 3x weekly
K	10-15 min. 4x weekly
1-2	10 min per subject, 4x weekly
3-4	15 min per subject, 4x weekly

**May vary based on purpose of the assignment and class need. Mandarin students will be required to spend additional time on homework to build literacy skills.*

Homework is intended as independent practice and students should have already demonstrated the ability to perform skills assigned in homework with minimal assistance. Feedback will not be provided for every homework assignment. Some assignments require review in class, others do not. Parents should never do homework for their children.

All students (or their parents if a child cannot yet read) are expected to read a book for 15-30 minutes each night. The best thing parents can do to help their children achieve is to read to them or with them nightly. Moreover, parents should read to their children in the language they feel most comfortable and confident.

When students are absent, they are responsible, (with parental assistance), for getting the assignments and completing them. **Please do not contact the office asking for homework to be gathered for an absent child. Please contact the teacher directly to request homework or make-up work.** It is the responsibility of the absent child and his or her family to gather any missed work and to ensure that any missed work is turned in promptly and according to the teacher's policy.

Field Trips

All Souls students may attend field trips each year. All field trips, whether day or overnight, must comply with the following requirements:

- Prior permission of the Principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents
- All permission and authorization forms must be in the possession of the supervising adult during the trip
- All participants will have appropriate identification and travel documents
- All Archdiocesan policies on safe environment will be followed, including background checks for vendors providing trips, as applicable
- Transportation may be by personal car, school, or chartered bus or van, boat, or airplane
- Parent/Guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license, and current California automobile insurance with limits of at least

$100,000/$300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. Current fingerprinting clearance must be on file in the front office.

Lunch and Snacks

Children are encouraged to bring a **healthy** lunch and snacks to school. Modern brain and nutrition research demonstrate the irrefutable link between mind and body. Healthy food taken into the body creates a healthy brain. Please keep in mind that what your child eats for breakfast and lunch can affect his/her entire day.

Educating our children to make good nutritional choices supports:

1. Increased mental performance, concentration and sharpened memory
2. Consistency of mood
3. Eating foods that are more effectively used by the body
4. The establishment of lifelong healthy eating habits

Therefore, we suggest **food from each of the following food groups:**

1. Protein
2. Whole Grain
3. Vegetable
4. Fruit or 100% fruit juice
5. Dairy (or non-dairy substitute)

We strongly discourage:

1. Foods that are highly processed, high sodium, or pre-packaged
2. Foods high in sugar
3. Foods with high fructose corn syrup
4. Foods with hydrogenated oils and fat

Note that we are not able to heat up lunches or keep them refrigerated. Please send foods that need to stay warm in a thermos. Student microwaves may be accessed by middle school students as a privilege at the discretion of the principal.

Lunch should be brought to school in solid, reusable containers (no paper or plastic bags) to prevent leaks in the classrooms. In an effort to "go green," please provide your child with necessary reusable utensils as well as a reusable water bottle.

If you would like to purchase lunch for your children, you may do so through our designated lunch program.

Choice Lunch

All Souls contracts with Choice Lunch, an online ordering/catering service that delivers daily hot or cold lunch to the children. Half an hour before the students' lunch time, the food arrives either in a rolling ice chest or oven on wheels to keep the food fresh. Parents who use this lunch option must create an account at www.ChoiceLunch.com and set up an account.
They order from approximately 12 different menu options daily. Choices range from regular food to gluten-free, vegetarian, vegan, and follow any allergy restrictions noted in your account. Students receive the main entrée, a drink (either milk or apple juice), a fruit or vegetable option, and a snack.

Allergies

Some students may have severe, life-threatening allergies, such as a peanut or tree nut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment. If a student has a severe allergy, all efforts will be made so that the child's classrooms are free of the allergen. This means that entire classes may implement a "Nut Safe" policy, which may include asking all parents to refrain from sending any lunches or snacks with peanuts or perhaps refrain from sending any food product with nuts.

No Peanut and Tree Nut Policy.

The school will strive to not serve foods containing nuts at school events but cannot guarantee that they have been manufactured in a nut-free facility. For this reason, the school cannot provide snacks to severely allergic children.

There are students at All Souls who have allergies to peanuts and tree nuts. Students with severe **peanut** and **tree nut** allergies are allergic to **peanuts**, **tree nuts**, **and any food which may have any of these nuts as ingredients (i.e. nut butters, nut oils, cashew milk, etc.) or which may have been manufactured in a facility containing peanuts or tree nuts.** Peanut and tree nut allergic students are susceptible to severe allergic reactions, anaphylaxis, and even death upon coming into contact with peanuts and tree nuts or peanut and tree nut residue. To help us keep them safe, we are asking that students and family volunteers on campus adhere to the No Peanut and Tree Nut Policy for TK-2nd grade.

Guidelines for Birthdays & Holidays

Birthdays

- For birthdays that fall on the weekend, students will be celebrated on the Friday before or Monday after.
- Balloons, flowers, presents, etc. may **not** be delivered to a student in the classroom or through the office.
- We **do not** allow birthday parties or end of school day gatherings of any sort on campus. Further, no food, treats, party favors, or other items will be passed out to friends or classmates. This allows for equality in celebration and acknowledgment.

Party Invitation Policy

Out of respect for the privacy of our families and to reflect our mission as an inclusive community, if asked to send birthday invitations, we will send those invitations to the **entire grade level.** We will **not** send invitations to specific families or a specific language strand upon request.

Holidays (Annual Celebrations, etc.)

- **No** treats, food, toys, party bags, cards, etc. are to be passed out during class time without the prior authorization of the teacher and principal.
- If a simple gesture in celebration of a holiday is approved for distribution, it is given to every student in the **entire** grade level. **Prior** permissions from the afternoon teachers must be granted to be passed out at the end of the day.

Safety and Medication

Emergency Drills

Emergency drills (e.g., earthquake, lockdown, shelter-in-place, and fire) will be practiced regularly. Advance notice of these drills will be given at least 24 hours prior to the emergency drill in most cases.

During an emergency, if school landlines are down, please try the school cell phone:
Call or **Text** at (213) 645-9995

Extreme Weather Precautions

If temperatures rise above 90°F or below 55°F, students eat in their classrooms. During extreme heat, student time on the playground is limited to the shaded areas (or recess is spent in the classrooms) and P.E. is completed indoors or cancelled.

Health Screening

A student, with the written permission of the parent or guardian, may be subject to routine screenings including auditory, visual, dental inspection, and scoliosis. The administration may request that a student have a complete physical and/or other professional evaluation.

Safeguard the Children

All teachers, staff and volunteers who work with children must undergo fingerprinting and background checks in compliance with the Archdiocesan guidelines and abuse prevention programs. These programs emphasize the importance of parents knowing who has access to their children at school and other sponsored activities.

A committee of parish and school staff meets to discuss ways to ensure the safety of our students. This committee does facility/plant walkthroughs, checks on the status of fingerprinting and VIRTUS training, reviews policies, and much more.

Fostering a Peaceful Atmosphere in the Community

Parents are the primary role models for their children. Therefore, parents must lead by example, following the policies and procedures set by All Souls and the Archdiocese of Los Angeles.

As role models of community and composure, it is expected that every parent helps foster a peaceful atmosphere in the community. ***Any disagreements with another student, parent, or family must be resolved in a manner consistent with our school mission and values.***

Parents ***cannot*** *directly confront another student or parent regarding an incident which occurred at school.* Such concerns will be addressed by the school Administration, who will mediate the proper conversations. Helping support a peaceful, joy-filled community plays a big part in students' growth.

When working with any staff member of the school, all verbal and written communication is to be respectful in nature. If disagreement should occur, language and approach must not be threatening, abrasive, combative, untruthful or disruptive. Any communication that is disrespectful in nature will **not** be tolerated. Further, all communication amongst parents/guardians must be truthful in nature and free of gossip, rumor, and unkind content. This includes in person, text, phone and email contents. Failure to comply with these procedures can result in parent or family removal or dismissal from All Souls World Language Catholic School.

Medication

Children may not carry any medication (i.e. aspirin, cough syrup, etc.) at school. All forms of medication, including cough drops and other natural remedies or creams (such as anti-itch or allergy creams) are to be brought to the office by a parent or guardian.
Prescribed medications are to be clearly labeled with the child's name and instructions for dispensing ***from the physician***. School personnel will not allow any child to take prescription medication without written permission from a physician.

School personnel may not administer medication, but with parental permission may oversee the child's self-administering. (Exceptions to this include when students need assistance due to age or knowledge.)

In order for a child to carry an inhaler, a physician's release must be kept on file in the school office stating that the child may carry and use the inhaler as needed.

Illness and Injuries

Children who are ill should **not** be brought to school. If a child has vomited, has a fever over 100°F, has a persistent runny nose with yellow-green mucus discharge, or pink itchy eyes, please do not send him/her to school for 24 hours. Illness spreads quickly. Please be considerate and keep children home until they are no longer ill or contagious.

If a child is absent for more than 3 days, a doctor's note may be requested upon return to school.

If a child becomes ill while at school, the office will notify either the parent/guardian or a person listed on the emergency card. Depending on the child's condition, the child may rest in the school front office or the parent/guardian may be asked to come and pick the child up from school (e.g., if the child presents with any of the conditions listed above).

The play area at All Souls is **primarily asphalt.** School families enroll their children with the understanding that students run and may occasionally fall resulting in skinned knees and elbows. School personnel will clean any abrasions and apply bandages or ice if necessary. Formal injury reports will be filled out for any injury requiring additional follow up or attention (beyond a band aid) and will be filled out for any head injury.

Acceptable Use Policy

All Souls World Language Catholic School is an Archdiocesan School, which adheres to the Acceptable Use and Responsibility Policy for Electronic Communications (Archdiocesan AUP) found below. This Acceptable Use Policy is prescribed by the Archdiocese of Los Angeles and followed by all its subsidiaries. We have highlighted some key concepts below. Please read the entire document. **School specific policy can be found in the All Souls Technology Use Policy dated 7/1/2026.**

Purpose of Code of Ethics Policy

The ethics policy for All Souls governs the use of all technology. This includes e-mail, Internet, computer, and tablet use. All Souls forbids actions that could harm the technology systems or its users.

Use of the Internet

- Students may use the internet or computers for school-related matters only.
- Users must abide by copyright and fair use policies at all times.
- It is important to respect the rights of others by complying with all Archdiocesan policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of personal data.
- It is illegal to tamper with files, passwords or accounts.
- Users must close their browsers and log out when it is time to finish.
- Users cannot intentionally develop programs or make use of existing programs that harass other users, or infiltrate a computer or computing system, and /or damage or alter the software components of a computer or computing system, or gain unauthorized access to other facilities accessible via the Internet.
- Users cannot access websites that contain sexual or other materials deemed inappropriate by the school
- Users cannot access confidential information.

Consequences for Misuse of Internet, School Website or Email Policies

- Misuse of school e-mail policies, the Internet or school websites will result in disciplinary action, including termination of privileges and up to expulsion.
- A violation of the school's policy and/or regulations regarding use of computerized information resources ("Acceptable Use Policy") may result in the loss of computer access, disciplinary action and/or prosecution in accordance with law, regulation and/or the school's handbook. During school, teachers will guide students toward appropriate materials. Outside of school, parents/guardians bear responsibility for such guidance as they do with information sources such as television, cell phones, movies, radio, and other potentially offensive/controversial media.
- When asked by a teacher to join a Google Classroom students must comply immediately and never block or deny a teacher's ability to view their screen.

Acceptable Use and Responsibility Policy for Electronic Communications (Archdiocesan AUP)

Definitions and Coverage

The Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards, and procedures of the archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users.

The Archdiocesan AUP covers:

- Using devices appropriately from a social and moral perspective
- Maintaining data confidentiality
- Protecting proprietary, confidential, and privileged data, and personally identifiable information
- Maintaining the integrity of security controls and passwords
- Immediately reporting any suspicious conduct or actual violations
- Other activities implicated in the use of electronic devices

The archdiocese prohibits the improper use or alteration of data and/or information technology. Systems of information security are required to protect proprietary data. All users must adhere to the Archdiocesan AUP.

All materials and information created and used, in any medium, in the course of activities for or on behalf of the archdiocese or an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") are assets of the archdiocese and/or the Location, as appropriate.

Definitions

Electronic communication **systems** include but are not limited to email, telecommunications systems (including telephone, voicemail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data storage or transmission systems (including "the cloud" or cloud-based services) that may be created in the future. Electronic communication **devices** include but are not limited to wired and wireless telephones, smartphones, computers, laptops, tablets, photographic, audio and video equipment, flash drives, memory sticks, media players, facsimile machines, scanners, copiers, printers, two-way radios, and other communications equipment that may be created in the future.

Electronic communication **materials** include but are not limited to emails, text messages, instant messages, postings on social media, audio and visual recordings, photographs, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, and all other electronic content that is created, downloaded, uploaded, retrieved, opened, shared, saved, forwarded, printed, or otherwise accessed or stored.

Person in charge refers to the department head, manager or supervisor of an archdiocesan department, entity or corporation; the pastor, administrator, parish life director, pastoral associate, deacon or other person designated as in charge of a parish; the superintendents of elementary schools or high schools, or

a principal, president, or head of school, as applicable.

Location refers to any parish, school (whether parish or archdiocesan), the Archdiocesan Catholic Center, any Catholic cemetery and mortuary, and any other operating unit in the archdiocese.

Electronic Communication Systems, Devices, and Materials and the Users Covered

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials used at any Location
- All electronic communication devices and materials taken from a Location for use away from the Location
- All personal devices and materials brought from home and used at a Location
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the archdiocese and/or a Location may be implicated in their use
- All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, parents, employees, staff, or contractors, when those contractors are associated with any activity of the archdiocese and/or the Location

Ownership and Control

All electronic communication systems, devices, and materials, provided to users by the archdiocese or the Location, are to be used primarily to conduct official Location and/or archdiocese business, not personal business, whether during or outside regular business hours.

With permission from the person in charge of the Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. The Archdiocesan AUP applies to all uses.

The archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, edit, redact, remove, and/or disclose all content created, sent, received, or stored on archdiocese and/or Location systems, devices, and materials (including connections made and sites visited). The archdiocese also cooperates with law enforcement officials or others, without prior notice.
Users can have no reasonable expectation of privacy in use of archdiocesan systems, devices, or materials. The archdiocese reserves these rights with respect to systems, devices, and materials not owned by the archdiocese when they are used under circumstances that implicate the archdiocese.

Internet Safety Policy (Compliant with the Children's Internet Protection Act)

The Children's Internet Protection Act applies to the use of any device accessed or used by minors at a school or library. All schools and libraries must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.
Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the person in charge at the school or library.

No unauthorized personal identifying information regarding minors may be disclosed, used, or disseminated without proper authorization by the person in charge at the school or library.

Minors' use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the school or library must be monitored.

No person may engage in unlawful activities online, including hacking any system while using Archdiocese or Location devices or while at any school or library.

Prohibited Practices for All Users

Users of all electronic communication systems, devices, or materials covered by the Archdiocesan AUP shall NOT:

- Access or manipulate devices, services, or networks without permission or express authority
- Create any internet presence (e.g. website, social media page -- Twitter, Snapchat, Instagram, Facebook) that uses the name of the Location or the Archdiocese unless the presence is owned or controlled by the Location or the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social media in such a manner that readers/viewers are lead to believe that the website or social media are official sites or media controlled by the Location itself
- Post or cause public distribution of any personally identifying information without authority, permission of or review by a responsible adult person (in the case of information about a minor), or without permission or review of a person in charge. Personally identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying
- Knowingly access, view, post or distribute pornographic, indecent or brutally violent materials
- Post or distribute sexual comments or images, racial or ethnic slurs, or other comments or images that would offend a reasonable person 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
- Engage in cyberbullying, sexting, shaming, or other abusive online behavior
- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law
- Engage in "pirating" or unauthorized use, copying, acquisition, or distribution of copyrighted materials, music, videos, film or software (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy)
- Upload, download, view, or otherwise receive or transmit trademarked, patented, trade secrets, or other confidential, private, or proprietary information or other materials to which

the user does not have access rights

- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
- Damage, alter, disrupt, or gain unauthorized access to devices or systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
- When conducting business for a Location or the Archdiocese, use any email service, file storage/file- sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location (e.g. do not use personal Yahoo, Gmail, Hotmail accounts for official Location or Archdiocesan business)
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters
- Allow any minor to access the Internet on Archdiocese or Location communication devices that do not have active, monitored filtering of prohibited materials (See Internet Safety Policy)
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring (See Internet Safety Policy)
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
- Violate any other applicable federal, state, or local laws or regulations

Consequences for Violating the Electronic Communications Policy

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

General Security and Use Policies for Electronic Communications

- All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable. See Document Retention.
- Postings to groups such as "All Employees," "All Parents/Guardians," "All Seminarians,"

"All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

- Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users withpersonal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.
- Do not disclose User IDs and passwords to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.
- All information systems that create, store, transmit, or otherwise publish data or information (e.g., a website) must have authentication (ability to verify the identity of the user) and authorization systems (e.g., individualized user accounts) to prevent unauthorized use, access, and modification of data and applications.
- Any electronic medium that is intended for use by the general public may allow access as long as the medium does not allow unauthorized posting and modification of the official information.
- All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, malware, tampering, or other system breaches to the person in charge of the Location.
- Back up critical information periodically onto backup storage. Store backed up information in a safe place that is available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- Protect computer networks and physical hardware from unauthorized use. Both local physical access and remote access must be controlled.
- Complete archdiocesan information is accessible exclusively through ACES and all employees, clergy and similar users are encouraged to obtain and use an ACES account as their preferred business account.

"Cloud" or Hosted Electronic Communications, Data Processing and Storage Services

All hosted or "cloud-based" services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet (e.g., Google Apps services, Microsoft Office 365, hosting of web sites or E-Commerce sites) must be approved and under contract by the Archdiocese or Location. To avoid the potential loss of control of the Location's electronic communications services, all services used must be in the name of the Archdiocese or Location, not in the name of any individual or volunteer group.

Domain Name Registration Policies

Domain name registrations must be in the name of the Archdiocese or the Location, not in the name of any individual or volunteer group. The registrant and administrative contacts for all domain names must use the Location's or Archdiocese's business street address and the phone number and email address of a person in charge at the Location or Archdiocese to manage domain name registrations.

Branding and the Appropriate Use of the School Logo

All Souls is blessed with a very active and enthusiastic Family Guild. Many sub-parent groups have begun as well as eager parents who help promote our school within the community. Although we are grateful and encourage such involvement and outreach, under no circumstances should the school logo be placed on any material not approved by the Principal.

School Social Media Policy

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at All Souls is necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in All Souls-sponsored sites.

All Souls Social Media Comments and Participation Policy

Comments to All Souls-sponsored sites, such as its website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you **be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.**

For the privacy of users and their families, please assume that all postings to All Souls-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to All Souls-sponsored sites as outlined above, users give All Souls the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. **All Souls reserves the right to review all comments before they are posted, and to edit them to preserve legibility for other users.**

All Souls further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.
We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on All Souls -sponsored sites, **you must not:**

- Post material that All Souls determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, e-mail addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information

for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of All Souls or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by All Souls, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the All Souls-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name. All Souls reserves the right to do any or all of the following:
- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific e-mail addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless All Souls, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on All Souls-sponsored sites.

By posting a comment or material of any kind on an All Souls-sponsored site, the user hereby agrees to the Policy set forth above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the All Souls community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire All Souls community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in this Student Handbook, students are expected to abide by the following:

- To protect the privacy of All Souls students and faculty, students may not, under any circumstances, create digital video recordings of All Souls community members either on campus or at off-campus All Souls events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about All Souls community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at All Souls, may result in disciplinary action as described in the Student Handbook, or as determined by the Principal.

Student Records

Official student transcripts are the property of All Souls and under no circumstances will original

records be given out. Should a family wish for a copy of the records, written notification must be given to the office, and within ten working days a copy will be provided to the family.

If a student is transferring from All Souls to another school, then transcripts are sent directly to the new school ***after*** the school has requested them in writing. There is no charge for the transfer of student transcripts to another school.

Directory Information

"Directory information" means one or more of the following items: a pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. Under California law, directory information is not subject to the same degree of confidentiality and privacy protection as pupil records. However, to the extent possible, the school will minimize access to student residence address, phone numbers and email addresses, unless the parents/guardians consent to broader access. To the extent possible, other users of directory information should also try to minimize access to and distribution of student phone numbers and personal email addresses, unless the parents/guardians consent to broader access.

In no cases should commercial enterprises have access to directory information.

Parent Authorization to Use Child's Personal Information

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

Cumulative Pupil Record

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

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

International Students

http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6

The Archdiocese of Los Angeles welcomes international students to Catholic elementary schools and high schools. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

The following policies apply to both elementary schools and high schools except as specifically noted.

International Student Exchange Visitor Placement Organizations Act

Under California law, any person or entity that places two or more international students at an elementary school or high school in California within a five-year period is an International Student Exchange Visitor Placement Organization (ISEVPO) and must register with the California Attorney General's office. Please see the list of ISEVPOs that are registered with the California Attorney General's office.

ISEVPOs that have agreed to provide services to place students in California are required to provide an informational document in English to each student, host family, and designated school official in the school where the student is being placed.

The informational document must be provided before the student is placed with any host family or school and shall include the following:

- An explanation of the services to be performed by the ISEVPO
- A summary of the ISEVPO Act
- Telephone numbers that the student, host family, and school may call for assistance, including the phone numbers for the in-state representative and national headquarters of the ISEVPO, if applicable, and the U.S. Department of State and California Attorney General

All international students who do not live with a relative must live with host families who are identified on the student's I-20 forms. Student apartments, dormitory-style living, and unsupervised living are not permitted, even if the students are 18 years old or older.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or ISEVPO, if used, shall notify the school if there is any change in the student's host family residence.

Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester. The international student will be expected to participate, as appropriate, in religious functions and events.

Discipline

All Souls is committed to providing a safe and positive learning atmosphere.

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

It is an express condition of enrollment that the students and parents or guardians shall act and speak according to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion.

Student Code of Conduct and Positive Behavior Expectations

The three overarching school rules are as follows:

- Be Safe
- Be Respectful
- Be Kind

We use the above rules in order to delineate the specific expectations in classrooms and on campus. The school follows a program of school-wide positive behavior interventions and supports (PBIS). PBIS is a research-backed framework for teaching and reinforcing positive behavior for students. For more detailed information on this program, please refer to the PBIS parent/student guide (TBP).

As a part of this program, teachers use a variety of rewards (i.e Class Dojo) for positive behavior and good work habits. The incentives are for both individuals and the whole group.

Discipline Framework

As a Catholic school we embrace the concept of whole person education. This means we assume as a part of our duty the responsibility, shared with parents and the community, to form the consciences of our students. As educators, we recognize the complex and often contradictory nature of our humanity, which requires us to learn from and apply skill sets from numerous professional disciplines. As Catholics, we acknowledge the weakness present in our own hearts, the harm we cause to ourselves and others, and most importantly, the healing freely given by our loving Lord.

With humble recognition of our own need for healing, but in the audacious hope of the children of God - we seek to form our own hearts alongside those of our students in partnership with families and in service to the common good of our community.

Formula

Apology - "My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things."

To say "I'm sorry" must come from the heart as an expression of contrition. We do not say sorry to make things better, rather, we apologize as a recognition of something we have done that has caused harm. An apology is the first step toward repentance and change in the self, however - an apology on its own does not necessarily bring about healing of relationships or restoration of harm.

Practical Step: Reflection

As a practice, All Souls teachers and staff should coach students on the meaning of an apology and engage students in individual reflection. At this step in the process, it is appropriate to engage the student in a reflective activity oriented toward recognition of the impact of the student's behavior on others and acknowledging harm caused and the need to change. It is important to note that a student may not be ready to acknowledge this or to apologize. A public apology, or even one made between individuals may also not be appropriate. Teachers and administrators should exercise careful discretion. An apology is not necessary to initiate action intended to repair harm (penance).

Penance - *"*I firmly intend, with your help, to do penance…"

Penance is the work of repairing the harm caused by our actions. We are called to do this work not alone but in community, as our actions cause harm not only to ourselves but to our friends, neighbors, and the common good in which we all share. The Sacrament of Reconciliation repairs our relationship with God, but it is up to us, with the help of God's Grace to do the work of mending the world.

Practical Step: Assign Consequence(s)

An assigned consequence should ideally be restorative and formative in nature. The consequence should be designed to engage students in working to repair harm done to others and to the community, either literally or symbolically.

Examples of consequences for minor infractions may include:

- Apology letters
- Community Service
- Research and presentations
- Loss of privilege*
- Communication home/Parent Conference
- Others as deemed appropriate by teachers or administrators

When administrators assign disciplinary actions for major infractions, consequences assigned should be progressive in nature and require parental involvement. Patterns of minor infractions may be treated as major infractions.

Examples of consequences for major infractions may include:

- Loss of privileges*
- Additional academic assignments related to infraction
- Community service after school hours
- In-school or out of school suspension
- Suspension from extracurricular activities, clubs, and electives
- Placement on a behavior contract
- Assignment to independent study
- Expulsion (see expulsion procedures in ADLA Administrative Handbook)
- Others as deemed necessary and appropriate by administration

*Loss of privilege should be accompanied by a formative consequence such as additional community service, prayer, or other assignment.

Support Growth and Change - *"*…to sin no more, and to avoid whatever leads me to sin."

Change is not easy, and we are called to support one another in community. This responsibility is more manifest in teachers, who have the obligation to to act as mentors and guides; to fulfill as St. John Baptiste de la Salle would say "the role of guardian angels for them [students].

Practical Step: Develop a Support Plan

Teachers, parents, and administrators will work together to develop a plan for students to avoid similar situations which have led to incidents requiring behavioral intervention. Plans should be developed with guidance from appropriate professional standards from education and psychology, in addition to philosophy informed by Catholic teaching.

Examples Include:

- Check-in/Check-Out
- Separation (assigned seating, assigned activities, etc.)

- Parent meetings
- Functional Behavioral Assessment (FBA)
- Behavior Support Plan (BSP)
- Support Team Education Plan (STEP)
- Mandatory outside support (e.g., therapy, etc.)
- Safety and/or Crisis Plans

Forgiveness - *"*Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy." Forgiveness is a gift of love, meaning it is a choice and forgiveness must be freely given from the heart. No one can make another person forgive. Forgiveness is not a part of the framework for school discipline, but rather an essential part of being a fully developed human and Christian. We are called to forgive, just as we are also forgiven.

Practical Step: Healing Conversation
Teachers and administrators can help students have difficult conversations and to navigate the difference between forgiveness and reconciliation. At times, it may be appropriate to hold a conversation between parties and express the gift of forgiveness. At other times, this may not be appropriate or safe. Teachers and administrators can act as mentors and spiritual guides to support and offer counsel to students. At no time should a teacher or administrator require a statement of forgiveness from any student.

Teachers and administrators may also, where appropriate, guide students to seek sacramental reconciliation and the forgiveness of Christ through the Church.

Other Policies

Telephone Use

Children may only use the school telephone for emergency purposes (i.e. illness, cancelled practice, etc.). Cell phones may not be turned on during the school day 8:00 a.m. – 3:00 p.m. Parents are asked **not** to call or text their children during school time. If contact with your child is necessary, **please call the front office.**

Cell Phones

We understand the need for some children to have cell phones for after school use and emergencies. However, a student must keep his/her cell phone turned off and in a backpack while on school grounds. Students may not have cell phones out, turned on, or in use while on school grounds. If a staff member sees any student with a cell phone during school hours, whether or not the cell phone is being used, it will be confiscated and turned over to the principal. This policy also applies to any personally owned electronic device, including iPads and smart watches.

After regular school hours, cell phones may be used only for an emergency and only with the explicit permission of a staff member.

We understand that if a child brings a cell phone to school, it is the sole responsibility of the parent or guardian. The school assumes NO responsibility whatsoever for cell phones that are lost, stolen, or damaged.

Parent Newsletters

Parent newsletters and other information are sent home via e-mail every week by teachers and/or the principal.

It is the responsibility of the parents to read all information that is sent or emailed.

Inappropriate Items

Some items are simply not appropriate to have at school. Thus, here is a list of some items that should not be brought to school:

- Video games, laptops, iPads, or anything of this nature to school
- Skateboards, scooters, skates
- Trading cards
- Magazines
- Pets
- Expensive jewelry or cash
- Toys
- Pocket Knives or other sharp objects
- Toy or real weapons

When these inappropriate items are confiscated, the parents or guardian must come to the school office to pick up the items during school hours.

The school is not responsible for lost or *stolen items* that have been brought to school.

Toys from home are not allowed during recess or lunch. If a toy is brought to school, it should not leave the child's backpack unless permitted by the teacher for a specific purpose (e.g. show and tell). Rest time stuffed animals are permitted at the discretion of the teacher.

Lost and Found

All items that are brought to school should have the child's first and last name, and grade, clearly written in permanent marker or embroidered. Any items that are left on school grounds will be placed in Lost and Found. It is the responsibility of the child and family to search for Lost and Found items. The school will not look through Lost and Found and deliver lost items to a child. If left for over a month, items may be donated or discarded at no cost to the school.

Part 2: Archdiocesan Policies

(The following policies and guidelines and other permanent information may be found in the ADLA handbook: https://handbook.la-archdiocese.org/)

General Information

Code of Christian Conduct Covering Students and Parents or Guardians

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

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

These Christian principles include but are not limited to:

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

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

Note: these provisions do not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Consultative School Boards

Every elementary school in the Archdiocese of Los Angeles may have a consultative school board.

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

Schools that wish to establish a consultative school board should contact the assistant superintendent at the Department of Catholic Schools to obtain assistance and models for investigation, education, and planning. See the Elementary School Consultative School Board: Constitution and Bylaws (sample).

"Zero Tolerance Policy"

Under its Zero Tolerance policy, the Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor (person under 18 years of age). To be clear, any person who has engaged in the sexual abuse of a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not engage in any paid or volunteer non-ministerial activity or event

The archdiocesan Zero Tolerance policy is broader than the requirements of Megan's Law and

similar statutory restrictions.

Safe Environment Training for Children and Youth

Parishes, schools, religious education, and youth ministry programs must establish child abuse protection training programs for all adult staff who work in schools and religious education programs, and for all children and youth who are students in schools or parish religious education programs, youth ministry or who participate in any programs, whether as members or volunteer leaders.

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must annually offer the Archdiocese of Los Angeles "Empowering God's Children and Young People Safety Program." The program includes home-based materials for parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

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

Student workers and volunteers must read and sign the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth. This document applies when students or youth hold specific leadership roles in ministerial service (including parishes and schools) and not to interactions with each other as fellow students or family or friends.

All parishes and the archdiocesan high schools that are unaffiliated with parishes are required to have a Safeguard the Children Committee.

The Safeguard the Children Committee plays a crucial role in assuring that the safeguard initiatives found in the Charter for the Protection of Children and Young People are a priority. The committee oversees implementation of the archdiocesan policies and procedures at the location, supports safe environment programs and resources, promotes parish and school site safety, reviews safe environment programs and events at parishes and schools, assists in the annual United States Conference of Catholic Bishops safe environment audit process, and promotes awareness of April as National Child Abuse Prevention Month.

See the Archdiocese of Los Angeles Safeguard the Children Parish Committee Handbook.

Parent/Student Complaint Review Process/Guardians and Students

Conflicts may occur among students, parents/guardians, and school staff, and all parties are encouraged to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith in the spirit of the Gospels. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form. The complaint review process must be included in the parent/student handbook.

Addressing Complaints at the Local Level: Schools

First, the person bringing the complaint must try to resolve the complaint in good faith by discussing

it with the people who are directly involved at the school.

Next, if the complaint is not resolved, the person bringing the complaint should follow the school's established chain of command to seek resolution (or if the principal is the subject of the complaint, the pastor or the president, where applicable).

After reviewing the facts and facilitating discussion of the problem, the principal, president or pastor will respond to the person bringing the complaint. In high schools, if the complainant is dissatisfied with the principal's decision, the complainant may request review of the decision through an appeals process that is determined by the high school.

Escalating Complaints to the Central Level: Department of Catholic Schools

If the complaint is not resolved at the local level, the complainant may request additional review in writing to the assistant regional superintendent at the Department of Catholic Schools.
The assistant regional superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to resolve the matter in keeping with the policies and/or regulations of the archdiocese and school. If an agreed-upon outcome is not possible, the assistant regional superintendent shall make a final and binding determination, and communicate that determination in writing to all parties.

Admission and Attendance

Guidelines for Admission to Elementary Schools

- Schools should consider the following factors when establishing their admissions policies and practices:
- Admissions procedures shall be in writing, clearly stated, and available to the public
- Preference shall be given to active members of the parish.
- The optimum number of students per classroom is 33-35 for financial viability.
- The recommended age for transitional kindergarten students is four years of age on or before September 1.
- The recommended age for kindergarten students is five years of age on or before September 1.
- The recommended age for first grade students is six years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- An accessible Catholic education should be made available to as many students as possible, but the school must consider whether it has sufficient resources to meet the educational and financial needs of all student applicants.
- Schools should not admit students who owe money to another school.
- The pastor and principal shall review students' continued eligibility for enrollment in the parish school.

School Non-Discrimination Policy

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless

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

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

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

Non-Discrimination Documentation

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

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

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

Inclusion Policies and Procedures for Schools

Archdiocesan schools do 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. However, certain schools in the archdiocese are operated as single gender.

While schools do 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.

Parents/guardians must be informed that they may request a minor adjustment for students with a disability and of the appropriate procedure to address any complaints of disability discrimination.

Support Team Education Plan (STEP)

The Support Team Education Plan (STEP) Program is a collaborative process that brings together students, parents/guardians, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. A synopsis of the program -- STEP Form 15 - STEP Handout for Parents -- is available for prospective and current parents.

Every school must appoint a Support Team Education Plan Coordinator (STEP coordinator), who is the principal or principal's designee and is responsible for overseeing and directing the STEP Program. In response to a student's needs, the STEP coordinator assembles a STEP Team, which consists of the parents/guardians, the classroom or homeroom teacher, the STEP coordinator, other school personnel as

needed, and the student when appropriate. The STEP Team gathers information and data regarding the student from a variety of sources, including grade reports, standardized testing results, samples of class work, discipline records, questionnaires, interviews, psycho-educational reports, medical records, etc. to develop the student's STEP. See, STEP Form 16 - STEP Form Summary Guide for Teachers and Administrators.

Preliminary Procedures and Documentation

Classroom Support Log

As soon as a student has an ongoing need for support in the classroom (whether identified by the student, parents/guardians, and/or teacher), the teacher should begin keeping a record of classroom strategies and supports he or she has implemented to help the child, and concurrently work with the parents/guardians and notify the administrator. Using the Classroom Support Log, the teacher should record the date, note strategies attempted, note the results or effect of each strategy, and keep a record of parent/guardian communications. If the student shows progress after the teacher implements the strategy, the teacher should continue the support as needed.

Meeting Request

If the student continues to experience difficulty in the learning environment, the teacher submits a Request for Support Team Education Plan (STEP) Meeting to the administrator.

Meeting Preparation

The administrator fills out and sends the Notice of Support Team Education Plan (STEP) Meeting to the parents/guardians to set up a mutually agreeable time for a meeting with the STEP team. Once a meeting date and time has been set, the administrator notifies the other members of the team. The classroom teacher and other appropriate persons gather documentation of the student's current performance levels, including class work, standardized test scores, disciplinary actions, attendance records, psycho-educational assessments, and any other relevant information.

Parent Questionnaire

The administrator also sends a STEP Meeting Parent Questionnaire to the parents/guardians to complete and return to the STEP team.

Student Questionnaire

The teacher asks the student to complete a grade-level appropriate Student Questionnaire at school and the teacher submits the completed form to the STEP team.

Support Team Education Plan (STEP) Meeting and Documentation

The STEP team is a school team that consists of the parents/guardians, the classroom or homeroom teacher, the school administrator or STEP team coordinator, other school personnel as needed, and the student when appropriate.

Role of Team Members

The STEP team gathers information and data regarding the student from a variety of sources, including grade reports, standardized testing results, samples of class work, discipline records, questionnaires, interviews, psycho- educational reports, etc.

Meeting

The STEP team holds the meeting. The team follows the Support Team Education Plan (STEP) Meeting Agenda to determine student strengths; analyze gathered data; prioritize concerns about the student's progress; create strategies for classroom, school, and home; and generate an action plan. The action plan or Support Team Education Plan (STEP) process requires the team to prioritize the identified support

strategies, identify the person who will be responsible for implementing each strategy, and develop a timeline for implementation and evaluation. The team must record the Support Team Education Plan (STEP) plan and schedule dates for follow-up meetings to monitor student progress and results.

Professionally Diagnosed Disabilities

If the parents/guardians provide documentation showing that the student has a professionally diagnosed disability* and request that the STEP team include and consider that information in the STEP plan, the team will fill out the Parental Request and Consent box on page 3 of the Support Team Education Plan (STEP) and identify related minor adjustments within the STEP plan. The parents/guardians must provide written consent for this disclosure in the space provided on the form. The team must also provide the parents/guardians with a copy of the archdiocesan pamphlet Procedural Safeguards for Students with Disabilities and Their Parents or Guardians.

**A professionally diagnosed disability will be evidenced by appropriate documentation from a medical doctor, a licensed or credentialed psychologist, or a public school Individualized Education Program (IEP) assessment. NOTE: If the team determines that the student requires minor adjustments to participate in standardized testing, the administrator must review the exam publisher's directions to be sure that such adjustments do not invalidate the exam.*

STEP Plan Progress Log

Each team member may use the STEP Plan Progress Log to implement his or her part of the STEP plan strategies and/or minor adjustments and to monitor student progress and the effect of the various strategies or adjustments.

Review Meeting

The STEP team reconvenes on the scheduled review meeting date. If the student has shown progress after implementation of the STEP plan, the team
continues the strategies as needed. If the student does not show progress within the timelines delineated within the STEP plan, the STEP team makes adjustments to the plan.

Public School Assessment Request

If the student continues to struggle after implementation of the STEP plan and after adjustments to the plan have not met with success, the parents/guardians may wish to submit the Parent Request for Assessment from Public School to the local public school for special education assessment. The administrator can provide the parents/guardians with the Department of Catholic Schools brochure titled Catholic Schools and Students with Disabilities to provide guidance through this process.

Public School Plans

NOTE:
A public school may generate documents such as an IEP or a Section 504 plan that
reflect what the public school will do for the student if he or she goes to the public school. A public school may generate an Individual Services Plan to reflect what the public school will do for a student who remains in a private school.
While these documents can be helpful in gathering information about the student, they reflect what the public school promises to do for the student, and do not create a duty or require action by the private school.

Filing and Storing Documents

STEP documents are not a part of the student's Cumulative Pupil Records and are not transferable without parent/guardian written consent. The school must create a separate file for each student who has STEP documentation and retain these files in a secure location for a period of five (5) years following the student's graduation or departure from the school.

Report Cards and Cumulative Records

As a general rule, a report card sent to parents/guardians may contain information about a student's special needs or disability, including whether the student received minor adjustments or related services, as long as the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts or cumulative folders may not contain information that identifies a student as having a disability because they are sent to third parties rather than parents/guardians.

Consequently, no report cards from an elementary school should be sent to a high school to which a student is applying, if the elementary school includes information on any report card about a student's special needs or disability.

Work Permits

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

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

The school must keep a copy of the signed work permit in the student's file.

For additional information read the section Employment of Minors which also has links to the pertinent forms.

Privacy and Access to Records

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

Pupil Records

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes.

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.

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

Directory Information

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

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

To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

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

Transfer of Records

Student Transfers, Withdrawals and Graduation

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

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by

any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with school policy, the school may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

Student Accident Insurance

The Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and 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 school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

In the event of a school-related injury, the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program. See the Myers-Stevens Diocese Accident Claim Form (student insurance) and the Archdiocese of Los Angeles Incident/Accident Report (Non-Automobile). Myers-Stevens offers other insurance that school parents/guardians are not obliged to purchase.

Academics and Co-Curricular Activities

Tutoring

If a student requires private tutoring or parents/guardians wish to have a student tutored in school subjects, the parents/guardians 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, but with prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents/guardians.

A school may arrange with independent contractors or entities not employed as teachers or staff at the school to provide tutoring on a fee basis. For individuals hired by the school as tutors, the Professional Services/Contractor Agreement may be used; for tutoring companies, the Independent Contractor Agreement is appropriate. To use archdiocesan facilities, the independent contractors or entities must have appropriate licenses, sign agreements to use the premises, and obtain liability insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the safe environment policies and vendor policies of the archdiocese. See Safe Environment.

Counseling Policy

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools college and university catalogs and information sessions.

In cases of actual or suspected cases of child abuse or neglect, please see Legal Responsibility to Immediately Report Suspected Child Abuse or Neglect.

Discipline

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good. Each school must publish its discipline policy in its parent/student handbook.

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

Maintenance of Effective Discipline

Teachers and school staff are required to hold students to strict account for their conduct in the classroom, in school buildings. on school and church grounds, during recess, or at any school event regardless of location. Teachers and staff may exercise the same degree of physical control over a student that a parent would be legally privileged to exercise, provided that does it not exceed the amount of physical control reasonably necessary to:

- protect the health and safety of pupils and other persons
- maintain order
- protect property, or
- maintain proper and appropriate conditions conducive to learning.

No teacher or staff member may inflict corporal punishment on a student. However, corporal punishment does not include an amount of physical control or use of force that is reasonable and necessary to:

- Reasonable quiet and order in the building
- Positive correction of behavior
- quell a disturbance that threatens physical injury to persons or damage to property
- engage in self-defense, or
- obtain possession of weapons or other dangerous objects within the control of the student.

All incidents of the use of physical control or use of force on a student must be documented promptly and provided to the person in charge.

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

Detention

- No student shall be required to remain in the classroom for an entire recess or lunchtime.
- Detention before or after school hours is considered an appropriate means of discipline.
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day.
- The school must give a notice of the detention to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during a conference.
- Under no circumstances shall a student be detained at school without the knowledge of the parents/guardians, who should also be informed of the reason for detention and the exact time the period of detention will begin and end.

Suspension

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student. The suspended student shall be responsible for all academic assignments while on suspension.

- In no case will a teacher on his or her own authority suspend a student.
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing archdiocesan investigation or a police investigation of a possible crime, in which case the student may be suspended during the entire investigation.
- The school must give notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during 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 school can cooperatively encourage the student to improve his or her behavior. The

suspended student may be present at the conference.

Expulsion

Reasons for expulsion include but are not limited to the following offenses:

- In no case will a teacher on his or her own authority suspend a student.
- Actions that are 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 student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, 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, possession of tobacco, vaping or possession of vaping devices
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) 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 that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's 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 the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.
- In high schools, the Disciplinary Review Board listens to the facts of the case, discusses the matter, and makes a recommendation to the principal

Cases Involving Grave Offenses

In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended and there is no requirement to hold the initial conference. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

Time of Expulsion

A school may immediately expel a student if the reasons are urgent.

Only in exceptional cases shall a school be allowed to expel a graduating student who has been in the school one or more years.

For elementary schools, if an expulsion happens during the last quarter of the school year or during the last semester in the case of a graduating student, the school needs prior approval of the Department of Catholic Schools before the expulsion can take effect. It is recommended that high schools consult with the Department of Catholic Schools before expelling a graduating student.

Reporting of Expulsions

Even if they occur at the end of the school year, all expulsions are to be reported by phone to the assistant superintendent at the Department of Catholic Schools within 24 hours and subsequently submitted in writing.

The school shall immediately notify the county office of education of expulsions. A copy of the Cumulative Pupil Record should be held until requested.

Written Record

The school must keep on file a written record of the steps leading to an expulsion, with copies of all communications and reports. This record should be maintained for one year following the expulsion.

Right to Make Exceptions

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

Home Study

Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on home study until the case is resolved.

Harassment, Bullying, and Hazing policy

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

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

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

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

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.
Students also may be involved in cyber bullying, which occurs when they bully each other using the internet, mobile devices, or other cyber technology. This can include but is not
limited to:

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

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

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

It is the student's responsibility to:

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

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately. The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately. The student who made the threat will be suspended until the investigation by police and the school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

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

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

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

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

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

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

Electronic Communications Policy

1. **Systems, Devices and Materials**
    a. Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
    b. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment
    c. Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.
2. **Electronic Communications Systems, Devices and Materials and Users Covered**
    a. All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office.
    b. All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road.
    c. All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours.
    d. All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
    e. All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.
3. **Ownership and Control of Communications**
    a. All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
    b. With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business Parent Handbook Page 55 hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
    c. Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect

confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.

d. Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
e. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
f. All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
g. Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

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

a. All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
b. E-mail and other electronic communications are not necessarily secure. Parent Handbook Page 56
c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
d. Postings to "All Employees," "All Parents" "All 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.
e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. Prohibited Practices:

a. 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:
    i. Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
    ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.

vii. Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.

viii. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment.

ix. Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.

x. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.

xi. Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).

xii. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.

xiii. Introduce a virus, attempt to breach system security or tamper with a system.

xiv. Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.

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

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

6. **Consequences of violations of electronic communications policy.**
    a. Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, or other appropriate disciplinary action.

Acceptance of Parent/Student Handbook

Our family has received and read the All Souls World Language Catholic School Parent/Student Handbook, which includes the Archdiocese of Los Angeles Policies. We are aware of, understand, accept, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. **We agree that even without signing, by virtue of enrolling our students at All Souls, we are responsible for fulfilling all reThank quirements and statements mentioned herein.** Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

_____

Parent 1 / Guardian's Signature Date

_____

Parent 2 / Guardian's Signature Date

Print student(s) name(s) and grade(s):

_____

Student's Name Grade

_____

Student's Name Grade

_____

Student's Name Grade

Please sign and return the form promptly to the School Office, it will be placed in the students' permanent files. Please keep this electronic handbook copy for your records.