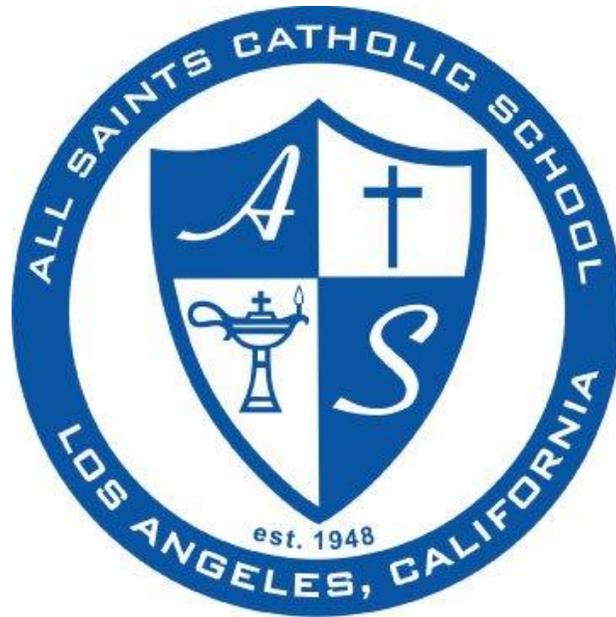


# All Saints Catholic School Parent/Student Handbook

2015-2016



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**Enriching Minds and Spirits ... Since 1948**

## **MISSION STATEMENT**

*ALL SAINTS CATHOLIC SCHOOL inspires scholarly minds and saintly hearts. We uphold the dignity of each child by seeing him or her as a blessing in our Catholic family.*

## **PHILOSOPHY**

ALL SAINTS CATHOLIC SCHOOL, an integral part of the Catholic community, is dedicated to helping each student develop a sense of self-worth and to reach his/her potential, enabling him/her to be academically prepared to assume a responsible and fulfilling role in society. While we recognize that parents are the primary educators, we, as co-educators, facilitate the learning process by accepting the challenge of creating a faith community where spiritual growth in knowledge of Catholic principles, scripture, moral teachings, and participation in the sacramental life of the Church becomes a lived reality. From this flows a Catholic Christian identity where students respect and value all cultures, giving service to others, and working together for peace and justice. Our student-centered learning environment focuses on our philosophy and student learning expectations; thus, developing all aspects of our students' growth, enabling them to become responsible Catholic Christian persons who will make a difference in the world.

# SCHOOLWIDE LEARNING EXPECTATIONS

All Saints Students are:

## **Committed Catholic Christians who:**

- Demonstrate knowledge of scripture and demonstrate Catholic values.
- Actively participate in liturgies and prayer services.
- Serve others in the local and global communities.
- Pray frequently in a variety of ways.
- Demonstrate respect for all God's creation.
- Demonstrate reverence for the Blessed Trinity.
- Honor Mary, our Mother.

## **Models of good character who:**

- Demonstrate self-discipline.
- Take initiative to be helpful.
- Use kind words.
- Work and play cooperatively.

## **Engaged learners who:**

- Listen actively, speak clearly, and write correctly.
- Apply higher-order thinking skills in all subjects.
- Read, create and evaluate a variety of materials.
- Use technology appropriately to enhance learning.
- Organize their materials for learning and study.

## **Culturally aware citizens who:**

- Demonstrate basic knowledge of current events.
- Experience and evaluate art and music.
- Display an awareness of and respect for different cultures.
- Promote social justice and use peacemaking skills.

## **Physically active, healthy individuals who:**

- Exhibit a neat appearance and proper personal hygiene.
- Respect his/her body as a Temple of the Holy Spirit.
- Practice good sportsmanship.
- Demonstrate healthy habits of eating and exercise.

# **ALL SAINTS CATHOLIC SCHOOL NON-DISCRIMINATION POLICY 2015-2016**

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

The school does not discriminate on the basis of race, color, disability, medical condition, sex or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan 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.

## **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.

### **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).

## **"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.

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

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.

- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish or school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent or guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

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

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

### **CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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

As a student volunteer I will:

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

As a student volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act

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

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

Print Name of Youth: \_\_\_\_\_

Work or Volunteer Position: \_\_\_\_\_

School or Parish: \_\_\_\_\_

Signature of Youth Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Signature and Title of Witness: \_\_\_\_\_

Date: \_\_\_\_\_

## **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

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

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.

After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **Department of Catholic Schools Level**

If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **ADMISSION AND ATTENDANCE**

### **Guidelines For Admission To Elementary Schools**

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for 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.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.
- Each school shall establish procedures for admission and enrollment.

### **INCLUSION PROCEDURES**

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

### **WORK PERMITS**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information

regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://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**

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

### **Pupil Records**

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

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

specific cases, such as suspicion of kidnapping, police officers may be given access to records.

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

### **Directory Information**

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

The school will, to the extent possible, minimize access to student telephone numbers or personal 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, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others

is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **TRANSFER OF RECORDS**

### **Student Transfers, 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.

## **STUDENT ACCIDENT INSURANCE**

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

## **ALL SAINTS CATHOLIC SCHOOL PARENT OBLIGATIONS**

We believe the academic, moral and spiritual growth of children begins at home with parents who are the primary educators of their children. Parents must help their children develop their Christian identity and to become responsible witnesses to the world by living a life of love and service. Parents who wish their child/ren to attend All Saints School must be willing to

comply with the policies of the school. In the absence of compliance, parents must withdraw their child/ren from the school.

### **Actions/Attitudes of Parents or Guardians**

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

Any parent/guardian, or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child(ren)'s continuation in the school.

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

### **Respect**

If there is a misunderstanding or question about some incident involving your child, rather than speak harshly and judge unfairly, discuss the situation with the person involved in order to clarify the matter. Negative criticism and gossip only distort the truth, degrade others, breed misunderstanding and destroy the school community.

### **Mixed Parties**

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

### **Registration/Annual Fee (Non-Refundable)**

A parent agreement regarding tuition, fundraising and service hours is submitted by mid-March with a deposit towards all fees. The balance must be paid by the due date in order to ensure the student's place for the

following year. A \$40.00 late fee per month will be assessed for all late payments and \$40.00 for all returned checks. For subsequent years, after the initial registration of students, all tuition, service hours and fees must be current and completed by May. All necessary paperwork (e.g. immunization records, emergency information cards, etc.) must be received in the school office by the second day of school.

### **Tuition (Non-Refundable)**

All families are expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted yearly at the time of student registration. Unless otherwise indicated, payment will be submitted using the FACTS Tuition Management Plan. Options for payment include:

- A. **Full Payment** - Under this payment plan the entire amount of tuition is paid on or before the first day of school. This payment is to be made directly to the school office.
- B. **Semester Payment**- Under this payment plan the entire amount of tuition is paid in two (2) installments. The first installment is due July 5th and the second installment is due December 5<sup>th</sup>. This would be paid through FACTS and there would be an annual fee for this payment option.
- C. **Monthly Installment Payments** - Under this payment plan the entire amount of tuition is paid monthly over an eleven (11) month period beginning in July. Through FACTS, the family authorizes the bank to automatically transfer the tuition payment from a checking or savings account on the 5<sup>th</sup> of every month. There is an annual fee for this payment option.

**Note: If you miss a payment due to insufficient funds, you will automatically be charged a missed payment fee by FACTS and also it may incur a similar penalty from your own banking institution. If payment is made at school a fee will be added to the balance.**

Families who are thirty (30) days in arrears will be informed that their child/children will not be allowed to attend school until payment is made in full by cash, cashier's check or money order. The student's report card will be held until payment is made in full.

In the event of early withdrawal or termination of enrollment, families are

contractually obligated to pay the balance of their tuition. When a family transfers with a balance owing, it is understood as a matter of contract that families, by their attendance at All Saints, waive their right to the forwarding of transcripts to their next school.

**Note: According to the Archdiocese of Los Angeles, the use of the school tax identification number is prohibited for your personal income tax.**

In reference to Federal Form 2441, Credit for Child and Dependent Care Expenses, the following is from IRS CB Notice, 89FED 6591, Credits against tax: Dependent care credit. In the case of a credit provider that is an organization described in section 501 (c) (3) and exempt from tax under section 501 (a), **taxpayers must write “tax-exempt” in the space in which the TIN of the care provider generally would be reported.** Therefore, the school’s tax ID number does not have to be provided to a taxpayer when filing form 2441 with their form 1040.

### **Service Hours and Fundraising (Non-Refundable)**

Service hours and fundraising are necessary in order to keep our tuition affordable to the majority of families attending our school. The tuition and fees paid do not cover the whole cost of educating your children. Therefore, we must require that each family do its share to help make up the difference in this cost by participation in service hours, which help keep school expenses lower, and fundraising, which helps to raise the monies necessary to balance our budget.

Chairpersons will be responsible for turning in a financial report and an accurate list of all parents and hours contributed in a timely manner (within 2 weeks after the event).

### **Service Hours (Non-Refundable)**

30 hours/family (60 hours for families who receive financial assistance). 15/30 hours between June 1 and November 30 and 15/30 hours between December 1 and May 30 are required. After November 30th, a non-refundable fee of \$15.00/unserved hours will be charged for the first service period. After May 30 \$15.00/unserved hours will be charged for the second service period. In lieu of service, a family may pay a non-refundable flat fee as stated in school contract. Relatives over the age of 21 may help complete service. Limit two people per family to complete seven hours per day. For safety reasons, young children MAY NOT accompany adults doing service

hours. Note: Volunteers must be in appropriate attire and appearance according to standards of All Saints and be VIRTUS certified. Cell phone use is not permitted while volunteering.

### **Mandatory Fundraising (Non-Refundable)**

Families that choose not to participate in mandatory fundraising activities will pay the equivalent of a minimum participation fee according to school contract.

Families choosing to participate in mandatory fundraising, please refer to the school contract. A mandatory fee of \$100 for our Annual Family Christmas Ball is required. The remaining balance can be a combination of the following sales: giftwrap, candy, cheesecake, etc.

### **Sacramental and Graduation Fees**

These fees are determined annually. Students may not participate in graduation activities and ceremonies unless everything is paid in full. These fees are non-refundable.

## **ALL SAINTS CATHOLIC SCHOOL STUDENT OBLIGATIONS**

### **Behavior**

All rules of behavior are based on and follow the rules of the Archdiocese of Los Angeles. Behavioral expectations and rules will, of necessity, differ from grade level to grade level. We believe that all children can behave appropriately in the classroom, on the playground, at school-wide functions, and activity periods. In order to ensure that all the children at All Saints have the excellent learning environment they deserve, any children interrupting a teacher from teaching or a student from learning will not be tolerated.

### **General Student Expectations**

Each teacher will inform students of the expected standards and procedures in the classroom. However, the following are general school rules with which students are expected to comply:

- 1) Classroom behavior must reflect a Christian attitude of respect for the teacher and other class members. Disruptive behavior or behavior that impedes the learning environment will not be tolerated;

- 2) Students will not engage in any form of harassment, including prolonged teasing (see Archdiocesan harassment Policy for Students);
- 3) Bullying, teasing, hurting, or threatening another person/student(s) by action, words or looks are unacceptable behavior in a Catholic school. Students may be subject to suspension and/or expulsion for this behavior.
- 4) Fighting or “play fighting” of any kind (including karate kicks and movements) is absolutely forbidden; students may be subject to suspension for these incidents;
- 5) The dress code (including guidelines for hair) will be followed at all times unless specific permission is given by the Principal to do otherwise;
- 6) All students are responsible for the care of the school environment; desks should be kept in order and classroom aisles should be kept clear; books should be kept covered at all times;
- 7) Defacing walls, desks, chairs, lunch benches, books, etc., may result in a student suspension or expulsion from school;
- 8) Tagging (graffiti-style writing) on assignments, books, book covers, book bags, notebooks, etc., is considered to be gang-related and may result in suspension;
- 9) Students must respect the property of others at all times;
- 10) Gum chewing is never allowed on the school grounds before, during, or and after school;
- 11) Students may not bring to school CD players, IPODS, toys, electronic games, sports equipment, comic books, or any literature not approved by the school. These items will be confiscated and held by the teacher and/or Principal until a parent comes to pick them up. Cell phones may be brought to school as long as they are turned off and kept in the backpack. Phones must never be kept in pockets or desks. If a phone is confiscated; the Principal will hold it until the last day of school.
- 12) During announcements and assemblies, students should be attentive and listen to the information given;
- 13) Students are not permitted to be in a classroom or other school room

without adult supervision;

- 14) Students may not engage in any physical contact, i.e. kissing, holding hands, etc., during school hours and/or attending any school function.

### **Prohibited Items**

The following items are not appropriate to have at school unless specifically requested by a teacher: trading cards, magazines, toys, dolls, personal sports equipment, cameras, radios, CD, video games, any electronic equipment, pocket knives or weapons of any kind, tattoos, make-up or money in excess of \$10.00. The school is not responsible for lost or stolen items.

Prohibited items will be confiscated by the teacher and/or principal and given only to the parents with the understanding that these will not be brought to school in the future.

## **PROBATION, PROMOTION, PLACEMENT AND RETENTION**

### **Disciplinary Probation**

A pupil may be put on probation for a clearly specified period of time for serious or continued misconduct. A student placed on disciplinary probation who does not improve will be asked to leave All Saints School. The Principal is the final recourse in all recourse in all disciplinary actions and can for “just cause” determine the consequences of serious infractions; this includes suspension or expulsion.

### **Academic Probation**

A student who receives more than two “D’s or one “F” in the following core subjects on their report cards are placed on academic probation: Religion, Reading, English, Spelling, Math, Science and Social Studies.

Students who fail to improve their grades after being on academic probation will be asked to leave All Saints School.

### **Promotion, Placement & Retention**

- 1) In order to be promoted the student must have a GPA of 70% in core subjects.

- 2) The student is placed if the GPA is 69%-65% in the core subjects. The child is required to attend All Saints Summer School. If the child does not meet grade level expectations, then the child will be placed in the previous grade or the parents will be asked to withdraw their child from All Saints.
- 3) A child will be retained if their GPA is 64% or below in the core subjects.

## **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, which 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 school, 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.

The teacher handles discipline in each class. Classroom discipline policies will be sent to parents during the first two weeks of school. Parents and students must promptly sign and return the agreement to adhere to these policies. The teacher will communicate with parents when discipline problems arise by means of a note or phone call. If, after this communication the situation is not resolved, then a conference will be arranged. Teachers will inform the principal of any situation that could be a cause for concern. Total class punishments are to be avoided. The students responsible will be confronted and expected to make up for the disruption or harm done. Parents will be held responsible for any damage done to school or personal property by their children.

### **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

### **SUSPENSION**

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

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

## **EXPULSION**

### **Reasons for Expulsion**

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

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

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

### **Procedure for Expulsion**

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

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

## **Written Record**

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

Name of Student:

Offense or situation:

Date:

Parents notified by: \_\_\_\_\_ Date

Remarks:

First Meeting:

Place:

Time:

Persons present:

Remarks:

Signature(s):

Second Meeting:

Place:

Time:

Persons present:

Remarks:

Outcome:

Signature(s):

## **Cases Involving Grave Offenses**

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.
- The procedure involving cases of grave offenses should be 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
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

## **Reporting of Expulsions**

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.
- The County Office of Education shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

## **Right to Make Exceptions**

The Principal, in consultation with the pastor of 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 Saints Catholic School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such

conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents or guardians and students.

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

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

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

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

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

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

## **ARCHDIOCESAN POLICY FRAMEWORK**

### **Field Trips and Transportation, Field Trip Policies**

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

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

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students

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

### **Transportation Policies**

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

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

### **Campus Visits/Appointments**

Parents, and all other visitors to the school, must report to the school office. There is a sign in/out book, which must be signed by the visitor who will then be issued a VISTOR badge. The badge must be worn the entire time the parent or other visitor is at school. PARENTS MAY NOT GO DIRECTLY TO THE CLASSROOMS WITHOUT PERMISSION. No adult is allowed in the students' restrooms.

Please make doctor and/or dental appointments after school, during holidays, or early dismissal days. If you must take your child out of school for an appointment, please bring a doctor's note to school the next day in order to excuse the absence legally. Note: If your child must take medicine at school it must be sent to the office, accompanied by a doctor's note, and administered by school personnel.

### **Arrival/Dismissal/Safety**

The crossing guard is specifically stationed at the crosswalk for your child's safety. The children must respect and obey this person at all times and are to be taught to cross the street only with the crossing guard.

As a reminder, cars may be ticketed and/or towed by the L.A.P.D. if cars are in violation of posted signs. Please set a good example by following our school traffic rules.

Parents dropping students off on the Church side and/or school side of the street **MUST PULL TO THE CURB**, so that traffic is not blocked, and have students cross with the crossing guard. Red painted curbs indicate no stopping, no parking at any time. Students may not be dropped off or picked up at red painted curbs. Parents wishing to escort their children to or from the grounds must park their car and enter/leave the grounds. Remember to use the crosswalks when crossing the street. **Students are instructed to cross only at crosswalks, so please help them obey this school rule.**

## Emergency Procedure

Should an emergency occur, all students will be retained at school until dismissed to the care of an adult who has been designated by the parent to pick up the student. Parents will indicate those adults on the emergency card. No child will be allowed to go home alone or leave with someone not designated on the Emergency Cards.

## Daily Schedule/Special Schedule

<u>Regular Schedule</u>	<u>Monday Schedule</u>
8:00 - First Bell	8:00 - First Bell
8:05 - Late Bell (Announcements)	8:05 - Late Bell (Announcements)
<u>Recess</u>	<u>Recess</u>
10:00 - 10:15 (K-3)	10:00 - 10:15 (K-3)
10:15 - 10:30 (4-8)	10:15 - 10:30 (4-8)
<u>Lunch</u>	<u>Lunch</u>
12:10 - 12:50 (K-3)	11:30 - 12:00 (K-3)
12:30 - 1:10 (4-8)	11:45 - 12:15 (4-8)
<u>Dismissal</u>	<u>Dismissal</u>
3:00 Tuesday-Friday	12:30 pm

<u>Early Dismissal Schedule</u>
8:00 - First Bell
8:05 - Late Bell
<u>Recess</u>
10:00 - 10:15 (K-3)
10:15 - 10:30 (4-8)
<u>Dismissal</u>
12:00 p.m.

**THE DAY BEFORE THANKSGIVING, CHRISTMAS AND EASTER VACATION, DISMISSAL IS AT NOON. THERE IS NO AFTER SCHOOL CARE AND NO LUNCH IS SERVED. The last day of school is usually a 10:00 a.m. dismissal.**

## **Lunch Program**

Happy Lunch Inc. provides us with our own cook to prepare meals on campus. You will receive a monthly menu. Students will have a choice of two or three items for a main dish. Each meal includes a drink, vegetable, tossed salad and dessert. Please refer to the lunch form for the price of the meal.

Payment and lunch order should be monthly.

**Homemade lunches may be delivered to the school and placed on the wooden bench located outside the school office. The homemade lunch must have the student's name and grade and it is the student's responsibility to pick-up his/her homemade lunch.**

Parents may join their children **ONLY** on special lunch days. (i.e. Thanksgiving Lunch, Christmas Lunch, etc.). Only school staff and parent volunteers may be in the lunch area.

## **Access to Student Records**

Student records are maintained by the school and are available for inspection by the students' parents or legal guardian in the presence of the teacher or principal. Records may not be removed from the school grounds. All Saints School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **Family Envelope**

The Family Envelope is our primary source for providing school information to all our families. Each Wednesday, the oldest child in the family receives the family envelope containing school information. Parents need to empty the envelope, read all the information, then sign the envelope and return it to school the following day. Items to be returned should NOT be sent in this envelope. Parents need to notify the office when a new envelope is needed. There is a \$5.00 fee charged for lost or missing envelopes. Students may not sign the family envelope for parents. However, there will be other days during the week when current information will be sent home. Once the

information is given to the student, it is the student's obligation to give the information to their parents.

### **Absences and Tardies**

Parents and students must realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed. Excessive absences or tardies may result in non-promotion or a reduction in grades based on the fact that the student was not present at school during the course of a lesson or part of a lesson. If a child is absent from school, you must notify the office before 9:00 a.m. If a child has been diagnosed as having a contagious disease (i.e. chickenpox) kindly notify the office so that precautions can be taken and notifications sent home. In the case of long-term absences, parents must apply for permission from the principal and notify all of their child's teachers at least two weeks prior to departure. Advance assignments will not be given and all assignments, tests, etc. will have to be made up as soon as the student returns. At the discretion of the principal, summer school attendance may be required. Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher.

It is the parent's responsibility to see to it the student arrives by 8:00 a.m. Since tardiness disrupts the smooth running of a classroom and distracts student learning, detention will be given to students who are tardy without good reason. Persistent tardiness will, at the discretion of the principal, result in dismissal from school. A child is considered tardy if he/she is not in line at the 8:05 a.m. bell. It is the parent's responsibility to sign in their child in the school office if the child is late.

### **UNIFORM, FREE DRESS AND HAIR STYLES**

#### **Uniform**

We are proud of our All Saints Students! Our dress attire should reflect our attitudes and self-respect. We are ambassadors of our school and witnesses of our faith, thus our uniform dress should be a visible sign to our community of who we are.

The primary purpose of our uniform policy is to assure that each and every student in All Saints is clean and well groomed. A complete uniform is required for all students. IT IS THE PARENT'S RESPONSIBILITY TO SEE THAT THEIR CHILD(REN) IS CLEAN, NEAT, WELL-GROOMED AND

DRESSED IN ACCORDANCE WITH THE UNIFORM CODE THROUGHOUT THE ACADEMIC YEAR.

Students not dressed in accordance with the uniform policy will be in violation of the uniform code. There will be a penalty according to grade level.

All student's clothing and supplies must be clearly marked with the student's name and school logo. All students must wear clean, pressed uniforms and clean shoes.

All Saints students are required to have and wear a complete uniform. Uniforms are to be purchased at SCHOOL UNIFORMITY. School jackets and sweaters with school logo are required. The Official School Uniform for All Saints Catholic School is:

### **Girl Uniforms**

Kindergarten - 4<sup>th</sup> Grade: Bib Top, Drop Waist Jumper, Skorts, Pants, Shorts

5<sup>th</sup> - 8<sup>th</sup> Grade: Four-Pleat Skirt, Culottes, Skorts, Pants, Shorts

**Skirts and culottes may not be more than 1" (one inch) above the knee.**

- BLOUSES: white sport collar (Jr. High)  
white peter pan, sport collar (All Grades)  
  
white, cardinal or navy knit shirt (polo style) with school logo
- MASS DAYS: white knit shirt (polo style) with school logo and school logo socks, vest or sweater (NO SHORTS)
- PANTS/ SHORTS: navy or khaki
- SOCKS: white or navy knee high  
white crew (socks must cover the ankles)
- SHOES: only all black or all white tennis shoes (correct fit, properly laced)

## **Boy Uniforms:**

- PANTS/ SHORTS:** navy or khaki  
Pants must be worn with a belt (grades 2-8).
- SHIRTS:** white, cardinal or navy knit shirts (polo style) with school logo
- MASS DAYS:** white collar shirt short or long sleeves with blue tie, vest or sweater (NO SHORTS)
- SOCKS:** white or navy blue crew (socks must cover the ankles)
- SHOES:** only all black or all white tennis shoes (correct fit, and properly laced)

## **Applicable to Boys and Girls:**

- SWEATERS:** navy cardigan, pullover or vest with school logo
- SWEATSHIRTS:** navy sweatshirt with logo  
(Optional: Navy sweatshirt with hood and school logo may be used instead of jacket if properly fitted.)
- JACKETS:** Navy jackets may be purchased from SCHOOL UNIFORMITY. ALL JACKETS MUST HAVE THE SCHOOL LOGO ON THEM.

If a jacket or sweater is to be worn, it must be the school designated jacket or sweater; shirts must be tucked in and belts must be worn. All clothing must fit the child. Oversized or “baggy” clothes are not part of the accepted uniform.

Navy or khaki walking shorts may be worn throughout the academic year. **Shorts may NOT be worn on Mass Days.** Walking shorts must come to the knee and fit properly (not tight or not big).

**WINTER:** For warmth during COLD weather, students may wear PLAIN WHITE turtleneck shirts under their uniform shirt or blouse. For warmth during COLD weather, girls may wear PLAIN WHITE/ NAVY BLUE tights instead of socks.

**P.E. UNIFORM:** Navy sweat shorts with logo and navy t-shirt with logo may be worn throughout the academic year. Navy sweatshirt with logo and navy sweatpants (logo optional).

**P.E. SHOES:** SOLID black or SOLID white tennis, athletic shoes (correct size).

**If Student Body Mass is scheduled on P.E. day:** Grades TK-3<sup>rd</sup> may wear P.E. uniform. When Mass lands on P.E. day, Grades 4-8 may not wear P.E. Uniform to Mass. Grades 4-8 may bring their P.E. uniform in a bag to change before P.E. class.

### **Free Dress**

Free dress will be allowed only on designated days.

All Saints students must always exhibit good grooming, good taste and modesty in their appearance.

Boys may wear **WELL-FITTED** pants or walking shorts and a shirt.

Girls may wear dresses, skirts and blouses, well-fitted pants or walking shorts and a shirt. Halter tops, bare midriffs, spandex, short shorts, leggings, skinny jeans or mini skirts are **not** allowed.

Socks or stockings must be worn at all times.

Students may wear jeans provided they are in good condition. Shirts must be free of pictures or messages that are inappropriate for a Catholic school. We reserve the right to send a student home that comes to school improperly dressed.

### **Dressy Free Dress**

Boy: Dress Pants

Girls: Dress Pants, Skirt, or Dress

**NO Jeans and NO T-Shirts**

### **Hair Styles**

The guidelines for good grooming, good taste and modesty are also applied to hairstyles. No bleached, colored, dyed or tinted hair is allowed. Hair must be simple and well groomed. Out of the eyes for all and off the collar for boys.

Hairstyles should not be extreme (i.e. mohawks, spiked hair, tails or steps that do not blend well). Shaving of any part of the head is not acceptable. The top sides and back of the hair must be no shorter than a #3 clipper. The principal has the final say regarding the appropriateness of the cut.

If a student comes to school with an inappropriate haircut, he/she will have one day to correct the problem. If the haircut is so severe that that it cannot be corrected by the next day, the student will be suspended for a length of time determined by the Principal.

## **Jewelry**

Boys and girls may wear a modest amount of jewelry.

Girls: May wear small post earrings in the ear lobes only. (One post earring per ear lobe.) Loops or dangling earrings are not allowed. Make-up, nail polish, and fake nails are not allowed.

Boys: May not wear earrings to school or after school when wearing our school uniform or at any school related activity. No earrings may be worn on the school campus.

## **CURRICULUM**

The teachers at All Saints School follow the curriculum of the State of California and the Archdiocese of Los Angeles.

All Saints School's Curriculum includes:

Religion, Family Life Education, Language Arts, Social Studies, Science, Mathematics, Algebra, Geometry, Computer Education, Health, Physical Education, Art, Drug Education, Music, Handwriting.

Wherever possible, teachers share their areas of expertise by switching classes for specific subject areas.

The STAR test is administered to all students. A.C.R.E. (Assessment of Catholic Religious Education) is administered to all fifth and eighth grade students in January.

## **Homework**

Homework is usually given Monday through Thursday nights. Weekend

homework may be given for drill, enrichment and projects, and for the purposes of making up work missed through absence or poor effort or at the teacher's discretion.

Daily homework recommendations are based upon the average child's ability to complete assignments:

Grade K-2: Approx. 30 minutes

Grade 3-4: Approx. 60 minutes

Grade 5-6: Approx. 90 minutes

Grade 7-8: Approx. 120 minutes

Homework assignments are 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 students are recommended to read 20 to 30 minutes daily.

## **REPORT CARDS AND PROGRESS REPORTS**

### **Reports Cards**

At the end of each grading period, report cards will be distributed. A formal parent- teacher conference will accompany the distribution of the first report card. At the end of each trimester, parents and/or teachers may request a formal conference after school hours. Parent-teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, phone, or visit is welcome with the reminder that arrangements should be made in advance for a visit with the teacher. Report cards are to be signed and returned to school within the week they are given. (There will be a \$5.00 charge for lost report cards. Also, all financial obligations must be cleared in order to receive the student's report card.)

### **Progress Reports**

Progress reports will go home at the mid-term of each trimester. The progress report must be signed and returned to the classroom teachers the next day. It shall be the responsibility of the student and parent to inquire at that time as to what steps may be needed to be taken to correct any deficiency. Families are reminded that the progress report is not a report

card but rather an indication of progress to date in a specific area.

## **Grading**

We use the Archdiocesan grading scale to measure total student performance: class work, homework, evaluative testing performance, class participation, and, where appropriate, work on special projects. Therefore, written grades will be given to keep students and parents aware of performance. We are concerned that students do their best. Parent/teacher contact is advised when parents or teachers have concerns about student progress or behavior. In serious cases, a principal/parent/teacher conference may be required (see promotion, placement, and retention). Computers, Music and P.E. will be graded as O (outstanding), G (good), S (satisfactory), NI (needs improvement).

## **EDUCATIONAL TRIPS**

Trips are planned to support and enhance the curriculum. Students must have a parent signed permission slip before being allowed to participate. All students participating in the field trip must leave and return to and from school in the transportation provided from the school only. If the student does not come to school on the scheduled field trip day he/she is not allowed to utilize his/her transportation, and is not allowed to be present at the field trip location.

## **ALL SAINTS CATHOLIC SCHOOL RELIGIOUS ACTIVITIES**

### **Family Mass**

Our All Saints Family Sunday Mass is scheduled at 9:00 a.m. once a month. Students and families are encouraged to attend. School Mass attire is strongly recommended.

### **Student Body Mass**

Once a month students in Kindergarten through 8th grade attend Mass. Class representatives are selected to participate in the readings, petitions, offertory procession, and singing. Parents are always welcome to attend Student Body Masses and/or prayer services.

### **Penance Liturgies**

During Advent and Lent, students prepare and participate in penance

liturgies. Catholic students receive the Sacrament of Reconciliation.

### **First Penance and First Holy Communion**

Catholic children receive these sacraments in the second grade. Special details regarding parent meetings are sent home by the sacramental coordinator.

### **Altar Servers**

Altar server training is provided annually in the parish. Duties include the serving of Saturday and Sunday Masses, weddings, funerals and devotions. Catholic students in grades 5-8 are invited to participate in the service. Altar servers provide an important service to the parish and should be punctual and faithful in their service.

### **Adoration**

The first Friday of every month all children are invited to celebrate the Blessed Sacrament in which Christ Himself is truly present.

### **Other Celebrations**

Other celebrations, such as Stations of the Cross (Lent) and May Crowning procession, are held during the year. The Parents and Parish families are invited to participate in the services. Notice is written in the Parent Bulletin and on monthly calendars.

## **STUDENT PROGRAMS, ACTIVITIES AND HONORS**

### **Student Council**

Students in grades 6-8 are invited to be Student Council officers. Students will help plan school events, to promote school spirit and Christian service. Officers are elected from among interested students in grades 6-8 at the end of the school year for the incoming year. Officers include the following: President, Vice-President, Religious Commissioner, Secretary-Treasurer, Spirit Commissioner and Sports Commissioner.

### **Eligibility Requirements**

To be eligible to run for President or Vice President, a student must be going into 8<sup>th</sup> grade. The student must have and maintain a "B" average or above

in academic subjects and a “B” average in conduct.

To be eligible for other offices, a student must be going into the 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade. The student must have and maintain a “C” average or above in academic subjects and have a “B” average in conduct.

### **Athletic Program**

Students in grades 4<sup>th</sup> through 8<sup>th</sup> are involved in the after school sports program. These activities include football, volleyball, basketball and soccer. Participants are required to sign an agreement regarding expectations and parents are required to sign a permission slip. Athletes must maintain a “C” average (NO D’s or F’s ON REPORT CARD) in his/her academic subjects and a “B” in conduct. C.Y.O. sports include: football, basketball, volleyball, and track. There is a sport fee for each student for each sport.

### **Other Programs**

In order to participate in the talent show, yearbook staff, and plays or choir, students must maintain a “C” average (no D’s or F’s on the report card) in his/her academic subjects and a “B” in behavior and conduct.

### **General Assembly**

Morning prayer, flag salute, and announcements are held outside on Monday and Friday (weather permitting) at 8:00 a.m. All students are expected to be present at this assembly.

### **Graduation Ceremony and Activities**

Graduation takes place in June. The graduation ceremony and activities are determined annually by the principal, 8<sup>th</sup> grade teacher, and the graduating class. These activities are kept simple and appropriate to elementary school age. **Participation in Graduation Activities and Ceremony is a privilege, not a right, and must be earned by the student. In addition, parents must meet all fees and obligations. Graduation fees are non-refundable, even if graduation privileges are lost.**

### **Honors Assembly**

Each trimester, students are recognized for their effort, citizenship and for academic achievement. These assemblies are held in the parish hall or Church as available. The principal in conjunction with the homeroom

teachers present honors. Parents are welcome to attend.

### **Student of the Month**

One student from each homeroom is selected as Student of the Month. These students are honored at assembly and a group picture is taken. Students are given a special certificate. The criteria for this recognition is not limited to scholastic achievement, rather it is an opportunity to acknowledge effort and behavior in a holistic sense.

### **Birthdays**

Parents are welcome to send class treats to celebrate their child's birthday. However, plans must be made, in advance, with the child's teacher. Cupcakes or cookies are suggested. Summer birthdays will be celebrated in September or June. The Student Council also recognizes birthdays at morning assemblies, usually on Fridays.

### **Class Pictures**

Class pictures are taken in the Fall each year. Parents may purchase the pictures if they desire but there is no obligation to do so. Graduation and First Holy Communion pictures are taken at a later date.

### **SUMMARY**

We have a goal for our school of creating and maintaining an atmosphere where optimal learning can take place. At the beginning of each year, our students are given a clear set of classroom rules and the consequences should these rules be broken. Children need clear limits, and most importantly, they need to know that the adults in their lives are serious about following through. We are equally serious about positive reinforcements, stressing that, as a family, our behaviors affect all the members. We hope to nurture a strong foundation of respect and love here at All Saints School. However, we realize that the parents are the primary educators of their children. Parental attitudes and responses affect those of their children.

### **ELECTRONIC COMMUNICATIONS POLICY**

- **Systems, Devices and Materials** **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers,

intranets, the Internet/Worldwide Web and any other communications systems that may be created in the future.

- **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

#### **1. Electronic Communications Systems, Devices and Materials and Users Covered**

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

families.

## **2. Ownership and Control of Communications**

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

- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- 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.

### 3. **Guidelines for E-mail correspondence and other electronic communications**

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

Use of personal electronic communications devices and

materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

#### **4. Prohibited Practices:**

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

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for

the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.

- Post chain letters or engage in “spamming” (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on others’ folders, work or files.
- Give unauthorized persons access 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).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper

with a system.

- Alter, without authorization, a startup screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

## **5. Consequences of violations of electronic communications policy**

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

## **6. Local policies for parishes and schools**

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

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate

through email and the reasonable amount of time within which responses may be expected;

- appropriate language for email response to email or text messages that raise questions or concerns

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

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

## STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

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

Date: \_\_\_\_\_ Cost: \_\_\_\_\_

Educational Purpose: \_\_\_\_\_

Description of Activity: \_\_\_\_\_  See Attached

Mode of Transportation:  Walk  Car Pool  Bus  Other (specify) \_\_\_\_\_

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

Day phone: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Archdiocese/School/Parish:

Class/Activity:

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

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

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

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

Please initial the applicable boxes

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

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

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

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

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

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

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

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

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

# All Saints Catholic School Parent/Student Policies Agreement Form

(Please print except where signatures are required.)

## **ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

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

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

Father's or Guardian's Signature

\_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature

\_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_

Please return this signed form promptly to the School Office.

**This form will be placed in the student's permanent files.**