



# ST. ROSE OF LIMA

CATHOLIC ELEMENTARY & MIDDLE SCHOOL

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"ENTER TO LEARN. GO FORTH TO SERVE"

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# SAINT ROSE OF LIMA SCHOOL PARENT/STUDENT HANDBOOK

Up-Dated August 2017



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AT ST. ROSE OF LIMA SCHOOL, WE...

“ENTER TO LEARN, GO FORTH TO SERVE”

## Thank you for choosing St. Rose of Lima Catholic School for your child’s education!

Dear St. Rose of Lima School Families,

Welcome to St. Rose of Lima Catholic School. The choice of an educational setting for your child’s formal education is one of the most important decisions you will ever make. We commend you for your interest in St. Rose of Lima School and look forward to the opportunity to serve you and your child. Established in 1964, St. Rose of Lima School exists to provide all students with the highest quality Kindergarten through Eighth grade value-based education, which integrates faith with the learning process. At St. Rose of Lima School academic and co-curricular programs are grounded in the Catholic faith and designed to guide each student's academic, spiritual and personal growth. The philosophy of St. Rose of Lima School calls faculty and staff:

- To provide a caring and nurturing environment where each child's special learning and individual needs are met;
- To assist students in the development of necessary leadership skills and personal confidence;
- To work with parents to develop an educational partnership in support of the philosophy and values of the school;
- To provide a well-rounded and state-of-the-art academic program that promotes excellence and expects quality work from each student.

St. Rose takes pride in the quality of its students, families and faculty, and highly values the warm, supportive community they foster. The school maintains high expectations for all with regard to personal behavior. Supporting these expectations requires a clear statement of rules—a minimum standard of behavior.

This handbook is intended to serve two functions: (1) a good place to start when you have a question about anything at St. Rose and (2) a collection of St. Rose and Archdiocese policies and procedures. All parents must read the Parent/Student Handbook thoroughly and familiarize themselves with all policies in this handbook. Policies change from year to year, so returning families should read the handbook at the start of each new academic year.

All students and parents are held responsible for complying with both Archdiocese and school policies. If you have any questions regarding the content of the handbook, please contact the school office. I look forward to getting to know you!

Sincerely,



Dr. Jayne Quinn, Principal  
(805) 526-5304  
[Dr.Quinn@srls.org](mailto:Dr.Quinn@srls.org)

## **PURPOSE OF THIS HANDBOOK**

In order for any community to function well, certain policies and rules are necessary and essential. This handbook contains those policies and rules for our school community. Please read them carefully. Questions should be directed to the appropriate person. School rules are necessary to promote a safe learning environment, help the school run efficiently, and to protect the rights of all students. Every rule was thoughtfully instated, and should be followed consistently.

Students are accountable for their behavior during the school day and while attending or participating in school activities. A Panther should represent our mission and motto even off campus. Behaviors unacceptable for a Panther in any circumstances may be subject to the rules of this handbook. Each of us, individually and collectively, has a responsibility to create an atmosphere of respect on and off campus. Rules are a part of life, and practicing observance of school rules as students will prepare students for being respectful of rules as adults.

## **AMENDMENTS TO HANDBOOK**

This handbook is designed to familiarize families with major policies and practices in place at St. Rose of Lima School at the time of publication. While every effort has been made to make this handbook as complete and encompassing as possible, it cannot address all situations, and does provide general guidance in many areas. All previously issued handbooks and any inconsistent policy statements are superseded with the publications of this handbook. St. Rose of Lima School reserves the rights to modify, revise, delete, or add to any and all policies and practices stated in this handbook or any other document.

***NOTE:** St. Rose of Lima School has the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.*

## **SCHOOL GOALS**

St. Rose of Lima Students will be educated in the following areas. Experiences will be selected to direct each student's learning toward the following objectives:

### **FAITH FORMATION**

- Grow in knowledge and appreciation of spiritual values
- Gain a sense of morals/ethics and a capacity for right judgement

### **SCHOLARSHIP**

- Develop intellectual skills such as critical thinking, problem solving, and open-minded understanding
- Develop each student's individual academic potential

### **LEADERSHIP**

- Learn wise use of leisure time
- Discover and develop imagination, originality, and creative abilities
- Practice the principles of democratic living
- Learn to work with others

### **SERVICE**

- Give witness to the faith by putting Love into action
- Form a social conscience with the zeal for the common good

## **ABOUT ST. ROSE OF LIMA SCHOOL**

St. Rose of Lima Elementary and Middle School in Simi Valley, California, serves students in Kindergarten-8th grade throughout the Conejo and San Fernando Valleys. St. Rose of Lima School is a ministry of St. Rose of Lima Parish. The school was founded in 1964 by the Sisters of Notre Dame. The pastor is ex officio, chief administrative officer of the parish school. The pastor has administrative, personnel, finance and spiritual responsibilities in relation to the school. The immediate direction and supervision of the school program is delegated to the principal.

We strive to help students to discover their God-given gifts, encourage them to use these gifts in the service of others, and empower them to be models of integrity. Students are encouraged to actively and joyfully bring faith to life and life to faith to achieve the school's mission, *"Enter to Learn, Go Forth to Serve."*

Our goal is to instill faith, knowledge and service in the hearts and minds of students through instruction, modeling and guidance, and to help develop individuals who demonstrate strong character and competence in all areas of their lives. We pride ourselves on staying on the cutting edge of technology, which greatly enhances student engagement in and beyond the classroom.

### **SCHOOL COLORS & MASCOT**

School colors: Navy blue and gold

School mascot: Panther



### **ACCREDITATION**

St. Rose of Lima School holds a full 6-year accreditation (good through 2020) by the Western Catholic Educational Association and the Western Association of Schools and Colleges in recognition for the exceptional quality of our educational program. It also meets the California Department of Educational Standards.

## **MISSION, PHILOSOPHY & PURPOSE**

**"Enter to Learn, Go Forth to Serve"**

### **MISSION**

To instill faith, knowledge, and service in the hearts and minds of students through instruction, modeling, and guidance.

### **PHILOSOPHY**

Jesus Christ is the foundation of our community. His call to teach is our inspiration; His image the model for our students. As a community, in partnership with parents and the entire parish, we prepare our students to become full and active members of the Catholic Church, to serve others, and to make a difference in the world.

We partner with parents to provide a quality Catholic education. We help students discover their God-given gifts, encourage them to use these gifts in the service of others, and empower them to be models of integrity. We encourage students to reach their full academic, spiritual, emotional, social, and physical potential while recognizing each child's unique strengths and talents, challenging them to achieve their personal best.

### **PURPOSE**

Our goal is to help develop individuals who demonstrate strong character, service, and competence in all areas of their lives. We encourage our students to actively and joyfully bring faith to life and life to faith. We strive to develop lifelong learners and faith-filled community leaders and help our students understand and acquire the habits of mind that develop integrity, responsibility, initiative, and perseverance. We work to prepare our students for global citizenship with a continuous focus on character development, using Jesus as our model.





# ST. ROSE OF LIMA

CATHOLIC ELEMENTARY & MIDDLE SCHOOL

*Enter to Learn, Go Forth to Serve*

## SCHOOLWIDE LEARNING EXPECTATIONS

SPIRITUAL

### **S**pirit of Jesus

- We pray together
- We learn and live our Faith

ACADEMIC

### **T**hink & Learn

- We learn how to find, understand and share information
- We do our best and are life-long learners

CITIZENSHIP

### **R**ights & Responsibilities

- We respect others
- We are responsible for our actions

SOCIAL

### **O**pen Hearts

- We work for peace and justice
- We learn to lead and serve

PHYSICAL

### **S**trong Bodies

- We respect our bodies
- We make healthy choices

EMOTIONAL

### **E**veryone Is Special

- We celebrate our diversity
- We use the gifts God has given us

*Schoolwide Learning Expectations (SLEs) are skills/qualities a student learns and acquires by the time he/she graduates from St. Rose. These goals have been collaboratively developed by our Students, Parents, Teachers, Staff and School Board, reflecting the St. Rose of Lima School Policy and Mission Statement.*

### **SPIRITUAL**

At St Rose of Lima School we are forming students who will:

- Establish a personal relationship with God through prayer.
- Respect all of life and God's creation.
- Have a basic foundation in Catholic teaching.
- Actively participate in the liturgy and the life of their parish community.
- Make moral choices based on Christian values.
- Exemplify these values through service to the community.
- Recognize their responsibility to respond to the needs of others with understanding, compassion, and action.

### **ACADEMIC**

At St. Rose of Lima School we are forming students who will:

- Be effective communicators who can articulate their ideas effectively through written and oral expression.
- Apply higher level critical thinking skills that include exploring, questioning, answering, and testing, to problem solving
- Be avid readers, reading both for comprehension and pleasure
- Have the skills to research and find information and apply this knowledge to life situations, making them lifelong learners.
- Be comfortable with the changing communication skills necessary in our technological world.
- Meet or exceed all State and Archdiocesan guidelines and standards across the curriculum.

### **CITIZENSHIP**

At St. Rose of Lima School we are forming students who will:

- Understand that citizenship involves both rights and responsibilities.
- Respect the rights of others and take responsibility for their own actions.
- Prepare themselves to be full participants in our democracy.
- Care for the environment.
- Become informed world citizens.

### **SOCIAL SKILLS**

At St. Rose of Lima school we are forming students who will:

- Cultivate an attitude and way of life that demonstrates respect for all.
- Develop a global awareness based on values of peace and justice.
- Be self-aware individuals who utilize their unique gifts and talents and appreciate those of others.
- Be responsible leaders and understand that leadership involves service.
- Adapt and enjoy the changing environments that surround them.

### **PHYSICAL AND EMOTIONAL**

At St. Rose of Lima School we are forming students who will:

- Appreciate their unique gifts and self-worth
- Foster an awareness of the contributions each person makes to society.
- Embrace the diversity that defines our world.
- Have a correct and healthy understanding of the gift of the human body.

# ACADEMICS

## CURRICULUM

St. Rose of Lima School provides a quality academic education in all curriculum areas, thus giving our students a firm educational foundation for success in high school and beyond. Teachers follow the Archdiocese benchmarks and the California State Standards.

The following basic subjects are taught:

<i>Art</i>	<i>Mathematics</i>
<i>Music</i>	<i>Language Arts</i>
<i>Science</i>	<i>Spelling/Vocabulary</i>
<i>Religion</i>	<i>Reading/Literature</i>
<i>Physical Education</i>	<i>Social Studies</i>

The entire school attends Mass once a week and participates in various outreach projects throughout the year.

**Enrichment Programs include:** *Field Trips and Spanish*

The total curriculum (K-8) is carefully coordinated. Teachers evaluate and review curriculum areas cyclically according to the Archdiocese guidelines and participate in the WASC/WCEA accreditation process cyclically. Students who have continued academic problems may result in a loss of extra-curricular privileges and a conference may be called.

## EXTRACURRICULAR ACTIVITIES AND PROGRAMS

The school provides a variety of extracurricular activities offered to students, both during school hours and after the close of the regular school day. These activities and programs are offered for a nominal fee. After school extracurricular programs include: *Athletics, Art, Choir, Dance, Martial Arts, Robotics, and Specialty Classes.*

Athletics Program Includes: *Basketball, Cheer, Flag Football, Softball, Track and Field, Volleyball*

A student must have at least a "G" average of higher in behavior to be able to participate in any co-curricular activity.

## FIELD TRIPS

The field trip program for grades K - 8 has been carefully planned to offer a wide variety of experiences for students. The program is integrated with the curriculum, primarily in art, music, science and social studies. Field trips are a privilege and students may be kept at school if they do not meet academic and/or behavioral requirements. Field Trips include any school activity; weekend programs and sports activities; student council in servicing and excursions to the park; etc.

No student will be allowed to leave the school grounds and go on a field trip without the proper written permission slip. In the event that the original permission slip is lost, any handwritten slip needs to be worded exactly as the sample one placed in this handbook (see forms.) Telephone calls will not be accepted in place of proper forms.

Field trips are usually taken on buses, except if the trip is in nearby area. Students may walk or be driven by parents locally. Parents may request that their child not go on a trip by writing a note of explanation to the teacher and school office. If a student is not going, he/she will be placed in another classroom.

**\* Any student who is on disciplinary probation will not be allowed to participate in field trips. This includes the 8<sup>th</sup> grade graduation trips, the 8<sup>th</sup> grade Washington D.C. trip, the 7<sup>th</sup> grade trip to Catalina trip, and the 6<sup>th</sup> grade Outdoor School trip.**

### *Field Trips Off School Property*

The field trip policies listed below apply to class trips, school group trips (e.g. choir, science fair) and trips for school sport teams. All field trips must comply with the following requirements:

- Prior permission of the principal.
- 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. Copies of the forms are attached as *Appendix B and C.*
- All participants must 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 snakebite 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.
- Follow the directions of the supervising teacher. Parents who attend the field trip are expected to assist in supervision and discipline of the students in their charge.
- Drive directly to and from the field trip location without making unscheduled stops with students.
- Not take siblings on field trips.
- Present needed information to the school office **before** the scheduled field trip. It is the parents' responsibility to make sure the school office has current information (driver's license and proof of insurance). If this information has expired and current information cannot be produced, parents may not drive. Do not wait until the day of a field trip to turn in paperwork.
- 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. In addition, schools must verify insurance coverage of the transportation company.

### **GRADING**

Grades are given for both academic achievement and effort. Any matter involving a student's work or behavior must be taken up with the teacher **first**. The St. Rose of Lima grading system uses the standards as set by the Archdiocese of Los Angeles Department of Catholic Schools as follows:

#### **Primary Level: Kindergarten-Grade 3**

Developmental marks are given for academic progress, learning and effort, using a letter key.

O	= 96 - 100	S+	= 80 - 84	NI	= 65 - 69
G+	= 90 - 95	S	= 75 - 79	U	= 64 and below
G	= 87 - 89	S-	= 70 - 74		
G-	= 85 - 86				

O = Outstanding

- Consistently does more than is required. Superiority.
- Excellent study habits.
- Demonstrates initiative to do supplementary work.

G = Good

- Frequently does more than is required. Effective.
- Good study habits.
- Demonstrates interest in doing supplementary work.

S = Satisfactory

- Does what is required. Adequate.
- Average study habits.
- Occasionally will do supplementary work.

NI = Needs Improvement

- Not mastering required work.
- Below grade level work.
- Little interest in doing supplementary work.

**Intermediate & Middle School (Grades 4-8)**

A	=93 - 100%	C	=75 - 79%	O	= Outstanding
B+	=90 - 92%	C -	=70 - 74%	G	= Good
B	=87 - 89%	D	=65 - 69%	S	= Satisfactory
B-	=85 - 86%	F	=64% and below	NI	= Needs Improvement
C+	=80 - 84%				

The “+” or “-” ranking is for those achievements respectively above or below the main grade. The achievement grade ranking is described as follows:

*Grade of “A” Excellent*

- Consistently does more than is required.
- Superior work.
- “A” average on tests and assignments.
- Excellent study habits.
- Demonstrates initiative to do supplementary work.
- Dependable, prompt, neat work, and attentive.
- Participates in an outstanding manner.

*Grade of “B” Above Average*

- Frequently does more than is required.
- Above average work.
- “B” average on tests and assignments.
- Good study habits.
- Demonstrates interest in doing supplementary work.
- Dependable, prompt, neat work, and attentive.
- Participates in an above average manner.

*Grade of “C” Average*

- Does what is required.
- Average work.
- “C” average on tests and assignments.
- Adequate study habits.
- Dependable, prompt, neat work, and attentive.
- Participates in an average manner.

*Grade of “D” Below Average*

- Seldom does required work.
- Below average work.
- “D” average on tests and assignments.
- Poor study habits in evidence.
- Little interest in doing supplementary work.
- Undependable, often inattentive and little interest in class work.
- Participates in a below average manner.

*Grade of “F” Failure*

- Not mastering required work.
- Failing work.
- “F” average on tests and assignments.
- Poor to no study habits in evidence.
- No interest in doing supplementary work.
- Undependable, inattentive and no interest in class work.
- Fails to participate.

*Grade of “I” Incomplete*

- Incomplete work.
- Work must be completed before letter grade will be given.
- Failure to complete work within the amount of time specified by the teacher and the principal will result in an “F.”

## **GRADELINK**

The school utilizes an on-line grading system called Gradelink. This web-based program provides immediate access of student grades by the parents. Students are assigned a student number and passcode identification. Parents are forwarded the login information. The student identification number remains the same each year. Parents are able to change the access passcode if they wish.

## **GRADUATION REQUIREMENTS**

Students in Grade 8 who successfully complete the academic and attendance expectations of the school will be awarded a diploma and promoted to high school. Eighth grade students will not be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid by May 30th, hence, the student will not participate in the graduation ceremony. Students must complete all coursework prior to graduating.

## **HOMEWORK**

Homework is reinforcement, an extension and/or preparation of materials and skills covered in the classroom, and allows the student an opportunity to work independently. As reinforcement, assignments should cover skills previously taught which the majority of the class understands. As extension, long-term projects such as compositions, book reports, research projects, and oral presentations may be assigned.

Homework is generally assigned Monday through Thursday. Ordinarily, homework is not assigned on weekends except for the purpose of making up work missed through absence, to complete long term projects, or because the student needs extra practice on basic skills. The teacher at Back to School Night explains individual class homework policies, procedures and timelines.

Homework should be neat and completed according to correct form. The student may receive partial credit for late work. Long term assignments must be turned in the day they are due even if the student is absent.

## **HOMEWORK TIME ALLOTMENTS**

These time allotments are approximate. Individual students may require more or less time on a given day, depending on their individual skills and capabilities.

- Kindergarten: not to exceed 15 minutes
- Grades 1 and 2: not to exceed one half hour
- Grades 3 - 5: not to exceed one full hour
- Grades 6 - 8: not to exceed two full hours

Parents are encouraged to assist by:

- Providing a quiet space
- Schedule a regular time for homework
- Supply reference books if necessary
- Monitor their child during homework time
- Impress the importance of completing work
- Show interest in their work
- Require your child to read each night
- Encourage review of class notes and assignments
- Review your child's student planner and/or work

## **HONORS & AWARDS**

Students in Grades 4 – 8 are eligible for academic honors at the end of each trimester.

- High Honors: Students who earn an "A" (93%) or higher in ALL core subjects.
- Honor Roll: Students who earn 93% AVERAGE and maintain a minimum "C" or higher in any core subject.

Core subjects factored into the academic honors are: Religion, Reading/Literature, Language, Spelling/Vocabulary, Mathematics/Math-XL/Algebra I, Science, and Social Studies. Furthermore, to qualify for either award, a student must maintain a minimum "G" or higher in subjects that are taught once a week. These subjects include: art, music, physical education, and Spanish. Students must also maintain a minimum of a "G" or higher in ALL conduct and work habit grades.

***Valedictorian and Salutatorian:*** The valedictorian and salutatorian for the graduation exercises will be the student with the highest and second highest average respectively, over the three middle school years at St. Rose of Lima School. Transcript grades from students who have transferred from a Catholic elementary school within the Archdiocese of Los Angeles may also be considered. In addition, these students must exemplify the Schoolwide Learning Expectations.

## **KINDERGARTEN PROGRAM**

- *Philosophy* -St. Rose of Lima School recognizes kindergarten to be a year of academic and social development for each child. Kindergarten provides the transitional period between pre-school and the elementary school years. Our goal is to furnish an atmosphere that enriches the child's own natural inclination toward exploration and discovery. Our staff looks forward to the accomplishments and rewards your child will enjoy as he/she develops a sense of SELF, of the world and of GOD. We hope to encourage this development while preparing the student for further academic success in an environment that is joyful, stimulating and reassuring.
- *Hours* – 7:45 AM – 2:00 PM. Promptness is essential. The school bell rings at 7:45 am.
- *Pickup* – At dismissal, children going directly home will be picked up from their classroom. Children remaining for the Extended Care Program will be escorted to the Extended Care Room. Dismissal is at 2:00 pm for all kindergarten students. As a courtesy to parents with older St. Rose Students, extended care is available in the kindergarten classroom from 2:00-2:45 pm at no additional cost.
- *Snacks* - Children may bring a nutritious snack for recess time.
- *Money* - Money sent to school should be placed in an envelope marked with its purpose and with the name and grade of the student.
- *Uniforms* – The school uniform and PE uniform is required for Kindergarten pupils. Students are to follow the school's dress code.
- *Miscellaneous Information* - Parent/Teacher Conferences are scheduled for Kindergarten parents in conjunction with the entire school. Should you desire an additional conference, please contact the teacher. Please make sure your child's necessary school belongings are adequately marked with his/her name.  
NO TOYS FROM HOME ARE ALLOWED IN THE KINDERGARTEN CLASS.

## **RELIGION PROGRAM**

Religious study, practice and belief are at the heart of daily life at St. Rose. The religion program looks first at a child's own life experience and how that relates to his/her faith. Faith development is presented through the study of scripture and Catholic Church doctrine at developmentally appropriate levels. Daily prayer, monthly school Mass, penance services at Advent and Lent, May Crowning and the celebration of Feast Days are part of the school curriculum. The academic year is integrated with the liturgical year. Students are encouraged toward Christian action and awareness of the needs of others by participating in a variety of activities such as cross-age tutoring, Christian Service projects and Thanksgiving, Christmas and Lenten projects. Non-Catholic students are expected to participate respectfully in the religious program and activities.

### ***Christian / Community Service Program***

This program has been developed to assist our students in experiencing the joy of charitable living and extends throughout all classes. Each class develops and implements a program or form of service to foster a life-long sense of caring.

### ***Family Life Education***

Students in Grades K through 8 participate in Family Life Education. The goal of the program is to help students develop healthy, wholesome Christian attitudes toward sexuality. The books to be used are available for preview. Parents may request in writing that their child not participate in the program. The child would be sent to another classroom during the lesson for an alternate study program.

### ***Good Touch – Bad Touch / VIRTUS® Teaching Touching Safety Education***

Trained teachers present one of these age appropriate programs to students in grades K through 8. Parents may have their child opt out of the program by putting their request in writing. The child would be sent to another classroom during the lesson for an alternate study program.

### ***Sacrament Program***

Students generally receive the sacraments of Reconciliation and Eucharist in the second grade. The second grade teacher prepares the children during the school year, and the sacraments are received in the spring. According to the guidelines of the Archdiocese of Los Angeles, students are required to have two years preparation in a Catholic school or a parish Religious Education Program. The second year must include specific classes on preparation and readiness for the sacrament. Parents are required to attend a preparation meeting for each sacrament. Parents wishing to have a St. Rose student receive the sacrament of Baptism, or to receive Reconciliation or Eucharist after the second grade, should contact the parish Religious Education Director to discuss church policies and procedures.

## **REPORT CARDS/PROGRESS REPORTS**

This schedule refers to students in grades 1 through 8. The school year is divided into three trimesters. Report cards are distributed at the end of each trimester. The first report card will be sent home in conjunction with the Parent Teacher Conferences that will be held in November/December. Upon receiving their child's report card parents should review the card with the child. Any matter involving a student's work or behavior must be taken up with the teacher first. Progress Reports are sent home on an interim basis. If students are doing less than satisfactory work, the parents should arrange to meet with the teacher to discuss the situation. A student may not be entitled to receive a report card for any grading period that the student has excessive absences (15 or more days away from school.) The Principal will make the final decision.

## **RETENTION POLICY**

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

- The teacher is responsible for initiating the STEP program implemented by the Archdiocese of Los Angeles as soon as a concern is noted.
- The principal should be informed and the parents should be updated on a regular basis of the student's progress and the possibility of the student being retained.
- The principal has the responsibility to make the final decision about retaining a student.
- In the case of a student with a severe learning issue, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that, therefore, a recommended transfer may be necessary.

## **STANDARDIZED TESTING**

The STAR standardized test has been selected for the Archdiocesan Elementary School testing program. This assessment will be administered, at minimum, four times during the school year to all students. The assessment serves as one of the tools used to assess the academic standing of students; it will help teachers identify and refine the educational programs. A permanent record of the scores is placed in each student's cumulative record folder. Individual student scores will be given to parents in November or early December. A.C.R.E. (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 in December or January. These assessments identify class/school strengths and areas for growth for curriculum planning.

## **SUMMER PROGRAMS**

The principal is responsible for the overall administration of all summer programs. All Archdiocese policies are applicable to summer programs. The principal may delegate the day to day operations of the summer program. Each year the decision to have a summer program is left to the sole discretion of the principal and pastor.

Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.) and demand for the summer program. Teachers have no right to employment in the summer program. The following practices shall be observed in all summer programs:

- All programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities.
- Students enrolled in the regular school program are automatically covered by school insurance.
- The summer program staff shall adhere to the Archdiocesan and school policies, including;
  - Child abuse reporting; Safe environment and Archdiocesan guidelines for adults interacting with minors; Field trip policies; Safety and health procedures; Supervision of students; Emergency & Disaster Plan

## **TUTORING**

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

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# **ADMISSIONS**

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## **CUMULATIVE PUPIL RECORD**

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

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized/STAR testing data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent

## **GUIDELINES FOR ADMISSION**

Admission decisions are based on such factors as, but not limited to: space available, school records, report cards, testing scores, teacher evaluations, class visits, student and/or parent interviews, recommendations, and participation in religious education and parish life. The following requirements are used as guidelines for admission:

- Preferences shall be given to active members of the parish and local parishes without an elementary school.



- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35). If the need exists, class size may be up to 40 students.
- The age for kindergarten students is five (5) years of age on or before September 1.
- The age for first grade students is six (6) years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.
- The school establishes its own procedures for admission and enrollment.

Students are admitted after a review of the completed registration packet and the outcome of the entrance test/assessment and interview. Students will be accepted in the following order:

- Qualified Parishioners.
- Qualified Catholics who are not local parishioners.
- Qualified Non-Catholics.

If there are no available spaces you may request that your application be kept on file in our wait pool, and be called if there is an opening. You must reapply to be considered for the following school year.

### ***Parent Expectations***

- Parental support of the religious instruction by regular and active participation in parish religious practices and worship:
  - Weekly attendance at Mass.
  - Support of the sacramental program for Penance and Eucharist.
  - Active participation in parish activities.
  - Financial support of the church by regular envelope use. Verification from the parish may be made. (The parish supports the school from these contributions.)
- Participation and support of fundraisers through attendance and participation are required.
- Financial support of the school by prompt payment of fees and tuition.
- Support of the school standards as set forth in the Parent-Student Handbook.

### ***Student Expectations***

- Evidence a Christian attitude and conforms to school regulations in all areas.
- Complete the basic grade level requirements and related assignments according to his/her ability.
- Follow the school standards as set forth in the Parent-Student Handbook.

*Refund of Application or General Fees:* The application fee and other general fees are non-refundable.

### **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow the Inclusion Process in Catholic Schools: Support Team Education 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 students' needs.

### **NON-CUSTODIAL PARENTS**

Parents/guardians having sole custody of a child/student are required to have an official copy of the custody section of the Court Order in the school office. In the absence of a Court Order the school will provide the non-custodial parent with access to the academic record and to other school related information regarding the student. If there is no 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 specifying such orders.

### **NON-DISCRIMINATION POLICY**

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

## **NON-TRADITIONAL FAMILIES**

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

## **PARENT AUTHORIZATION TO USE CHILD'S PERSONAL INFORMATION**

Whenever a student's image, name, voice and / or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must grant permission.

## **PRIVACY AND ACCESS TO RECORDS**

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

### ***Directory Information***

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

### ***Pupil Records***

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

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records. Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### ***Verbal/Written Confidences***

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

## **RE-REGISTRATION**

Each year all students currently enrolled must apply re-admission to St. Rose of Lima School according to the same requirements for admissions/registration requirements (as indicated in the above information in this handbook). Re-registration takes place at the interim of the school year.

## **RETENTION/TRANSFER**

Retention is more successful in the primary grades. The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors. If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons he/she will inform the parents and principal. A decision will be made to recommend remedial help, counseling, and/or testing by the public school district. This program will begin as soon as the teacher is aware of the child's needs. There will be a formal conference with the Principal, parents and teacher to discuss the child's status. It is the responsibility of both the parents and teacher to discuss the child's progress.

After consideration of input from both the parents and teacher, the principal will make the final decision. In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that St. Rose of Lima School is not equipped to meet the student's needs, and therefore, a transfer will be necessary. In all cases, the principal, in consultation with the pastor, will make the final decision.

## **TRANSFER OF RECORDS**

### ***Damaged or Loaned Property***

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

### ***Student Transfer, Withdrawals and Graduation***

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will 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. A fee may be charged when parents request copies of student transcripts. Principals may be required by the County Board of Education to report the severance of attendance by any student.

## **WITHHOLDING OF RECORDS**

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

## **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).

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# **ATHLETICS**

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Competitive Sports after school are available to students in grades 5-8 meeting extra-curricular activity eligibility requirements. In some cases students of lower grades may be invited to participate. Students participate at the discretion of the administration.

- Flag Football-Fall Season (boys)
- Volleyball-Fall Season (girls); Spring Season (boys)
- Basketball-Winter Season (boys and girls)
- Softball-Spring Season (girls)
- Cheer-Year round (Gr. 5-8 only)
- Track and Field (Co-Ed)

### **Athletic Program**

The school is a member of the Valley Catholic Sports League. The after school athletic program requires students to maintain a passing grade point average and be void of major discipline issues at school. If a student is on a team the school reserves the right to place a student on probation due to low grades or discipline issues.

Through our sports program we hope to develop character, self-control, team spirit and good sportsmanship. Students in grades 5-8 are encouraged to participate in the sports program. As many students as possible will be accepted on a team within the limits of a safe coach-player ratio. All athletes who display team spirit, a good attitude and attend practices will play in games throughout the season. It is possible that not every player will play in every game. Parents are required to drive to games and provide snacks.

If a concern about a player or a coach arises, the athletic director should be notified by the coach and/or parent. A conference with the athletic director, coach, parent and player should be scheduled to resolve the issue. If the matter is not resolved, the athletic director will notify the principal for further consultation.

**St. Rose of Lima expects exemplary behavior of its fans, especially coaches and parents, who serve as role models for the student/athletes who participate.**

# ATTENDANCE

In order to comply with the provision of the compulsory attendance law of California, a child must attend school daily unless reasonably excused. Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary school record absences according to the instructions on the student attendance register.

## ABSENCE AND AFTER-SCHOOL ACTIVITIES

Students who miss school because of illness or an unexcused absence will not be eligible to participate in after school extracurricular activities that day.

## ABSENCES/ACCEPTABLE EXCUSE

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

## EXTENDED ABSENCE

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student's is absent for an extended time, (*e.g., 15 days or more*), official grades may be withheld. Please notify the teacher and the Principal in writing and in advance, if a student will be absent for an extended period of time. Students who are absent for more than 15 days in a grading period may not receive report card grades depending on the student and situation. Family holidays should not be scheduled for school days. If unusual circumstances make this necessary, please contact the Principal to discuss the matter. It is left to the discretion of the teacher whether to prepare advance assignments or allow students to make up work missed.

## INFORMING SCHOOL OF ABSENCE

- Please call or email the school office by 8:30 a.m. the day your child is absent.
- If the office does not receive a call by 10:00 am, a parent will be contacted.
- *This policy is for the protection of St. Rose of Lima students.*
- No student will be release to anyone not on the emergency card unless a release is verified in **writing** from the parent. The staff may ask for identification if the staff does not know the person.
- An absence excuse form must be signed by a parent and given to the student's teacher upon the student's return.
- Should absence for any reason other than illness or a family emergency seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

## LEAVING SCHOOL EARLY

A student may not leave the school before the regular dismissal time without written request from a parent or guardian. The request must state the reason for early dismissal.

## MAKE-UP WORK

When calling to report a student's absence, parents may request make-up work to be sent home, *if the student is absent more than one day*. The teacher will send the work to the school office to be picked up at dismissal, if the request for make-up work is made before 10:00 a.m. of that day. Students are expected to make-up work missed during their absence.

- ***Missed assignments are the student's responsibility.***
- Teachers are not required to give make-up tests or assignments for absences due to vacations.
- Assignments and tests do not need to be given in anticipation of vacations.
- Arrangements for regular class work and tests missed due to excused absences are to be made with the individual teachers. Tests must be made up within one week of the original test date.
- All long-term assignments and projects must be turned in the morning; they are due even if the student is absent. Failure to do so will greatly reduce the student's grade.

## MEDICAL EXCUSES

An excused absence or tardy is noted in the attendance register if the student brings a doctor's note regarding the absence. Students require a signed note on medical letterhead denoting the date of the appointment from the doctor or dentist. This will reflect as an absence on the report card since the student is absent from school.

## TARDINESS

The St. Rose Tardy Policy has been developed to emphasize the importance of each student arriving on time to school every day. In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem.

School begins at 7:45 am with Morning Prayer Assembly. This is a very important part of our daily routine. Beginning the day promptly is important and demonstrates commitment to success. Problems with tardiness to school may require adjustments in the family's morning schedule. ***Students are expected to be in their homeroom line when the bell rings at 7:45am to begin the prayer assembly.*** A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session, thus a student is tardy who reports to class after the 7:45 a.m. bell has rung.

Oversleeping, car/traffic problems, etc. are all considered unexcused. Tardies are excused under the following circumstances: 1) court appointment; 2) Student has a doctor/dentist appointment. A note or phone call from a parent and a professional note from a doctor/dentist may be required to verify the above.

Understanding that student tardiness at St. Rose of Lima School is often not the fault of the child, we have re-evaluated the consequences for tardiness. We will make available student attendance records for the entire time a student is enrolled at St. Rose to schools and/or high schools where students are transferring and/or applying. Absences and tardies will be part of that report. Excessive absences and/or tardies may raise red flags for schools who have limited space available. Every effort should be made to insure that students are conscientious about being on time. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and record. 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 tardiness may also be grounds for disciplinary action or removal from school. A meeting may be set up with the parents. The principal may excuse tardies depending upon extenuating circumstances.

### **TRUANCY**

A student is considered truant when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or its superintendent.

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

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or its superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians within 24 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, [Child Protective Services](#), or all of those agencies.

### **VACATIONS/TRIPS**

The school calendar provides for extended weekends throughout the school year; parents are encouraged to schedule trips and family outings during these times so as to eliminate the need to interrupt a child's learning process.

## **COMMUNICATIONS**

### **BACK-TO-SCHOOL NIGHT**

At least one parent is required to attend this annual event where the teachers outline their classroom expectations and policies for the year.

### **CAMPUS VISITS**

If you need to pick - up your child before dismissal, please come to the school office and sign him/her out. Your child will be called to the school office where he/she may be picked up. Please note that parents are TO CHECK IN AND OUT AT THE SCHOOL OFFICE. Parents are not to drop in their child's classroom. Parents are to check in the school office when visiting the school grounds during school hours. Student items (lunches, sweaters, books, homework, etc.) are to be dropped off in the school office and will be forwarded to students. For the safety of the students, no one may be on the campus without permission from the school office. Visitors are to sign in and sign out in the school office and will be issued a visitor's pass. Visitors needing to use the school's restrooms should first ask at the school office. Adult restrooms are located in the back of the church.

### **CONFLICT RESOLUTION**

Respect and courtesy are the hallmarks of Christian relationships in a Catholic school. Staff and parents share the responsibility to model these behaviors for students by their words and actions. When differences arise, they should be approached with the assumption that everyone involved has the best intentions. If it becomes apparent that an objective discussion is not possible,

another staff member will be assigned to mediate. The Catholic Church operates under the principle of subsidiarity. Practically speaking, this means that problems should first be brought to the teacher or supervisor for discussion and resolution. The Principal becomes involved if the parties are unable to find a mutually satisfying solution.

### **COUNSELING POLICY**

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy. Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

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

### **GRADES/ACADEMIC PROGRESS**

Teachers will post student grades on GradeLink on a regular basis. Parents may check their Parents Web page to keep updated on their children's academic progress. Any concerns should be directed to the teacher through a scheduled conference.

### **E-MAILS**

Teachers may e-mail parents to request a conference, to update the parents on an upcoming project or activity or for specific requests; such as, to ask for drivers for a field trip. Parents may e-mail teachers to request a conference, for a clarification of a teacher's e-mail or to respond to a request from the teacher. Students' progress and behavior should not be discussed through e-mail. All appropriate e-mails should be answered within two school days by teachers and school staff. Only a teacher's school e-mail address may be used.

### **OFFICE TELEPHONE**

Students may seek permission to use the office telephone during recess, lunch or after school to call their parents if the call is necessary (*ex. If an athletic practice has been canceled or a meeting rescheduled*). Students may not use the phone for personal calls.

### **OPEN HOUSE**

Open House is scheduled on the last Sunday of January. Students and teachers prepare their classrooms and display student work for parents, friends, visitors, and parishioners. Parents and students are encouraged to attend.

### **PARENT MESSAGES AND PHONE CALLS**

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after-school pickup arrangements will not be delivered to class. Students can come to the school office to check their voicemail or text messages or to pick up an item parents have delivered for them.

### **PARENT-TEACHER ADVISORY BOARD (PTAB) / BOARD OF REGENTS**

If the school has a home and school committee, parent, parent-teacher organization and/or a consultative school council those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Home and school committees, parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school/parish and any actions taken must receive the official written approval of the pastor and/or principal as the case may be.

### ***Parent-Teacher Advisory Board***

The main functions of the Parent-Teacher Advisory Board are: to raise funds for the current operational expenses of the school, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the Parent-Teacher Advisory Board shall include the pastor, the principal, the parents or legal guardians, and the staff of the school. The Pastor and Principal approve members of the Parent-Teacher Advisory Board. The organization meets on a regular basis. The Parent-Teacher Advisory Board chairperson may be contacted through the school office where the organization maintains a mailbox. Financial operation of the Parent-Teacher Advisory Board shall be governed by the regulations for financial operations as found in the St. Rose Parent-Teacher Advisory Board bylaws. Final decisions always remain with the Pastor and Principal. St. Rose maintains a Parent-Teacher Advisory Board.

### ***Board of Regents/Consultative School Board***

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities. The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998). St. Rose maintains a Board of Regents.

### **PARENT / TEACHER COMMUNICATIONS**

Parents wishing to speak with a teacher should call or send a note requesting an appointment or a phone call. If the teacher is contacted via e-mail allow at least 24 hours for a response (not including weekends and holidays). Please indicate the general topic. The school office or teacher will call you back to set the time/day. Teachers cannot be expected to answer questions or address issues when they are supervising students or preparing for class. They need time to collect their thoughts and give parents their undivided attention. Please show them the courtesy of prior notice if you need to talk with them.

### **PARENT / TEACHER CONFERENCES**

When the first report card is distributed, the teacher and parents are to review the student's first report card and discuss the student's progress. If a serious problem exists, or if more time is needed to discuss your child's progress, another conference should be scheduled for a more in-depth conversation. These conferences provide an opportunity to get acquainted and maintain friendly relations between home and school. These conferences also provide an opportunity to discuss the child's scholastic achievement, potential, social behavior and cooperation with school rules.

The teachers welcome visits from parents. Please contact the school office or e-mail the teacher for an appointment time. Parents should not engage teachers in a conversation when they are supervising students during the day or after school. The safety of the students needs to be the main concern of the teacher at that time.

### **PRINCIPAL COMMUNICATIONS**

Parents wishing to speak with the principal should call or send a note requesting an appointment or a phone call. Please indicate the general topic. The principal or school office will call you back to set the time/day.

### **REQUIRED ATTENDANCE**

Parents are to attend Back-to-School Night, Parent/Teacher Conferences, and (if applicable) First Reconciliation and First Eucharist parent meetings.

### **SCHOOL INFORMATION AND FORMS**

All announcements and a current calendar are available on Gradelink (the school's on-line information system) and/or the school's website. The PTAB Newsletter and pertinent forms are also available on Gradelink. The principal/office staff will only e-mail parents if necessary. If a parent does not have computer access, please inform the school office so other arrangements may be made.

### **SCHOOL OFFICE**

The school office is open to parents and the public during normal business hours (7:30 a.m. to 3:00 p.m. Monday – Friday).

### **SCHOOL NEWSLETTER**

A school newsletter (Panther Press) containing pertinent school-related information is sent monthly via Gradelink. Copies may also be obtained from the school office. Some information may be available on the school website ([www.srls.org](http://www.srls.org)).

### **STUDENT / PARENT COMMUNICATION**

Student work will be sent home on a regular basis. The teacher will set the regularity of the work being sent home. It is the parent's responsibility to review the work with their child and see that your child returns the work the next day (if applicable).

### **SCHOOL WEBSITE**

School correspondence will be posted regularly on the schools website. General information, tuition and fees, application information and forms, the school yearly calendar, along with marketing and other general information can be located on the school's website, [www.srls.org](http://www.srls.org).

### **USE OF ELECTRONIC DEVICES**

- Cell phones and other portable communication devices (pagers, iPhones®, iPods®, Blackberries®, walkie talkies, etc.) may be brought to school with written parental AND school permission.
- However, if brought to school all portable communication devices must be turned "OFF" and stored in a backpack, book bag, locker, or other place where the device is not visible. It is highly suggested to turn in the item to the school office for security reasons. The school is not responsible for lost or damaged electronic devices.

- Portable communication devices may NOT be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.
- This prohibition includes, but is not limited to, study hall, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.
- Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school-related activities.
- Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations, and the student has permission and is standing in close proximity of a school staff member.
- If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:
  - The device will be confiscated from the student
  - The device will be returned only to the student's parent or legal guardian
  - Depending on the circumstances, the student may be denied the right to bring the device to school
  - Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
  - If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken
- The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

## DISCIPLINE

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

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

Self-discipline is part of character training and is necessary to provide a classroom situation conducive to learning. When a student's or parent's behavior or attitude are such that there is no cooperation, others are affected and measures must be taken. ***It is understood that all students must abide by the rules of the school and that parents support these policies.***

Parents share equally with teachers, staff, and the student themselves, the responsibility of discipline. Parents, as the primary educators of their children, along with teacher and staff, realize that there are times when a student steps from the area of student rights into an area of student irresponsibility. The classroom teacher primarily handles student discipline issues. The teacher will communicate with parents, via a discipline notice or phone call, regarding any issue that may arise. If a parent has concerns or questions, the classroom teacher should be the first person contacted. The teachers keep the principal informed of all discipline issues. Students will be treated with respect and concern, and discipline may be individualized. One student's discipline will be seen primarily in relationship to that student's own growth and development, and to the good of the whole student body, rather than in relationship to the consequence given to another student.

### *Loss of Privileges*

Continuing academic or behavioral problems may result in a loss of privileges. This could be any extracurricular activity (participation in student council, after school sports, field trips, etc.). Any student who is accused of a felony may, at the discretion of the Principal, be placed on home study until the issue is resolved. The Principal, in consultation with the Pastor, is the final recourse in all-disciplinary matters and may, for just cause, at their discretion waive any disciplinary regulation.

### **CATHOLIC SCHOOL DISCIPLINE**

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To provide a classroom situation conducive to learning;
- To promote character development;
- To promote self-responsibility in keeping with the high standards required of all students in a Catholic school;
- To correct behavior inconsistent with the moral and ethical behavior required of Catholics;
- To engender good citizenship in all students as they progress through their formative years into adulthood.



### ***Evidence of Discipline***

Discipline is said to be maintained in a classroom or school when pupils work cooperatively with the principal, teachers, school staff, parents, and other students 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. (Archdiocesan Handbook)

### ***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.

### **DISCIPLINARY PROBATION**

1. Any student having 2 or more marks of “NI” (needs improvement) in behavior in any subject will be placed on disciplinary probation.
2. The student will have a period of time to improve their behavior. If at that time they improve their mark to an “S” or higher, they will be allowed to resume participation in extracurricular activities.
3. Disciplinary probation may prohibit a student from participating in extracurricular activities during the probation period.
4. If the student fails to raise his / her behavior mark to an “S” or higher, a meeting of the student, the student’s parents, and the discipline board may be required.

### **EFFORT/CONDUCT POLICY**

Students are expected to put forth their very best effort by participating in class, doing assigned class and homework, paying attention, etc. based on their age and ability. They also are expected to reflect Christian principles in their behavior (respect, kindness, obedience, proper language, etc.)

Students who receive an academic grade of “F” or Needs Improvement in effort and/or conduct will be on probation and excluded from extra-curricular activities until they demonstrate improvement. Extra-curricular activities include sports, Student Council, etc.

### **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, which include:

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

### ***Procedure for Expulsion***

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

1. A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
2. If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
3. In no case will a teacher on his/her own authority expel a student.
4. Full credit will be given for all work accomplished by the student up to the moment of expulsion.

### ***Reporting of Expulsions***

All expulsions, even if they occur at the end of the year, are to be reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

### ***Time of Expulsion***

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an 8th grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last trimester of the school year 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.

### ***Written Record***

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

## **HARRASSMENT, BULLYING AND HAZING POLICY**

St. Rose of Lima School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

***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, web sites or social communication networks;
- Using someone else's user name to spread rumors or lies about someone.

***Harassment*** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

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

**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 **School's** responsibility to:

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

It is the **Student's** responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing;
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is unwelcome and offensive;
- 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.

### **HOME STUDY**

Circumstances may arise that dictate that a student, at the discretion of the Principal and the Discipline Board, 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 those grades can be reported.

### **PANTHER "PAW" SITIVE PROGRAM**

Students may earn Panther "PAW"sitive coupons for responsible and respectful behavior. These coupons are given to eligible students by any staff member who observes behaviors that reflect the school's Student Learning Expectations.

Students in Grades K-5 may claim a prize from the office when they have collected 10 Panther PAWsitive coupons. Middle School students may place their coupons in the raffle drawing box in the front office. Each Friday at the end of the day, three tickets are drawn. The winning students are invited to the school office to claim prizes, one of which is a "Free Dress" pass.

### **PHYSICAL ALTERCATIONS**

Students engaged in physical altercations may be sent home for the remainder of the school day. Repeat offenses of this matter may result in a school suspension and/or expulsion.

### **PLAGIARISM**

Saint Rose of Lima School values and strives to instill personal and academic integrity in our students. Plagiarism, in any form, is not permitted. It is the responsibility of our SRLS students and parents to be aware of what constitutes plagiarism and how to avoid it. In this age of technology and use of the Internet, there is the constant temptation to borrow "intellectual property" – thus leading to plagiarism.

**Definition of Plagiarism:** *In an institutional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original material without acknowledging and citing its source.*

#### **How to Avoid Plagiarism:**

- Cite sources for all information quoted, summarized or paraphrased
- Cite sources of images used
- If an assignment calls for an original image this means it must be created from scratch and not taken or traced from books, magazines, Internet, etc. Original work is not a modification of images from books, magazines, Internet, etc.
- If you are not sure if you are plagiarizing, consult your teacher

#### **Consequences of Plagiarism:**

- A zero on the assignment or at the discretion of the teacher the opportunity to re-do the assignment for partial credit
- Parents will be notified
- The work habit grade may be lowered

### **PLAYGROUND RULES**

The following rules should be reviewed frequently by students, parents, and teachers.

- Gum is not allowed at school any time (not on playground, sports activities, etc.).
- Stay within fenced area of school grounds.
- If a ball leaves the playground, tell the adult on yard duty.
- Students are not to be on the playground and/or field without supervision.
- Play within your assigned area and follow the rules of the game.

- Rough play is never allowed.
- Eat snacks in the assigned eating area; not on the playground or field.
- Eat lunch at assigned tables and remain seated until you are dismissed by the adult on yard duty.
- Clean tables and trash pick-up are everyone's responsibility.
- Obedience to yard duty supervisors and teachers is a practice of our Christian attitude.
- Proper language is expected at all times.
- Respect all persons and their personal property.
- Respect school property.
- Keep hands and feet to yourselves.
- Tackling is not allowed at any time or place.
- You may not ride your bike on any part of the school grounds.
- Stop playing when the bell rings.
- When bell rings, pick up your belongings, get to your line & wait quietly.
- Lunch bags/boxes must never be swung nor thrown.
- Do not play, socialize or scream in the bathrooms.
- Students may not leave play area without permission from adult supervisors.
- Upon leaving the bathroom, flush the toilet, wash hands, and dispose of all paper towels in trash container.

### **RIGHT TO MAKE EXCEPTIONS**

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

### **SCHOOL DISCIPLINE BOARD**

The administration and staff recognize positive behavior as an integral part of our students' education. The disciplinary board consists of the principal and/or vice principal, homeroom teacher, and three staff members. The disciplinary board will meet with the student, parent, and homeroom teacher to discuss procedures for ensuring improved student behavior. A contract will be drawn and signed by all discipline board and family members. Failure to commit to the contract may result in being asked to leave St. Rose of Lima School or the student not be invited to enroll for the following school year.

### **SCHOOL PROPERTY**

The parent of a child who carelessly destroys damages or loses any school property, books or another student's personal property will be obligated to pay the full amount of repairs or replacement.

### **SCHOOL RULES**

The two main rules at St. Rose of Lima School are:

- Any behavior that distracts a student from learning - or a teacher from teaching is unacceptable.
- Everyone at St. Rose of Lima School must show respect for other people, property and ideas.

*All rules in the classrooms and on the yard stem from these two policies.*

### **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/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated. A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search. An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrant less search of the student's locker, car or his/her personal property and effects.

In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student. If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

## STUDENT THREATS

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

## SUSPENSION

- Any of the reasons listed for expulsion with mitigating circumstances may be adequate cause for suspension of a pupil.
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.
- Suspension for misconduct applies to behavior in the classroom, in or about the building or the school grounds, to and from school, and during school related activities, e.g., sports field trips, etc.
- Suspension may be "in-house", meaning on campus but apart from the regular classroom, or off campus at the discretion of the Principal.

## DRESS CODE/UNIFORM

St. Rose of Lima School believes that a dress code is necessary not only in recognition of the economic necessities of families, but also because we hope that a de-emphasis of the material incentive placed on what one wears will foster an appreciation of the beauty that each student possesses as a child of God.

Students out of uniform will phone home and have the uniform brought to school. Advertising should not be on any article of clothing. Hats and non-prescription glasses are unacceptable inside during school hours. All articles of clothing are to be marked with the student's name and are not to be oversized. During cold weather, girls may wear tights. The school reserves the right to send anyone home who comes to school inappropriately dressed.

St. Rose of Lima School students are required to wear a school uniform in order to:

- Foster a serious approach to learning.
- Help students concentrate on their studies, not on what they are wearing.
- Reduce materialism among the students.
- Encourage students to show individualism with their talents and personality, *not* with the clothes they wear.
- Improve discipline.
- Foster the virtue of modesty.

*For these reasons we require students to observe certain regulations concerning dress, hair styles, and cleanliness. **Parents are expected to cooperate in this matter.*** If you are uncertain about any aspect of the dress code, please check with the school before you make a decision about purchases or haircuts.

- **BOYS** must have a traditional haircut, off their face, ears and collar, and combed at all times. No facial hair. No jewelry.
- **GIRLS** may not wear any type of make-up, nail polish, acrylic nails, or non-religious jewelry. Only one stud earring in each ear is allowed; no dangling earrings, hoops or drop earrings.

### **Not permissible for any Students:**

- Extreme hairstyles (including shaved, spiked, tails, any fads, coloring, color weaving/highlights, etc.)
- Non-religious jewelry – (*including bracelets*)
- Piercings other than girls' ears, one set
- Bandanas or sweat bands
- Tattoos

*Students who disregard these rules or who come to school without proper attention to personal cleanliness may be sent home and may receive an appropriate consequence.*

## UNIFORM

Students are required to be in **COMPLETE UNIFORM** the first day and each day of school.

- Uniforms are available from Dennis Uniform; you can order online at [www.dennisuniform.com](http://www.dennisuniform.com).
- Uniforms must fit properly to the size of the child; over sizing is not acceptable.
- Pants must not ride low.
- Shirts must be appropriate length (*no skin showing when raising arms; cannot be longer than pant/short pockets*).

<b>BOYS' UNIFORM</b>	
Shoes	<ul style="list-style-type: none"><li>• <b>SOLID COLOR shoes in white, black, or navy blue (matching the color of pants).</b></li><li>• <i>Accent colors on shoes, in school colors (blue, yellow, grey and/or white) are acceptable.</i></li><li>• Shoes should have matching color laces or Velcro.</li><li>• Only shoes in good repair may be worn.</li><li>• No high-tops, plastic, slip-ons, hiking/work boots, zippers, wheels, lights, etc.</li></ul>
Socks	White socks that show above the shoes
Shorts/Pants	Navy blue twill slacks (required for Mass) or navy blue twill KNEE-LENGTH Bermuda shorts
Belts	Black belts required ONLY for Mass (Shirts must be tucked in for Mass)
Shirts	<ul style="list-style-type: none"><li>• White, blue or ash grey polo shirt (short or long-sleeved) with SRLS logo.</li><li>• <b>Optional - White polo shirt with no logo.</b></li><li>• Students in grades 6-8 may wear a black polo shirt with the school logo.</li><li>• <b><i>Shirts must be tucked in for Mass, with belt visible.</i></b></li><li>• Plain white undershirt or turtleneck may be worn under the uniform shirt.</li></ul>
Sweater Vest	Dennis Uniform sweater vest only
Sweatshirt	Dennis Uniform sweatshirt only. <b>EXCEPTIONS:</b> 8 <sup>th</sup> Graders can wear class sweatshirts; 7 <sup>th</sup> Graders can wear CIMI sweatshirts, 6 <sup>th</sup> Graders can wear Outdoor School sweatshirts, and Student Athletes can wear Athletic Sweatshirts on <b><i>non-Mass days</i></b> .
Jacket	Royal blue from Dennis Uniform
Outerwear	Solid color jacket for outside use - <b><i>only on cold days</i></b>
Hats	St. Rose Panthers hats are allowed OUTSIDE OF CLASS on non-Mass days

<b>GIRLS' UNIFORM</b>	
Shoes	<ul style="list-style-type: none"><li>• <b>SOLID COLOR shoes in white, black, or navy blue (matching the color of pants).</b></li><li>• <i>Accent colors on shoes, in school colors (blue, yellow, grey and/or white) are acceptable.</i></li><li>• Shoes should have matching color laces or Velcro.</li><li>• Only shoes in good repair may be worn.</li><li>• No high-tops, plastic, slip-ons, hiking/work boots, zippers, wheels, lights, etc.</li></ul>
Socks	<b>White socks that show above the shoes</b>
Shorts/Pants	Navy blue twill slacks or navy blue twill KNEE-LENGTH Bermuda shorts
Jumper	Kindergarten-Grade 5: Dennis Uniform Mayfair Plaid (required for Mass); No more than 2" above knee
Skorts	Kindergarten-Grade 8: Dennis Uniform Mayfair Plaid (required for Mass); No more than 2" above knee
Skirts	Grades 6-8: Dennis Uniform Mayfair Plaid (required for Mass); No more than 2" above knee
Tights	Plain white tights may be worn with a jumper, skort, or skirt in cold weather
Shirts	<ul style="list-style-type: none"><li>• White, blue or ash grey polo shirt (short or long-sleeved) with SRLS logo.</li><li>• <b>Optional - White polo shirt with no logo.</b></li><li>• Students in grades 6-8 may wear a black polo shirt with the school logo.</li><li>• Plain white undershirt or turtleneck may be worn under the uniform shirt.</li></ul>
Sweater	Dennis Uniform sweater only
Sweatshirt	Dennis Uniform sweatshirt only. <b>EXCEPTIONS:</b> 8 <sup>th</sup> Graders can wear class sweatshirts; 7 <sup>th</sup> Graders can wear CIMI sweatshirts, 6 <sup>th</sup> Graders can wear Outdoor School sweatshirts, and Student Athletes can wear Athletic Sweatshirts on <b><i>non-Mass days</i></b> .
Jacket	Royal blue from Dennis Uniform
Outerwear	Solid color jacket for outside use - <b><i>only on cold days</i></b>
Hair Accessories	No head coverings are allowed except headbands that are no more than 1" wide in the following colors only: <b>solid black, solid navy or royal blue, solid white, Mayfair Plaid</b> ; Scrunchies are allowed in the same headband colors.
Hats	St. Rose Panther hats are allowed OUTSIDE OF CLASS on non-Mass days

### **AFTER-SCHOOL ACTIVITIES ATTIRE**

Students are to be in the school uniform unless on an athletic team or involved in an extracurricular activity. Those on athletic teams are to wear the assigned uniform during games. During practices students are to wear the school PE uniform with the St. Rose sweat pants and/or sweatshirts, plain colored short-sleeved T-shirts and plain colored shorts. Clothing worn for practices should be free from logos and slogans, and in good condition.

### **GRADUATION ATTIRE**

- Decorum is called for at a graduation event; attire must reflect the formal nature of the ceremony.
- Boys are to wear long sleeve dress shirts with ties, slacks, and dress shoes. **No athletic shoes.**
- Girls are to wear **modest** dresses/skirts and tops, dress shoes with low/medium heels. Natural (very light!) looking make-up may be worn. Small earrings may be worn.

### **HAIR**

Students are to maintain their natural hair color. The school considers this to be a matter of parental responsibility, and urges all parents to keep their children's hair their natural color and well groomed. In exceptional cases the parents will be informed as to the necessity of proper hairstyle. Extreme fad haircuts, either above or below the collar, will not be allowed at school. This shall include, but not be limited to "tails", steps, hair longer than the uniform collar (boys), shaved designs on parts of the scalp or hair, partially shaved heads, and bleached or altered hair color. Altered hair color includes streaks and dyes. Hairlines must blend and should be free from undue amounts of hair gel and spray. Hair needs to be out of a student's face. Colored sprays, dyes, gels, glitter, etc. are not allowed.

### **JEWELRY / MAKEUP / NAILS**

Student materials are to be marked with their name and grade. Tattoos or permanent skin markings, piercing (other than earrings), make-up, hair scarves, and ankle bracelets are not permitted. Nail polish/false nails may not be worn to school.

- Girls: No dangle or multiple earrings per ear. A single, simple necklace is acceptable.
- Boys: A single, simple necklace is acceptable. No earrings are permitted.

### **LOST AND FOUND**

All personal property should be plainly marked with the child's name and grade. This includes book bags, sweatshirts, jackets, lunch boxes or bags, etc. Found items should be brought to the office or placed in the lost and found cart. If a child loses an article, he/she should check the lost and found cart or with the office as soon as possible. The lost and found cart is kept outside the back door of the office.

*Any item left over a month, not marked or claimed, will be donated to the Saint Vincent de Paul Society or the needy.*

### **MASS/FORMAL UNIFORM**

Formal dress is to be followed on the days listed below. School uniforms are to be worn. Boys are to wear long pants and girls are to wear their skirts or skorts. Students who do not arrive at school in formal dress on assigned formal dress days will be brought to the office to call home for their correct uniform.

1. Mass days
2. Liturgical functions
3. Special days designated by the Principal

- **BOYS** - Uniform slacks (No shorts); *Shirt tucked in; Black belt visible.*
- **GIRLS** – Kindergarten-Grade 5 Jumpers/Skorts; Grades 6-8 Skorts/Skirts
- *Hooded sweatshirts are NOT allowed in church unless the church temperature is cold. This included 8<sup>th</sup> grade class sweatshirts.*

### **NON-UNIFORM "FREE DRESS" CODE**

*On designated days, students must wear modest, appropriate styles.*

- No low cut, midriff, see through, tight clothing
- Closed shoes must be worn
- Girls must wear socks or tights; leggings may be worn under dress or skirt
- No mini-skirts for girls; no shorter than 2" above the knee
- No baggy, low-riding pants for boys
- No short or tight shorts for girls.
- **Shorts must be Bermuda length** (knee length).
- No T-shirts with offensive or inappropriate words or images

### ***THE FOLLOWING ARE CONSIDERED INAPPROPRIATE:***

- Skinny sleeved tank tops
- Sleeveless shirts or blouses
- Tube tops

- Thin straps
- Oversized/baggy clothes
- Sweatpants
- Cutoffs
- Short shorts, skirts or dresses (*more than 2" above the knee*)
- Leggings (*unless worn under dress or skirt*)
- Anything deemed inappropriate by the Principal / Administration

**Any student who does not comply with the regulations must call home for other clothes or will NOT be allowed to participate in the planned activity.**

### P.E. UNIFORM (Boys & Girls)

*All students must wear the school uniform on P.E. days (unless it is a Mass day)*

- A School Spirit Shirt, Jog-a-Thon Shirt or Vacation Bible School T-shirt (*from any year; from St. Rose or St. Peter's*)
- P.E. shorts (from Dennis Uniform) –or- **UNIFORM** oxford grey sweat pants with the school logo (from Dennis Uniform); *Allowed on P.E. days only*
- If Mass takes place on P.E. days, students should wear their Mass uniform and bring their P.E. uniform to school; they will change into their P.E. uniform at lunch
- Athletic-type (running/tennis) shoe (any kind, any color; no high tops)

## DROP OFF, DISMISSAL AND TRAFFIC

### BEFORE SCHOOL / DROP OFF

- 7:15 to 7:45 a.m. is the normal arrival time for students. Students are not to arrive to school before 7:15 a.m. School begins at 7:45 a.m. It is important that all students are ready for assembly by the 7:45 a.m. bell.
- During inclement weather, students are allowed to wait in the Parish Hall. Parents driving their children to school are to enter the school grounds through the gate and drop their children off in front of the Hall. It is important to follow this pattern in order to alleviate traffic congestion.
- Parents are to pull their vehicles up as far as possible before releasing their children. Do not park and leave your vehicle in the traffic line. This is for everyone's safety.
- Middle School students should go to their lockers before school to prepare for classes.

### BICYCLES

It is recommended that only students in grades 5 through 8 ride bicycles to school. Parents who wish their children in grades 1 through 4 to do so may send a written request to the Principal, who will honor the request and keep the note on file. Students who ride bicycles to school must know and obey the laws of the road for bike riders. They must also wear an approved bicycle helmet. Bicycles should be provided with a lock and must be locked. The school accepts no liability for bicycle damage or theft. Students who walk or ride a bicycle to school must have written permission on file in the school office. Students are to go to and from their homes directly and not make any detours. This is for their safety and security. Students riding bicycles must walk the bike on school grounds. They may begin riding them when they are no longer on the school premises. Bicycles must remain in the bike rack during the school day. A student may not take another student's bike without his/her permission. A walk/bicycle permission slip must be completed and kept on file in the school office. Contact the school office for a form.

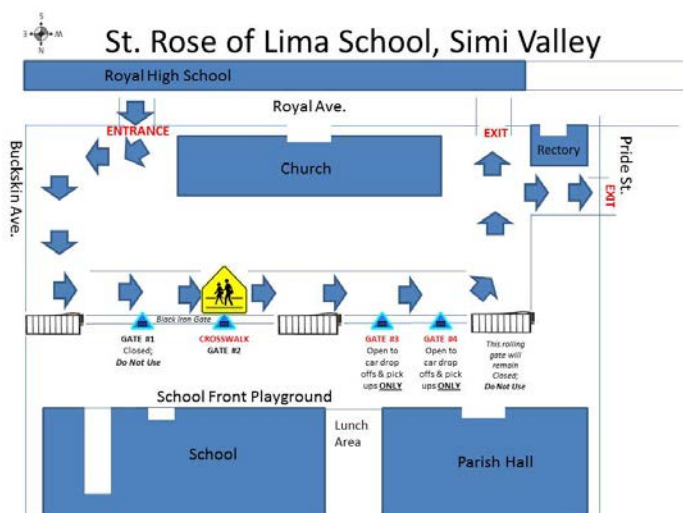
***Scooters, skateboards and roller blades are not permitted on campus.***

### DISMISSAL AFTER SCHOOL

School is dismissed at 2:45 p.m. Monday and Wednesday through Friday, 1:00 p.m. on Tuesdays and 12:00 noon on select minimum days. Any child not picked up 15 minutes after dismissal will be placed in the Panther Pad Program and parents will be charged. No student may remain on the school grounds or wait on the street or nearby corners for pick-up. This is a matter of safety.

### DROP OFF/PICK UP

Morning drop off & afternoon pick up times are very busy. The parking lot entrance on Royal Ave. is the eastern-most driveway (*see diagram below*). Enter here and pull forward toward the school's black gates.





If you drop your child/children off at the gate:

- Please PULL FORWARD to the furthest west gate.
- **Do NOT stop at the gates nearest the entrance.** This creates a traffic jam, and compromises the safety of children crossing the parking lot.
- Students should exit cars on the PASSENGER SIDE, and go through the gate nearest the drop off point.
- Once your child exits, please look CAREFULLY around your car before pulling forward. *Especially with today's large vehicles, it is difficult to see small children if they are walking nearby.* When it is safe, pull forward and exit the parking lot through one of the exits near the rectory.
- If you exit onto Royal Ave., you MUST TURN RIGHT. If you need to make a left, please turn right prior to the rectory and exit on to Pride Street.

If you walk your child into school, please park your car in a designated space. Please accompany your child across the parking lot and cross the car line at the far end of the lot, **at the crosswalk** at gate #2.

The pick-up line starts forming about 15-20 minutes before school ends. When you arrive to pick up your child please pull forward to the western-most entrance. Cars should line up parallel to the black gate.

Please lock your car doors and do not leave valuables in your car while unattended.

***\*For everyone's safety, please do NOT make a left-hand turn onto Royal when exiting the parish property.***

#### **LEAVING SCHOOL GROUNDS**

No student may leave the school grounds during school hours without explicit written permission from their parent/guardian through the school office. No student may leave after school then return the same day unless accompanied by an adult.

#### **PARENTAL SUPERVISION**

Students are not to be on the school grounds un-supervised. Once parents have removed students from staff supervision, they must keep them under close supervision. Students may not be left alone in cars or on the play equipment. This includes before and after school, evenings, and weekend events on parish/school property. **ALL CHILDREN MUST BE SUPERVISED AT ALL TIMES.**

#### **PARKING LOT RULES**

Parents should exercise caution in the parking lot at all times. **The speed limit is 5 mph or less.** Parents are invited to join the students and teachers at morning assembly. However, if they park before dropping their children off, they are responsible for their children's safety. They should keep their children near them and hold the hands of younger children. The car line directives should be followed at all times.

#### **PICK UP TIMES**

Students should be picked up by 3:00 pm on full days and by 1:15 pm on minimum days. Students who are still on campus after these times will be taken to extended care. Also, if a student is not picked up within ten minutes after an after-school activity has ended he/she will be taken to extended care.

- During after school pick-up, all adults should remain in the designated area for parents unless they have specific business in the office or a conference with a teacher.
- Students should remain in their assigned areas until their carpool arrives.

#### **RAINY DAY PROCEDURES**

***DROP OFF: If it is NOT raining at drop off, please follow our usual drop off procedures.***

If it is raining, we will open the black gates so you can drive directly into the school yard.

Please pull forward and drop off students at the curb directly in front of the HALL.

Students will be directed into the hall for assembly. Teachers will pick up their classes from the hall.

If you choose to park and walk your child in, you must still park **OUTSIDE** the black gates. ***No parking will be allowed inside the school yard.*** Please be cautious of traffic inside the yard as you make your way to the hall for the morning prayer assembly.

**EXTRACURRICULAR ACTIVITIES:** All outside extracurricular activities will be cancelled for that day.

**PE:** Students who are scheduled for PE on rainy days should still come dressed in PE uniforms. PE takes place in the hall on these days.

***PICK UP: If it is NOT raining at pick up, please follow our usual pick up procedures.***

If it is raining, we will open the black gates so you can drive directly into the school yard.

- Please wait for a school staff member to open the gate to ensure the safety of our students.

- Please pull forward and pick up students at the curb directly in front of the LUNCH PAVILION AREA.
- Students will be directed into the COVERED lunch pavilion area and will be released by their teachers.
- A school staff member will call for students on the megaphone and bring them directly to your car.
- Students going to Extended Care will be taken directly to Room 9.

**RECESS & LUNCH:** If it is raining or if the playground is excessively wet, students will remain inside during recess and lunch. ChoiceLunch will still be served as usual. Students will be provided with fun indoor activities.

#### **RETURN TO SCHOOL AFTER DISMISSAL**

Students who forget books, homework, etc. and wish to return to a classroom to retrieve them after school must be accompanied by a parent or other responsible adult and seek permission from their teacher, who will allow them into the classroom. For this reason, middle school students are to utilize their assigned lockers; this way, teacher permission is not necessary. The maintenance and after-school care staff are not authorized to open classrooms.

## **EMERGENCIES**

#### **EMERGENCY PROCEDURES**

St. Rose of Lima School each year implements a fire and earthquake safety awareness and evacuation program that is designed to insure the safety of each child and adult upon the school premises. Should such an event take place during the school day, our students are drilled at in a well-established program of fire and earthquake safety. Please review with your child occasionally the procedures of these drills. St. Rose has on hand emergency food and water plus a solar blanket for each child. Supplies have approximately a four-year shelf life. Parents are also requested to send in a zip lock bag with emergency supplies at the start of each year; we refer to these bags as “Go Packs”. (Information will be sent home and bags will be donated to the less fortunate of our parish at the close of the year.)

Students inside a building should:

1. Drop - hold on to a desk or table leg.
2. Listen for teacher's directions.
3. Evacuate the building under the direction of the supervising adult.
4. Go to the center of the play yard (in an earthquake).
5. Be calm, quiet and listen to the roll call.

Students outside should:

1. Drop to the ground.
2. Stay clear of buildings, power lines, light poles, etc.
3. Stay in the clear, be quiet, and wait for further instructions.

Parents should:

1. Not call the school.
2. Listen to the news/check the Internet for information.
3. Report to the school pedestrian gate (next to the covered lunch area).
4. Allow time for an organized dismissal to ensure that everyone is accounted for.
5. Sign child(ren) out.
6. Remain calm.

In case of an emergency, adults will be allowed to enter only at the pedestrian gate next to the covered lunch area. This is considered the “Reunion Gate”. Identify yourself to the adult in charge at the entrance, who will direct you to your child(ren). Should a serious earthquake or emergency occur, all students would be retained at school until dismissed to the care of an adult who has been designated by the parent/guardian to pick up the child(ren). No child will be allowed to go home alone.

Students will only be dismissed to the adults listed in the Emergency List filled out online at Registration. Please list only adults with a reasonable chance of getting to the school in an emergency. Only those names that are listed on the Emergency list may sign out a child. Parents may add as many names to their card as they wish. Neighbors or other school parents who live near school are good choices. In an emergency that necessitates the full removal of students from the school facility, evacuation to another site away from school grounds may be necessary.

Please be assured that we will attempt to take every precaution to ensure the well-being of your child(ren) in this event. Tune to your local news station or check the Internet to learn of other emergency information.

## EXTENDED CARE PROGRAM *(THE PANTHER PAD)*

### THE “PANTHER PAD” PROGRAM

The After School Program at St. Rose is known as the Panther Pad. The program provides an “extended family” for students in grades K-8. Creative play and crafts, study, rest, snack time, and prayer are provided in a caring atmosphere. The Panther Pad program begins 15 minutes after school ends and closes at 6:00 p.m. Students who are not picked up after the “grace period” provided after school or after school activities (sports, etc.) will be signed into the Panther Pad. Parents will be required to sign out their child and pay the after school drop in fee. Students are not allowed to wait outside or in the school office if their ride is late in picking them up.

- Parents must fill out a registration form for this program
- Archdiocesan student insurance covers students during the time of the program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program
- The school requires up-to-date family information, emergency contact information, and maintains a record of arrivals and departures
- The school may arrange with independent contractors or entities to provide extended care programs.
- Students may not remain on the school premises after school hours without proper supervision.
- Students who have not been picked up within 15 minutes after the end of the school day and are not involved in a properly supervised activity such as sports, yearbook, etc., will automatically be sent to extended care.
- Students who have not been picked up within a set time of the end of any extracurricular activities will also be sent to extended care.

The Panther Pad program is offered after school every day that school is in session from dismissal time until 6:00 pm, including early dismissal days *(unless otherwise announced by the principal or printed in the calendar)*.

- While the extended care program provides supervised time for students to work on their homework, the extended care program is not a tutoring service and cannot provide one-on-one instruction. It is the parents’ responsibility to make sure that a child’s homework is completed.

## FINANCIAL SERVICES & INFORMATION

### DONATIONS

Donations of money and supplies to the school by individuals and businesses are encouraged and appreciated. Donations may be made to the school by contacting the Pastor or Principal. Donations involving tax deductions may not earn Christian service hours.

### EXTENDED CARE FEES (THE PANTHER PAD)

- After-school extended care is offered daily until 6:00 pm (even on minimum days)
- The after school program maintains a full time (daily) fee and part-time (drop in) fee.
- Students will be taken to extended care if they are not picked up within 15 minutes of the end of the school day.

**NOTE:** *If your child(ren) is/are going to attend extended care on a full time basis, fees MUST be included with tuition payments.*

### FEES (Graduation, Field Trip, Registration, Sacramental, Science, Sports, Technology)

In addition to tuition, various fees are also required. Fees are mandatory from all families and non-negotiable. There is a second grade sacramental fee and graduation fee for eighth grade students. Each year a technology fee is due for each student.

*\*If you are accepted to St. Rose, your application fee is applied to registration; you will not be charged an additional registration fee.*

### FINES

School fines will be charged for, but not limited to the following:

- Unusual wear, damage or loss of textbooks (replacement value of the book.)
- Damage or loss of school materials, including iPads.

All fines are expected to be paid in a timely manner. Families will be billed if fines are not promptly paid.

### FUNDRAISING OBLIGATION: \$400 per family per year

May be met through/by:

- Cash, check or credit/debit card donation to the school
- Auction donation for Dream Cuisine
- Obtaining pledges for Jog-A-Thon

- Supporting School/Parent Board fundraisers
- Soliciting 3<sup>rd</sup> party donations to the school (*e.g., corporate donations, employer-matched charitable contributions, etc.*); donation solicitation letters available in office.

***Families who do not participate and meet the required criteria will be billed accordingly.***

**SIMI VALLEY DREAM CUISINE (SVDC) FOOD & WINE FESTIVAL**

- Each family is required to donate a minimum of \$150 toward Dream Cuisine, through auction donations and/or event/raffle ticket sales/purchase.
- *This is a great time to ask businesses you frequent or family & friends if they can donate auction items or if they'd like to attend the event/participate in the raffle! Their ticket purchases & donations can count toward your goal!*
- At least \$50 of this amount must go toward event tickets or raffle tickets. The remainder may go toward auction donations or event/raffle tickets.

**SIMI VALLEY DREAM CUISINE SILENT AUCTION DONATIONS**

- 100% of auction donations count toward your fundraising goal. ***100% of auction proceeds benefit the school!***
- School families must turn in Dream Cuisine auction donations by September.
- Auction donations may be dropped off at the school office. It is each family's responsibility to inform the school office of their donations. Please keep track of all donations for your family fundraising obligation.

**SIMI VALLEY DREAM CUISINE EVENT/RAFFLE TICKETS**

- 50% of event/raffle ticket donations count toward your family fundraising goal.
- Event/raffle tickets may be purchased through the school office.
- If event/raffle tickets are purchased through the church rather than school, families must inform the school of the purchase. (*Other individuals may purchase tickets toward your fundraising goal; raffle tickets may be re-sold*)

*Thank you for supporting our school and making it a better place for your children!*

**PARENT SERVICE HOURS**

All families have agreed to work 40 Service Hours each year. There are many opportunities to work the hours. 40 service hours must be met by the end of the school year. Families will be billed for any of the unworked hours in May. Unpaid service hours may result in non-renewal of your child's enrollment for the up-coming school year. Hours may only be credited for school activities and fundraisers.

Only immediate family members are eligible to work family service hours. We recognize immediate family members as mother, father, stepmother, stepfather, legal guardian, grandmother, grandfather, and siblings 18 years of age and older. Extended family members are not eligible to work service hours. It is the parents' responsibility to find the job, secure approval, work the hours, and make sure an approved person has verified your hours. Parents are to sign in with the chairperson assigned to the fundraiser or activity. The school office will designate persons eligible to verify hours.

<b>SERVICE</b> (40 Hours of required service must include ALL of the following)			
Time	Event	Event Date	Notes
3 Assigned shifts	Bingo (Monday Nights)	July - June	3 shifts required per year – Each shift is 3 hours*
4 hours	St. Rose Summer Carnival	July	Can include Set-Up, Clean-Up, Event volunteer
4 hours	Simi Valley Dream Cuisine	October	Can include Set-Up, Clean-Up, Event volunteer
2 hours	Jog-a-Thon	March	Can include Set-Up, Clean-Up, Event volunteer

Every family must complete **40 HOURS** (single parents: **20 HOURS**) of service to the school/parish ministry connected with the school or pay **\$25/HOUR** for hours not completed (**\$100/HOUR**) for each missed Bingo shift).

**\*BINGO** shifts are assigned before school starts; this is one of the biggest factors in keeping our tuition low!

- You are responsible for finding a replacement if you are unable to work a shift
- Any adult over the age of 18 (an adult child, relative, friend, etc.) can work the shift for you, if needed.
- You will be required to pay \$300 for each missed Bingo shift (\$100/hour missed) that is not made up

**STUDENT COUNCIL AND CLASS FUNDRAISING**

The Student Council and various classes sponsor small fundraisers during the year for charity and to underwrite the expenses of graduation events, etc. Please encourage your child(ren) to become involved in the planning and participation in these activities. All activities must be approved by the Principal.

**TUITION**

Payment of fees is due August 1. All school accounts, including fines, are to be closed by the first week in June. Re-registration of students for the following year may be jeopardized when accounts are not closed on that date. Eighth grade students will not be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid by May 30<sup>th</sup> (the student

will not participate in the graduation ceremony). Unless tuition is paid in full at the beginning of the year, all payments must be set up through FACTS Tuition Management. Annual general fees are due, paid in full, by August 1st, with a ten-day grace period unless prior arrangements have been made at the office.

*\*Tuition may be paid in 2, 10, 11, or 12 installments through FACTS Tuition Management Company ([www.factsmgt.com](http://www.factsmgt.com))*

*\*\*Full-year tuition payments must be turned in **TO THE SCHOOL OFFICE** by 3 pm this date*

### **TUITION ASSISTANCE**

St. Rose of Lima School provides tuition assistance to families who are enrolled in and support our parish through the regular use of the parish envelopes, and who require financial assistance. All assistance is partial and covers tuition only. Tuition assistance does not cover fees or Parent Volunteer hours. Fees are non-negotiable. The school requires families seeking tuition assistance to complete required application on the FACTS Tuition Aide website. If needed, you may also turn in to the school office a separate letter containing a detailed written statement, which describes the special circumstances, which should be considered. Application for tuition assistance does not guarantee a family will be granted assistance.

## **GENERAL INFORMATION**

### **BACKPACKS**

Students can keep backpacks with them in line before school. Middle schoolers should keep their backpacks outside their homeroom on the hooks provided. Once locks are distributed and lockers assigned, middle schoolers should go straight to their lockers in the morning and then return to the front of the school. ***Please, no rolling backpacks.***

### **BIRTHDAYS**

If the entire class is invited to a birthday party then the invitations may be distributed in the classroom, otherwise, they should be emailed/mailed home. This policy eliminates the hurt feelings that result from being left out. **A small, simple (preferably nutritious) snack for the entire class that is easily distributed is a perfect way to celebrate a student's birthday.**

Parents may send the treats to school in the morning and we will be happy to pass them out at recess or lunch. This is completely optional. Another way to celebrate a birthday is by donating a book to the classroom or making a monetary donation to the school's digital library.

### **CALENDAR**

The school calendar can be found on our school website at [www.srls.org](http://www.srls.org).

### **CARE OF PROPERTY**

The appearance of our school (the grounds, the exterior/interior of the buildings) has a bearing on the reputation of the school and on the learning experience of the students. St. Rose of Lima School students are encouraged to take pride in their school by not littering damaging desks, books and other property. All textbooks are rented or are the property of the school. Carelessness and deliberate damage/loss of books and property will be charged to the parent's account. Consideration and respect for the property of others must be a part of the Christian training both in the home and at school; therefore, the school asks your cooperation and help in this matter.

### **CELL PHONES**

Students should not have cell phones in school. If they do bring one to school the student who own cell phone must have permission from their parent to bring it to school and report this to their teacher. Cell phones must be turned off and stored in a backpack, locker, or place where the device is not on the student's person while on campus during school hours. This includes the after school program – the Panther Pad. Students who use their cell phone during the school day will have their cell phone taken from them and checked into the school office. A parent will be contacted to retrieve the cell phone in the event of a student not following school policy. If a cell phone is confiscated more than once from school staff the student may be subject to discipline at school. In the event of an emergency, a student will be allowed to make a phone call from the school office, under the supervision of the office staff. Students in after school extracurricular activities should keep their cell phones in a secure place and not allow other students to use them.

### **CLASSROOM PARTIES**

Please do not bring surprise food treats to your child's classroom for the children to share. If there is to be a sharing of treats the teacher and room parents will contact you about providing them, otherwise please speak with the teacher in advance and the teacher will make a decision.

## EXTRACURRICULAR PROGRAMS AND ACTIVITIES

The school provides a variety of extra-curricular activities offered to students both during school hours and after the close of the regular school day. These activities and programs are offered for a nominal fee. After-school extracurricular programs include the following:

- *Altar Servers*
- *Athletics*
- *Art*
- *Choir*
- *Dance*
- *Martial Arts*
- *Music*
- *Other Enrichment Classes*

Athletics Program Include: *Basketball, Cheer, Flag Football, Softball, Track and Field, and Volleyball*

Students are encouraged to participate in extra-curricular programs. It is the goal of St. Rose of Lima School to develop character, self-control, sportsmanship, and physical skills in our students. Extracurricular programs provide an excellent opportunity for students to maximize these abilities. Eligibility to participate in extracurricular programs requires that a student be in attendance in school on that given day. Some activities require an additional fee.

A student may be removed from extracurricular activity participation based on any of the following:

- Lack of effort.
- Poor conduct.
- Poor test performance.
- Lack of homework.
- Persistent tardiness to class.
- Failure to demonstrate appropriate progress on long-term projects or assignments. An ineligible student may become eligible in a reasonable amount time depending on the student's improvement and performance.
- At the discretion of the administration, a student may be removed temporarily or permanently from extracurricular participation, based on conduct violations as identified in this handbook.

## ITEMS NOT ALLOWED AT SCHOOL

During school hours until 3:00 pm students should only have with them the materials assigned by the school and classroom teacher. Items considered inappropriate are those that fail to enhance the learning environment. If students bring items that are not allowed at school, the teacher will keep in the school office or the items, until a parent comes to claim them. Electronic devices other than school issued iPads, fidget spinners, and items identified by the school administration are not permitted at school. If a staff member sees or hears any of these items before 3:00 pm, the items will be sent to the school office and a parent will need to retrieve them.

If a student has been issued a cell phone from their parent it **MUST** be turned off and secured in the school office or a secure place designated by the classroom teacher before the start of the school day and may be picked up **AFTER** school, no exceptions. (Refer to cell phone policy). ***Students should not bring items of monetary or sentimental value to school.***

## LOCKERS

Students in grades 6-8 are issued lockers. Students are to provide themselves with a combination lock and provide the locker combination number to the school.

## LUNCH POLICIES

Students should not bring soda or candy to school. Students should take home any unwanted food.

Please do not bring your children lunch unless it is an emergency. Students should bring their lunch with them in the morning. If it is necessary, please bring the lunch to the front office and it will be delivered to the student. **Please do not bring fast food. This is disturbing to the other students who brought sack lunches.**

## LUNCH PROGRAM

St. Rose of Lima School offers the ChoiceLunch Program all full days, Monday and Wednesday through Friday during the school year, unless otherwise indicated via email. The school maintains an agreement with Choicelunch. This program offers over a dozen hot and cold lunches each day. Lunches are prepared off property and delivered to school each day, prior to the lunch period. Lunches will be distributed by parent volunteers. Parents must register on line on the Choicelunch website to order lunches. All orders must be made online, thus no checks or cash will be accepted at school. Lunch prices vary and may be ordered daily, and up until the day before a lunch is desired. It is up to each family to register and order lunches daily, weekly, or monthly for their child. Lunch menus, along with nutritional values of the meals can be found on the Choicelunch website. In the event your child is absent, lunches may be cancelled by a designated time the morning of the student absence. Parents are responsible for logging on line to make, and change orders. No lunch will be offered on credit. Hot Lunch is not provided on minimum days.

**MINIMUM DAY**

A minimum day starts at 7:45 a.m. and has dismissal at either 12:00 pm or 1:00 pm for all grades. This schedule is observed during the year for various reasons, including emergencies. These assigned days are reflected on the yearly school calendar. There is no lunch period on minimum days.

**MIXED PARTIES**

Mixed parties involving pupils 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. The only exception to this regulation would be a school sponsored graduation party, or a school sponsored and chaperoned party having the approval of the pastor, the principal, and the parents.

**MONEY COLLECTION**

All payments and money brought to school, especially by younger children, should be in a sealed envelope and state the student's name, amount enclosed and what the money is for. For safety's sake, parents are encouraged to pay by check or money order, or credit card. The school is not responsible for lost cash.

**PHOTO RELEASE**

St. Rose of Lima School publishes a number of school related materials in various media including the yearbook, brochures, website, posters, and other informational or promotional materials.

In respect to all published materials and media, except the yearbook, there will be no personally identifying information that relates a student's image to his/her personal information such as name, telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades, or any other academic information, unless written permission is granted by a parent/guardian – however, pictures or videos of groups of students involved in a school-related activity may be identified by the group name (i.e. the name of a team, club, extracurricular activity, or other student or school related organization). The yearbook will contain information identifying students to their pictures, but such identification will be limited to student name and class only.

Photographs or videos taken by school personnel or staff are the property of the school. Photographs or videos taken by parents or third parties and provided or submitted to the school become the property of the school without compensation, unless otherwise agreed. Such photographs and videos may be used as determined appropriate by the school for school purposes, and remain the property of the school whether displayed in a school publication or not.

Photographs and videos are often taken by parents, family, visitors, and students at sporting events, concerts, presentations, graduation, and other activities where students are present and the public is allowed. These photographs and videos may be published in print or posted on websites by those taking them. St. Rose of Lima School has no control over the use of such photographs and videos, however, school students and families publishing or posting such photographs and videos must do so within the conduct policies of the school.

Occasionally permission is requested to photograph or videotape our students in their school activities by a person or organization not employed by the school for non-school related purposes. In such a case, permission to photograph students will be explicitly requested from a parent/guardian.

Throughout the school year your child's photograph may be taken and selected to appear in some of our school's print media such as brochures, newsletters, etc. Also artwork they may create during the year may be selected to be reproduced and placed in publications. All families are to complete and return a "Parent's Permission for the Publication of Student Work/Pictures". Please note a parent needs to designate permission for posting on the Internet AND in other media on this form. Other media includes newspapers and public relations brochures and materials. If you do not grant permission and your child is on a sports team or gets recognition in another area, they may be asked to refrain from posing in group pictures, since these photos may be used for school publicity. The photo release does not apply to the school yearbook, parish bulletin, and other photos posted on school bulletin boards. If you have any questions or concerns, please contact the School Office.

**SCHOOL SUPPLIES**

A list of classroom supplies required for the school year is given to each child at the start of the school year and is posted on the school Gradelink site. Parents will be notified if additional supplies are needed. Every student is expected to come prepared daily with the necessary supplies for class.

**TELEPHONE CALLS**

Except for emergency reasons, no teacher or student will be called from class to accept a telephone call. Likewise, students may not use the school phone when they have forgotten homework, text and library books, class supplies, and sportswear for PE after school practice or games, or permission slips for field trips. Phone calls for forgotten lunches are considered an emergency. Important messages may be left for a teacher or student, and these will be delivered to them personally.

### **TUESDAY EARLY DISMISSAL**

School is dismissed at 1:00 p.m. on all Tuesdays. This enables all faculty and staff to attend curriculum planning meetings, faculty and staff meetings, and in services.

### **VISITORS ON CAMPUS**

All visitors, including parents, **MUST** sign in at the main office (California State Law). Forgotten lunches, books, messages, homework, etc. are to be brought to the school office; they will be delivered to the student at an appropriate time so as not to disrupt class.

Parents may visit classrooms during school hours by making an appointment at least 24 hours in advance with the classroom teacher or the principal.

Only parents who are volunteering for lunch supervision may be in the lunch area. All parents must check in at the front office.

## **HEALTH & SAFETY**

### **ACCIDENT PROCEDURES**

Students who hit their head will always be examined and parents will be contacted and informed. When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted. Only minor and very basic first aid will be administered at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. *Refer to the Medication Authorization and Permission Form.*

### **ALLERGIES**

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

### **CASTS, SPLINTS, CRUTCHES, SUTURES, ETC.**

Any child coming to school with a cast, splint, crutches or sutures, or other medical or dental appliances **MUST** check in with the office.

- Due to the possibility of further injury, these students will stay in the office during recesses. They may invite a friend to join them and play a quiet game.

### **CLOSED CAMPUS**

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

### **COMMUNICABLE DISEASES**

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – education Code, Section 49403(a). A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he / she is readmitted to school. The school office must be contacted immediately after a child is diagnosed with any communicable disease. The office will send a letter home to parents, notifying the classmates of such an instance.

### **EMERGENCY DATA**

Each student shall have online emergency data that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The emergency data shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency. In the case of an emergency, the emergency data will be given to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.



## **EXAMINATIONS AND INOCULATIONS**

A student, with the permission of the parent/guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or professional help. A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parent/guardians.

## **FLU AND FEVERS**

Students who get sick to their stomach and throw up at school must go home. Students who run a fever are to remain out of school for at least 24 hours and must be fever free to return to school.

## **GUIDELINES RELATED TO POSSESSION AND USE OF ALCOHOL AND CONTROLLED SUBSTANCES**

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually. Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students. If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

### ***Procedures in the Case of Suspected Possession or Use***

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

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

## **HEALTH EMERGENCIES**

Parents are notified to pick up their child if a student becomes ill or is seriously hurt during school hours. If a parent cannot be reached the school will contact one of the persons named on their child's health card. Students will not be released to persons who are not listed on the emergency card. For this reason you must notify the school office when there is a change of phone numbers or persons to be contacted.

## **HEALTH RECORDS**

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

## **IMMUNIZATIONS**

All directives regarding immunizations, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized. All students entering a California schools for the first time must have a Mantoux tuberculosis test. All immunizations must meet State Health Requirements and be verified with the

date of administration and signature from the doctor or a representative from the doctor's office. Health records must be complete and turned in prior to the first day of school. Students with incomplete records will not be allowed in class.

California law requires children to be immunized. Children are exempt from immunization requirements only if a parent/guardian submits a written statement from a licensed physician (M.D. or D.O.) which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is(are) not indicated
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary
- The expiration date, if the exemption is temporary

<b>STUDENTS ENTERING KINDERGARTEN</b>	
<b>IMMUNIZATION</b>	<b>DOSAGE</b>
Diphtheria, Pertussis, and Tetanus (DPT)	Five (5) doses
Polio	Four (4) doses
Measles, Mumps, and Rubella (MMR)	Two (2) doses
Hepatitis B	Three (3) doses
Varicella (chicken pox)	One (1) dose

<b>STUDENTS ENTERING GRADE 7</b>	
<b>IMMUNIZATION</b>	<b>DOSAGE</b>
Tetanus, Reduced Diphtheria, and Acellular Pertussis (Tdap)	One (1) dose
Measles, Mumps, and Rubella (MMR)	Two (2) doses

**INFECTIOUS DISEASES**

Infectious diseases are caused by viruses, bacteria, fungi or parasites and can be spread from one individual to another. Parents will be notified when a communicable illness has been identified in their child’s classroom; this will include a list of symptoms and other pertinent information. Please encourage good hygiene and regular hand washing at home. Remind your child to cover their mouth with a tissue or their elbow when they cough or sneeze. Instruct them not to share brushes, combs, or hair accessories.

Infectious diseases common in schools include:

- Fifth Disease
- Hand, Foot & Mouth
- Mononucleosis
- Pediculosis (head lice)
- Pinworm
- Ringworm
- Scarlet Fever

**Parents will be asked to pick up their child from school under the following circumstances:**

1. The child has a fever of 100 degrees F or above.
2. The child is vomiting and/or has diarrhea.
3. The child has a rash that may be disease related.
4. The child does not feel well enough to return to the classroom.

**Please do not send your child to school if he or she:**

1. Has a fever of 100 degrees or more. The student should stay home for 24 hours after the temperature returns to normal without fever-reducing medication.
2. Has vomited or had diarrhea. The student should stay home until 24 hours after the last episode.
3. Has a rash that may be disease-related or from an unknown cause.
4. Has head lice. Management of head lice is primarily the responsibility of parents. Students who have had lice will be checked before being readmitted to school.

**Illness at School/Return to School Following Illness**

Ill students will not be admitted to school. Alternative arrangements must be made if your child becomes ill.

- An ill child must stay home for at least 24 hours after a fever or signs of a fever (without the use of fever-reducing medicine).
- Students who appear to have flu-like illness will remain in the Office until they can be sent home.
- We will conduct active fever and symptom screening of students upon return to school following an illness. School staff will look for symptoms suggestive of infection, such as fever, cough, sore throat, runny or stuffy nose, body aches and fatigue. If a student has at least 2 of these symptoms or seems actively ill, parents will be called.

The school follows California Department of Health/ Ventura County Health Department guidelines to assist in the management/control in the school setting.

**INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS**

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below. When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases, and will maintain a record of circumstances involved.

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

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

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

***Interview of a Student During School Hours by a Police Officer***

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law. Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

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

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

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student's parent or guardian. The school will maintain a record of the circumstances involved.

In cases of child abuse, parental notification is the responsibility of police officers.

### ***Informing the Parent/Guardian When a Student Has Been Removed From School by a Police Officer***

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

### **LICE**

Students with lice must be free of all adult lice and nits before they may return to school. A school staff member will have the final say when a student may be re-admitted to school.

### **MEDICAL / DENTAL APPOINTMENTS**

***Parents are encouraged to make all medical, dental or eye appointments outside of school hours.***

- However, if this is not possible, the teacher should be notified by means of a written note signed by a parent stating the time the student should be released from the classroom and the approximate time they will return.
- Students should bring a written certification from the doctor or dentist stating the time of release. Official verification must be received from the doctor or dentist on their letterhead. Parents should request this upon the occasion of the visit.
- An excused medical/dental appointment does not affect the student's attendance record.
- Frequent absences of this type are detrimental to the students class work so should be kept to a minimum. Student attendance on the report card will show an absence since the student was absent from school on the given day.

### **MEDICATIONS AT SCHOOL**

The school **SHALL NOT** furnish medications. All medications administered at school shall be provided by parents.

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

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

### **REMOVAL OF STUDENTS DURING SCHOOL HOURS**

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

**STUDENT ACCIDENT INSURANCE**

The student insurance program is provided for all full time students in Archdiocesan schools and parishes. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. The insurance supplements any insurance maintained by the parents.

# POLICIES

## ARCHDIOCESAN POLICIES

The Administrative Handbook of the Archdiocese of Los Angeles Elementary Schools contains the official norms as determined by the Archdiocesan School Board with the approval of His Eminence Archbishop Gomez. It also contains the uniform policies, procedures and regulations that govern the administration of all elementary schools in the Archdiocese. Available to teachers and school staff are the policies, procedures and regulations pertinent to their responsibilities. The policies of St. Rose of Lima School are in accordance with these Archdiocesan Administrative Handbooks.

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## ACCEPTABLE USE AND RESPONSIBILITY FOR ELECTRONIC COMMUNICATIONS

### ["Archdiocesan AUP"]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable. These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location. These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

### *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, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

### *Definitions*

*Electronic communications systems* include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet 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 (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

*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, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

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

- All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- All electronic communications devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

### *Guidelines to Email Correspondence and Other Electronic Communications*

- All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- Email 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 Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location 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.
- Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed.
- Passwords and user IDs are intended to enhance system security; 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 person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- 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 location.
- All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software.
- Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- Information systems hardware should be secured against unauthorized physical access.

### ***Ownership and Control of Communications***

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, 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.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### ***Prohibited Practices***

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- Violate any federal, state or local laws or regulations.
- Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- Post or cause to be distributed any personally identifying 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 identifying information includes, but is not limited to, 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 any communications, video, music 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.
- Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Give unauthorized persons access to Archdiocese or Location 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 adult.
- Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- Allow any minor to access the Internet on Archdiocese or Location 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.
- Access or manipulate services, networks or hardware without express authority.

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## BOUNDARY GUIDELINES FOR JUNIOR HIGH/HIGH SCHOOL YOUTH WORKING/VOLUNTEERING WITH CHILDREN/YOUTH

*Revised August 20, 2007*

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

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

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

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.
- Fraternalize 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/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/her parent or guardian. (Signature lines are made available on form.)

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#### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS**

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue the support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

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

Our Christian principles provide that:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations.
  - Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
  - Any parent/guardian, or other person who insults or abuse school personnel in the presence of other personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
  - Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.
  - These expectations for students, parents/guardians, or other responsible adults 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. The action may include removal of a family and its students from the school.
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#### **CHILD ABUSE POLICY**

The faculty and staff of St. Rose of Lima School are required by state law to report any suspected child abuse. Child abuse includes physical abuse, physical neglect, sexual abuse and emotional maltreatment.

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#### **COMPLAINT REVIEW PROCESS**

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

### *School Level*

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

### *Department of Catholic Schools Level*

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

*Revised August 20, 2007*

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the

transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.

- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

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## **RIGHT TO AMEND HANDBOOK**

The Principal retains the right to amend this handbook during the school year. Parents will be notified if changes are made.

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## **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND ADULTS**

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the Archdiocese of Los Angeles Self-Protection program 1-12, Good-Touch / Bad-Touch® and VIRTUS® Teaching Touching Safety (*Mandated September 1, 2006*). The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and schools to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

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 students 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 in Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.

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 Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 -637-7460.

## **ADULTS**

Any adult volunteer, coach, classroom assistants, and others who have regular contact with students are subject to fingerprinting under the California Educational Code. These adults are also required to complete VIRTUS training, and keep their certification updated as needed.

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## **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/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".

