
Parent Handbook

School Year: 2018-2019



World Language Catholic School

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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, determined 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-visioned 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**

School Mascot	Panthers
School Chants & Rules	<u>Beginning of Day</u>

We're children of God
We're teachers, learners, and peacemakers

We will:

- be safe
- be respectful and kind
- be problem solvers
- be good decision makers

End of Day

You're great!

You're awesome!

God loves you!

Let's go!

Schoolwide Learning Expectations

Be a faith-filled disciple of Christ who:

- reveals knowledge of the Catholic faith and its traditions
- participates in a faith community through prayer and worship
- embraces a spirit of gratitude
- recognizes, appreciates, and uses one's God-given talents to serve the world

Be a global citizen who:

- celebrates inclusivity
- cares for the environment and God's creations
- respects the wisdom of other religions and cultures
- accepts responsibility for one's actions and understands how local decisions impact wider communities

Be an effective communicator who:

- attains reading, writing, and speaking proficiency in at least two world languages
- listens respectfully, writes effectively, and speaks clearly and confidently
- displays empathy and relates in a positive way toward others
- knows and applies strategies for peaceful conflict resolution

Be a lifelong learner who:

- demonstrates curiosity and develops unique passions
- values diversity and multicultural communities
- appreciates the arts
- makes choices to foster a healthy mind, body, and spirit

Be an academically prepared individual who:

- strives for excellence in all curriculum areas
- employs technology effectively
- evaluates information critically and competently
- welcomes academic challenges
- utilizes critical thinking skills and applies problem-solving techniques to real life scenarios

Attendance Policy

The school daily assembly starts at 8:00 a.m. and participation is part of the school curriculum. ***Any student who arrives after the 8:00 a.m. gathering is considered late.*** If a child is on campus but not at the morning assembly, he/she will be considered late. Teachers take attendance and mark tardies until 8:15 a.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 by phone or e-mail before 9:00 a.m. Upon return to school, a child must have a written note signed by the parent/guardian.

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

Parents should keep medical appointments during school hours to a minimum. Students are legally credited for attendance only for time spent in medical and dental appointments, not the entire day.

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 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

When dropping off or picking up children, cars may enter through the Main St. or Electric Ave. entrances. In the morning, children must be dropped off in front of the hall or walked to the school hall for the daily community gathering. Parents are welcome to stay for prayer and pledge.

The school day ends at 3:00 p.m. and children must be picked up by 3:15 p.m. On early dismissal days, 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, all students will be picked up from their afternoon classroom teacher. Teachers will account for each student being dismissed. Students will only be released to those designated adults listed on the emergency card. A teacher may ask anyone to present their I.D. when picking up children. The school will reference the emergency card and determine the identity of the adult picking up the child(ren). All students must be walked to their car by a parent or guardian. Children will not be allowed to walk to the car by themselves.

We highly discourage parents from allowing children to walk home. A note 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 for any reason.

Parking Regulations

Please follow the parking regulations to ensure the safety of our children. There are two designated entry ways to the school for drop-off and pick-up of students. Please do not drive past the interior black gate.

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.

Campus Visitors

All visitors must report to the school office upon entering the school, sign in, and wear a visitor badge. All visitors are also required to leave their Identification Card or Drivers' License at the front office while they are visiting the school. They may retrieve their ID when checking out.

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 try to minimize classroom distraction as much as possible. Forgotten items such as lunch, homework, etc. must be left at the office.

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 either send a note to the teacher, call and leave a message at the school, or send an e-mail to the teacher. Please allow the teacher adequate time to respond to your message.

“Walk in” conferences are discouraged. 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.

All communications with your child's teacher are expected to be cordial and respectful. Even in the event of a disagreement, teachers deserve to be treated with respect and are to be spoken to 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 in the classroom takes place in the morning, before lunch, and at the end of the day.

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 on a regular basis to ensure continuity of the school and parish religious education programs.

Tuition and Fees

Tuition: \$6,985/school year (\$12,595 for two students, \$16,930 for three students)

Registration Fee: \$300/student (non-refundable)

Technology Fee: \$50/student (non-refundable)

FACTS tuition management yearly fee: \$46/family

Payment Options (all tuition paid directly to FACTS):

1. Payment in full (\$6,635/one child; \$11,965/two children; \$16,085/three children) by August 20, 2017
 - Discount, approx. 5%
2. Two Annual Payments (totaling \$6,810/one child; \$12,280/two children; \$16,505/three children) by August 20, 2017 and by February 20, 2018
 - Discount, approx.. 2.5%
3. 10-month payment plan, Aug. 2017–May 2018*
4. 11-month payment plan, Aug. 2017—June 2018*
5. 12-month payment plan, July 2017—June 2018*

*\$35.00 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.

Payment Options

Tuition is paid through FACTS Tuition Management Company (www.factsmgt.com). All families must sign up and use FACTS to pay tuition. **If families do not sign up for FACTS, families may not be eligible for the spring re-registration discount.**

1. Checking or savings accounts can be used as a form of automatic payment
2. FACTS also accepts MasterCard, American Express, and Discover for a 2.5% 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 through 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 balances 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 \$300 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 to continue 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 of \$550. This includes a \$150 fundraising fee plus \$400 service hour buy out (\$625 for two children; \$700 for three children) by October 1, 2017.

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, 2018 (10 hours/single-parent families, pending discussion with the Principal)

Volunteer hours can be paid out at **\$20/hour** between **August 2017-May 2018**. Any hours completed must be paid 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. Participate in **2 required fundraisers to profit the school \$150** (\$225 for two children and \$300 for three children)**
 - a. Mosaic Craft Fair Raffle: Each family must sell a minimum of 20 tickets at \$5/each (\$100 total)
 - b. Spring Gala: Each family must buy at least one ticket at \$50/each

**Required fundraisers subject to change at administration's discretion.

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. Tuition will

not be pro-rated by the day but by the month. If a child withdraws mid-month, the entire month's tuition will be charged. If family is overpaid, a refund check will be issued by All Souls within two weeks of the student's withdrawal. **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.

Scholarship Application Fee: \$30 per family

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, families will be invited to also fill out this application.

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

Registration and Re-Registration

Applications for new students are available beginning in September. Once the application and required documents are received, an appointment will be set up for an interview with the principal. 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.

These are the steps to follow:

- A commitment letter will be mailed home in early January and those wishing to re-register their children for the 2018-2019 school year must return a signed commitment letter along with the \$200/student registration fee by February 1, 2018
- From February 1 to March 1, 2018, the registration fee is \$250 and after March 2, 2018, the registration fee is \$300

- The deadline for submitting a financial aid application through FACTS is March 31, 2018
- 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

Panther Care (Extended 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 pick up an enrollment packet from the school office.

If a student is dropped off between 7:00 a.m. – 7:45 a.m., the student must be signed into Panther Care and there is a \$3 fee per student, per day. There is no fee for students dropped off after 7:45 a.m. Any student arriving before 7:45 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 7:45 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 (\$20 on Thursdays) 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.

Annual Panther Care Family Registration Fee: \$20 per family

Before School	\$3/day
After School	\$1,710 for unlimited use of the service (\$1,625 if paid in full by August 20; Additional discounts for multiple children) Drop in at \$15/day (\$20 on Thursdays)

Enrichment

In addition to the regular curriculum, there are other enrichment activities (i.e., piano, drums, dance, robotics) 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.

A student must be present for at least half of a school day in order to participate in after school activities that day, including enrichment classes and school assemblies or performances. If a student is absent for more than half of a school day, he/she may not participate in these activities.

Uniforms

Students and their families are expected to respect the school uniform and follow all policies related to the uniform.

Boys

Regular Day	<ul style="list-style-type: none">• Gray twill pants or walking shorts• Button-up, white, collared dress shirt OR Burgundy/White polo knit shirt with school logo• Black shoes (canvas or athletic shoes are fine)• Plain white or black socks
Formal Dress	<ul style="list-style-type: none">• Gray twill pants or walking shorts• Black or gray belt• Button up, white, collared dress shirt• School tie• Black “dress” shoes
P.E.	<ul style="list-style-type: none">• P.E. shirt or sweatshirt with school logo• P.E. shorts or sweat pants• Black or white athletic shoes (no light up shoes)

Girls

Regular Day	<ul style="list-style-type: none">• Plaid Skirt/Skort, Jumper, Gray twill pants or walking shorts• White Peter Pan collar blouse OR Burgundy/White polo knit shirt with school logo• Black shoes (canvas or athletic shoes are fine)• Ankle or knee-high socks (burgundy, white, or grey), or tights (burgundy, white, or grey)
Formal Dress	<ul style="list-style-type: none">• Plaid Skirt/Skort, Jumper, Gray twill pants or walking shorts• White Peter Pan collar blouse• School tie (criss-cross style)• Black Mary Jane shoes or black “dress” shoes
P.E.	<ul style="list-style-type: none">• P.E. shirt or sweatshirt with school logo• P.E. shorts, skirt/skort, or sweat pants• Black or white athletic shoes (no light up shoes, please)

Outerwear

Only school sweaters and sweatshirts are to be worn in the classrooms. On cold days, a non-school jacket may be worn to school and on the playground but children will be asked to remove these in the classrooms. Note: Embroidering the student’s name or writing it on the inside of the sweater is of great use when locating lost sweaters.

Cold/Extreme Weather

Black, white, or grey 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 time. 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.

Sun protection. 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.

P.E. tops and bottoms may only be worn on P.E. days (Monday and Wednesday).

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.

In the 2017-2018 school year, we are making a transition to a new P.E. uniform. Students are allowed to wear the old P.E. uniform through December 2017. However, by January 2018, only the new approved P.E. uniform will be allowed. Students may continue to wear their old branded clothing on designated Spirit Wear days, but not as part of the weekly P.E. uniform.

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 tasteful. Children may not wear sandals or flip flops, torn or ripped clothing, tank tops, short skirts, or clothing that is either too baggy or too tight.

Hair

Both boys' and girls' hairstyles should be simple and tasteful. Hair should not cover the child(ren)'s eyes. Excessive use of gel, hairspray, and other styling products is not permitted. Children's hair must be its natural color. Dyed hair and highlighting is not allowed. All Souls reserves the right to determine when a hairstyle is unacceptable.

It is the responsibility of the parents to ensure that children arrive at school well-groomed and wearing a hairstyle that is acceptable.

Cosmetics

All Souls emphasizes simplicity and modesty in dress and appearance. No make-up of any kind is to be worn during school. This includes lip-gloss and colored lip balm. Acrylic nails are not permitted. Body glitter and “fake tattoos” are not allowed.

Students may have their nails painted, but the nail polish color must be a light or neutral color.

Jewelry

Accessories should be simple. Students may wear small earrings in each earlobe. 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

All subjects are aligned with the Common Core standards. Religion standards are set by the Archdiocese. All Souls has been fully accredited through the Western Association of Schools and Colleges (WASC).

Report Cards

All Souls divides the school year into trimesters. Report cards are issued at the end of each trimester and progress reports are issued if needed at the midpoint of each trimester.

All Souls report cards are standards-based. Standards-based report cards describe what a student should know and be able to do at each grade level in all subjects and our report card is designed to give parents clear information about how their child(ren) is/are progressing.

A standards-based report card is helpful in multiple ways. First, it ensures that there is more consistency of expectations from teacher to teacher. This is particularly important in a dual language school where we hold students to the same grade level expectations in both languages. Second, it helps teachers and students focus on the standards from the very beginning of the year, giving students a chance to get help sooner if they are not making adequate progress. Finally, and perhaps most importantly, parents learn exactly how their students are doing based on the standards—they'll learn which big ideas and concepts their children have learned and what they need to work on to ensure they are ready for the next grade level.

Parent/Teacher conferences will be held shortly after the first report card is issued. All financial obligations to the school must be up-to-date in order to receive the report card.

Progress Reports

Progress reports will be distributed on an as-needed basis. The progress report is not a report card but a means of communicating your child's academic progress up to the point in the trimester. Please review the progress report carefully with your child and contact the classroom teacher if there are any questions.

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.), Art, and Technology.

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 by the 4th grade. 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.

During the course of the year, the school will also hold events such as the Halloween parade, the Christmas program, Open Houses, various community cultural activities, and the Spring Recital, which allow the students to showcase their talents.

At All Souls, we recognize that academic success not only depends on the efforts of the teachers and families, but also on the effort of the students themselves. All children are expected to work to the best of their ability, complete all assignments, study for tests, and strive to be the best students possible.

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 gather materials needed for class projects

All Souls follows Archdiocesan guidelines for homework. Suggested homework schedules are as follows:

Transitional Kindergarten	Not required
Kindergarten	15-20 minutes/night
1st-2nd	30-40 minutes/night
3rd-5th	40-50 minutes/night
6th-8th	1-2 hours/night

Parents should monitor their child(ren)'s homework and ensure that all assignments are being completed and turned in. 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 call 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 go on at least three field trips per 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
- School employees including teachers and coaches will not drive students to or from athletic or co-curricular trips or events
- 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

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 ~ positively or negatively. Did you know that a bowl of sugar cereal contains as much sugar as a candy bar? Even those added artificial colors (like in yogurt or crackers) can drastically reduce concentration.

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 **a 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. Lunchables and other highly processed, high sodium pre-packaged foods
2. Foods high in sugar (such as fruit roll ups)
3. Foods with high fructose corn syrup
4. Foods with hydrogenated oils and fats
5. Foods with artificial dyes

If your child regularly brings the above “discouraged” food, we may request a parent meeting to discuss healthier alternatives.

We only allow juice, water, or milk in lunchboxes. No Gatorade or sodas.

Sample list of healthy and allergy-conscience snacks (all organic and free of GMOs, pesticides, dairy, processed sugar, food dyes, and nuts):

- 365 Organic Golden Round Crackers (365 is Whole Foods Brand)
- 365 Organic Honey Graham Crackers

- 365 Organic Crunch Pretzel Sticks
- Santa Cruz Organic Applesauce 6ct
- Newman’s Own Organic Dried Raisin Mini Boxes
- Lundberg Farms Cinnamon Toast Organic Rice Cakes
- 365 Organic Salted Popcorn
- 365 Original Veggie Straws
- Calbee Original Snapea Crisps

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.

Lunches 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 and a napkin (preferably cloth) 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.

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.

Birthday Foods

Birthdays and holidays are important days for children and we understand that parents want to make these days special.

The following guidelines apply:

- Balloons, flowers, presents, etc. may not be delivered to a student in the classroom or through the office
- The birthday child will be honored at the school morning assembly
- If you would like to bring an item for a birthday celebration, please contact the child's afternoon teacher to ask permission to use the last 10 minutes of the day for a celebration.
- We strongly encourage classroom birthday snacks to be healthy, as well as dye and nut free (to be inclusive of children with allergies). The following are possible birthday treats:
 - fresh fruit, fruit salad
 - healthier popcicles (i.e. Edy's fruit bars, Trader Joe's fruit floes, 365 brand frozen fruit bars)
 - homemade or organic popcorn
 - small muffins, cookies, or cupcakes (preferably homemade and without food dye)

No Peanut and Tree Nut Policy with Regard to Birthday and Other Communal Treats.

Parents who might provide birthday treats for the entire class must speak with the child's teacher ahead of time. The teacher will then be able to communicate the intended birthday treat to the parents of the children with allergies. These parents can then decide whether the child with allergies can safely consume the food. Many times sending a photo of the ingredient list and manufacturer to the school cell phone will be helpful. A child with allergies will not be given any communal food (i.e. birthday treats) without approval and consent of parent ahead of time.

Suggested Peanut and Tree Nut-Free Snacks. Items listed below are manufactured in nut free facilities and acceptable Birthday and communal treats:

- Brothers All Natural Fruit Crisps (freeze dried fruits)
- Divvies Cookies
- Enjoy Life cookies, snack bars, granola
- Funky Monkey (freeze dried fruits)

- I.M. Healthy SoyNut Butter
- Katz cupcakes, donuts, rugelech
- Kinnikinnick cookies, crackers, muffins
- Lucy's Cookies

Health and Safety

A secure school is a place where students can learn and teachers can teach in an environment free of fear and intimidation. It is a setting where the educational climate fosters acceptance and care for each child, where behavior expectations are clearly communicated, consistently enforced, and fairly applied. It is an environment that maximizes academic achievement and personal growth.

Security checklist:

- School gates are generally closed between 8:30 a.m. – 2:45 p.m. School office hours are 7:00 a.m. – 4:00 p.m. daily.
- All visitors entering through the red gate are video recorded. Visitors are buzzed in via the school front office and must come to the school office before entering the school.
- Students are not allowed to leave campus during school hours, unless a parent or guardian accompanies them and first checks the students out at the office.
- Student records and emergency cards are kept for each family. Parents are responsible for keeping the office informed of any changes to the student records.
- In the event of an emergency, students will only be released to those designated adults who are on the emergency card.
- Emergency procedures and plans (i.e. earthquake, fire, lockdown, etc.) are written, updated, and reviewed annually.
- The school reserves the right to search desks, and personal property for “reasonable suspicion.”
- Children must be walked to and from their car by a parent/guardian

Health/Emergency Cards

A health record and emergency information card for each child is kept on file. It is important that emergency cards are filled out carefully, accurately, and kept up-to-date. Please remember to call the office any time any phone numbers or addresses change.

Earthquake and Emergency Procedures

Be sure that you complete the emergency forms and list any person to whom you want your child released. We are not allowed to accept authorization by telephone, fax, or e-mails.

Emergency drills (e.g., earthquake, lockdown, shelter-in-place, and fire) will be practiced on a regular basis. If students are evacuated and need to be picked up, parents should meet their students at their grade level marker on the far fence closest to Main St.

If school land lines are down, please try the school cell phone: (213) 842-5693.

Extreme Weather Precautions

If temperatures rise above 90°F or below 55°F, students eat in the school hall. 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 in the school hall.

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.

Sleep and Nourishment

Children must have suitable rest each night and a nourishing breakfast before leaving home each morning. Children deprived of necessary sleep and nourishment will be at a serious disadvantage in learning each day. Children need the help of their parents to develop good health habits.

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 monthly to discuss ways to ensure the safety of our students. This committee does facility/plant walkthroughs, checks on the status of fingerprinting and VIRTUS trainings, 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 brought to the attention of the school Administration. Parents cannot directly confront another student or parent.** 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.

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 medication without written permission from a physician.

School personnel may not administer medication, but with written permission may oversee the child's self-administering.

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 mucous 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 will 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).

If you find that your child has conjunctivitis (pink eye), head lice, scabies, or other highly contagious condition, please keep your child at home per doctor's recommendation and notify the principal immediately so that a health advisory can be distributed to school families. No student's name will be listed in the advisory.

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.

Branding and the Appropriate Use of the School Logo

All Souls is blessed with a very active and enthusiastic Parent 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 agree not to:**

- 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 the 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

Room parent rosters, class lists, telephone numbers, e-mail address lists, or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases will commercial enterprises be given access to Directory Information. Families may voluntarily participate in the School Directory, which will be available to school families, and agree to accept any and all risks.

Birthday Party Invitation Policy. If you would like to host a party for your child outside of the school day and would like to invite your child's friends, please keep in mind that it is unfair to only invite some of the children from the class and not others. However we will not provide each child's contact information.

The best course of action is to contact the room parent or teacher who will send an e-mail or an e-vite (which each address as a BCC [blind carbon copy] so that no personally identifiable information will be exchanged).

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

The Archdiocese of Los Angeles welcomes international students. 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.

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.

Rules and Positive Behavior Expectations

The four overarching school rules are as follows:

- Be safe
- Be respectful and kind
- Be problem solvers
- Be good decision makers

Teachers use the above rules in order to delineate the specific expectations in their own classroom. Every teacher at the elementary level uses a color-coded behavior chart.

Purple	Student is exceeding classroom behavioral expectations and is going out of his/her way to build a loving community
Green	Student is meeting classroom expectations and following rules
Yellow	Student has received a warning
Red	Student has not corrected behavior and parent needs to be called or emailed

In addition, teachers use a variety of rewards for positive behavior and good work habits. The incentives are for both individuals and whole group.

Consequences

Teachers operate a variety of rewards programs (both for individuals and for groups) in their classrooms, recognizing that positive reinforcement and motivation are keys to success. However, on occasion, it is necessary to enforce consequences for repeated and continual infractions of school and class rules. The following consequences are not listed in any particular order and may be combined at the Principal's or teacher's discretion, depending on the individual and the incident. They include but are not limited to:

- Talking to the individual student(s)
- Having student eat lunch at the "silent lunch table"
- Calling or writing a note to the parents
- Requiring parents to conference as soon as possible
- Removing the individual from the classroom or the incident for a short time (up to ten minutes) to another class
- "Benching" an individual for a short time (up to five minutes) at recess, where the individual is required to remain seated at a place specified during playtime
- Asking student to walk quietly around perimeter of play area during recess
- Sending the individual student(s) to the Principal
- Creating a daily or weekly behavior chart
- Half hour after school detention
- Creating a "contract" agreement indicating the unacceptable behavior and a promise to desist and improve behavior

If negative behavior persists after parents and teachers have worked together to support a student's change in behavior, the following consequence may be given:

- In-school suspension
- Probation contract indicating unacceptable behavior and providing a time limit for improvement after which suspension and/or expulsion may be warranted

Any physical altercation or physical aggression will result in an immediate phone call to the parents and may require an immediate pick up of the child from campus. A suspension or expulsion is possible. If a young student bites another student, the student's parents will be called so that the child can be picked up immediately. Sometimes, a child may not be able to return to school until all affected parties have met to decide on a plan of action moving forward.

Pretending to shoot a weapon with hands or an object, drawing weapons, or any other act that suggests or threatens violence towards another is completely unacceptable and will result in an immediate phone call to parent and possible suspension/expulsion.

Other Policies

Telephone Use

Children may only use the school telephone for emergency purposes (i.e. illness, cancelled practice, etc.). Children will not be allowed to use the telephone to call for forgotten homework, lunch, 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 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.

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 Monday. A manila envelope may also be sent home when communications or announcements are in paper form. The envelope is given to the oldest child if two or more siblings are enrolled. It is to be returned the next day.

It is the responsibility of the parents to read through the information provided and to contact the office in the event the envelope is lost or not received.

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:

- Students may not bring iPods or other digital players, CD players, DS players, video games, laptops, iPads, Gameboys, or anything of this nature to school
- Skateboards, scooters, skates
- Trading cards
- Magazines

- Personal sports equipment
- Pets
- Expensive jewelry or cash
- Pocketknives or other sharp objects

The first time these inappropriate items are confiscated, the parents or guardian must come to the school office to pick up the items during school hours. On additional occurrences, the items will not be released until the end of the school year.

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

Toys from home are not allowed to be played with at 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.

Part 2: Archdiocesan Policies

General Information

Code of Christian Conduct Covering Students and Parents or Guardians

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

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

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

Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

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

Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

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

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

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

Consultative School Council and Parent Organizations

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

Parent Organizations

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

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

Consultative School Council

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

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

"Zero Tolerance Policy"

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor. Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- May not have any paid or volunteer assignment in any "ministry" in the Archdiocese and

- May not volunteer in any "non-ministerial" activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

Safe Environment Training for Children and Youth

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

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

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

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

Parent/Student Complaint Review Process

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

School Level

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

Department of Catholic Schools Level

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

Admission and Attendance

Guidelines for Admission to Elementary Schools

- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for kindergarten students is five 5 years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six 6 years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.
- Each school shall establish procedures for admission and enrollment

School Student Non-Discrimination Policy

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

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

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

Non-Discrimination Documentation

The Internal Revenue Service requires non-public schools to maintain a School Student Non-Discrimination Policy so 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) is a collaborative process that brings together students, parents/students, 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.

Every school shall appoint a Support Team Education Plan administrator, who is the principal or principal's designee or the STEP coordinator ("administrator").

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 website: www.cde.ca.gov.

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

A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>.

Privacy and Access to Records

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

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally 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 school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

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

Academics and Co-Curricular Activities

Tutoring

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Counseling Policy

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

Discipline

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

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

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

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

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

Detention

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

Suspension

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student.

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

Expulsion

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

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

- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion. Except in cases involving grave offenses, the following steps must be taken:

1. A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In archdiocesan schools, the regional supervisor will be notified of the conference, given an opportunity to attend and provided with a report of the discussion.
2. If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the regional supervisor, principal, and teacher will still meet. The final decision then rests with the regional supervisor in consultation with the principal. In no case will a teacher on his or her own authority expel a student.

Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Cases Involving Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.

The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.

When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

Time of Expulsion. An expulsion may be made immediately if the reasons are urgent. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.

If an expulsion is to take place during the last trimester of the school year, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

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

The County Office of Education where the school is located may also require notification of pupil expulsions. A copy of the Cumulative Student Record should be held until requested.

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

Name of Student: _____
Offense or Situation: _____
Date: _____
Parents notified by: _____ (date)
Remarks: _____

First Meeting: _____
Place: _____
Time: _____
Persons Present: _____
Remarks: _____
Signature(s): _____

Second Meeting: _____
Place: _____
Time: _____
Persons Present: _____
Remarks: _____
Outcome: _____
Signature(s): _____

Right to Make Exceptions

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

Home Study

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

Harassment, Bullying, and Hazing policy

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

- Sending inappropriate text, e-mail, or instant messages.

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

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

It is the responsibility of the school to:

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

It is the student's responsibility to:

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

Student Threats

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

student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

School Searches

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

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.

- 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 requirements 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
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_____ Parent 2 / Guardian's Signature	_____ Date
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Print student(s) name(s) and grade(s):

_____ Student's Name	_____ Grade
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_____ Student's Name	_____ Grade
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_____ Student's Name	_____ Grade
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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.