

2023-2024



Student/Parent Handbook

Established in 1950

*Accredited by
Western Association of Schools and Colleges
Western Catholic Education Association*

ABOUT SAINT SEBASTIAN SCHOOL

Mission Statement:

Saint Sebastian School provides academic excellence in a Catholic, multilingual setting in order to prepare students to serve as faith-filled disciples in our global community.

Philosophy:

St. Sebastian School is committed to the intellectual, social, emotional, physical and spiritual development of each child; The Gospel's values guide all learning and instruction. St. Sebastian School is a close-knit community which provides numerous opportunities for faith formation. The students demonstrate their faith by participating in many St. Sebastian School sponsored service projects, benefiting the local community.

Vision:

St. Sebastian School is a Catholic, academic community serving Preschool through 8th grade children of diverse socioeconomic and cultural backgrounds. Following in the footsteps of Jesus as the model servant leader, St. Sebastian School is committed to forming morally aware young men and women who are well-prepared for high school, the university, and beyond through our comprehensive academic, faith-oriented program.

As a small community of faith, St. Sebastian School collaborates with families to nurture student development in mind, body, and spirit. As an Archdiocesan school, we ensure the teachers and students are well-equipped with the tools necessary to provide a challenging, educational environment where students themselves are inspired to be servant leaders and agents of change for others as Jesus taught.

Profile of the Graduate (Schoolwide Learning Expectations):

Saint Sebastian students, through their multicultural lens are:

Ambitious Scholars who are...

Analytical thinkers that innovate
Curious lifelong learners
Effective communicators through the use of multiple languages

Models of Christian Values who...

See God in all things
Have knowledge of the Catholic Church
Are strengthened by faith

Socially Conscious Citizens who...

Are active problem solvers that are resourceful and persevere through challenges
Build sustainable communities for future generations
Have a responsibility to help one another

Organization and Roles

Archbishop of Los Angeles – Archbishop Jose Gomez

Superintendent of Catholic Schools – Mr. Paul Escala

Deputy Superintendent of Elementary Schools - Dr. Anthony Galla

Department of Catholic Schools Associate Superintendent – Mr. Michael Santa Maria & Dr. Elizabeth Gregg

Pastor - Fr. German Sanchez

Principal – Mr. Andrew Suk

Preschool Director – Ms. Marisa Fuentes

History of the School

For over 65 years St. Sebastian School has been providing quality Catholic education to young students in West Los Angeles. In 1924, St. Sebastian Church opened its doors in West Los Angeles to serve the nearby Veteran's Hospital. St. Sebastian was chosen as the patron of our parish because he is the patron saint of soldiers and athletes. In 1950, St. Sebastian School opened its door to help educate the youth of Los Angeles. In 2015, the school incorporated its signature Spanish-English Dual Language Immersion program.

School Mascot and Colors

The school mascot is the Spartan. The school colors are maroon and navy blue.

School Schedule

Preschool

Monday - Thursday: 9:00 a.m. - 3:00 p.m.

Friday: 9:00 a.m. - 12:00 p.m.*

**Early Dismissal on Fridays for Teacher Collaboration and Professional Development*

Before-school Care: 7:00 - 9:00 a.m.

After School Care: M-Th 3:00 - 6:00 p.m. & F 12:00 - 6:00 p.m.

TK - 8th Grade

Monday - Thursday: 7:55 a.m.* - 3:00 p.m.

Friday: 7:55 a.m.* - 12:00 p.m.**

Please note

** Drop off gates close at 7:50a.m. Morning Assembly and school day begins at 7:55p.m.*

***Early Dismissal on Fridays for Teacher Collaboration and Professional Development*

Before-school Care: 7:00 - 7:50 a.m.

Afternoon Aftercare: M-Th 3:00 - 6:00 p.m. & F 12:00 - 6:00 p.m.

Office Hours

Office Hours are from 8:30 a.m. – 3:30 p.m. All families and visitors are asked to park outside the school and to enter through the front door. After 3:30 p.m., messages are to be left on the answering machine. Our school office telephone number is (310) 473-3337.

Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

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 this 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.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school 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 classwork 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.

Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a **minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

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

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

Safe Environment Training for Children and Youth

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 and 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.

The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

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 following guidelines and sign the “Acknowledgment of Receipt” for the file at the parish or parish school where you work or volunteer.**

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

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

Revised August 20, 2007

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

Parent/Student Complaint Review Process

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

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the Department of Catholic Schools Supervisor, 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 Education Councillor 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 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.

ADMISSIONS AND ATTENDANCE

General Guidelines for Admissions:

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before August 1, but required by December 1

- The recommended age for first grade students is six (6) years of age on or before August 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment.
 - Class size and assurance of parental cooperation are also considered in the acceptance of new students.
 - Parents must participate in parish functions and financially support the parish through the envelope system.

Family Requirements Upon Admission:

1. Tuition payments on time.
2. Volunteer work at school (40 hours for the school year). All volunteers performing on campus jobs must have TB test verification, Virtus certification and Live Scan on file with the Archdiocese of Los Angeles, at the start of the school year.
3. Fulfillment of fundraising requirement of \$300.00.

The above items are checked on a regular basis. Those not using the envelope system will be considered “non parish” members and must pay the full cost of education for each student. In looking for placement for the 2023 school year, all incoming students will be tested for placement before being notified of admission. TK, K, and 1st grade programs are all tested for effective, cognitive and mature development to ensure that students are appropriately placed in the correct grade level. Students entering 1st Grade must be six years of age before September 1st.

In order to receive admission into the 7th or 8th grades, students will be interviewed by teacher and/or principal and student's grades of conduct will be reviewed which will determine an acceptance or probationary status.

St. Sebastian School accepts students with learning difficulties but expects parents to provide, at their own cost, any necessary outside tutoring.

Requirements for New Students:

1. Current report card
2. Standardized test results
3. Completed application
4. Baptismal certificate (if sacrament was performed)
5. Certificates of other sacraments
6. Immunization records
7. Physical examination report (1st grade)
8. Birth certificate

Child Protection Policy:

Cases of suspected child, physical or sexual abuse, will be reported to the proper authorities.

Health Records and Screening Tests:

A health record card is kept on file for each student. The information for this card must be presented by the parent during the registration process. It is recommended that every incoming first grade student have an eye examination by an ophthalmologist before school, since eye muscle imbalance can hinder reading progress. Report test results to the school. Any new information or changes to a student's health history should be sent to the office.

According to state law (effective July 2016), every child shall be immunized against measles, German measles, mumps, poliomyelitis, diphtheria, pertussis, and tetanus (DPT). *Incoming 6th grade students are required to be immunized against Hepatitis B. An immunization record signed by the doctor must be on file in the school's office.

State law requires that all first grade students have a physical examination verified in writing by their physician (section 324.2 of the Health and Safety Code).

Immunization Requirements/Child Health and Disability Prevention Program:

This elementary school complies with the State of California, Department of Health Services' policy for school entry and therefore will not admit students unless they meet state immunization requirements and first grade health examination requirements.

Examinations and Inoculations

A student, with the permission of the parent or 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 other 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 parents.

Immunization

All directives regarding immunization, 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 against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

As of July 1, 2016, SB 277 eliminated the personal belief exemption from the immunization requirements for schools. Certain students with a valid existing personal belief exemption will remain exempt from the new requirements unless or until they enter transitional kindergarten or seventh grade. (Rev. 09-05-2019)

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record 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.

School Student Non-Discrimination Policy:

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

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

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

Inclusion Procedures

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

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.

Parents or Designated Adults on Campus

Parents or designated adults should always obtain a visitor's pass from the office before going on campus during school hours. Parents with a scheduled after school conference with a teacher are required to check in at the office. Lunches, forgotten books, or other articles should be left at the office for delivery to the students at recess or lunch.

Emergency Contact

Each student shall have an Emergency Contact sheet 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 phone number or address, the names of persons to notify in case of an emergency, updates on allergies, or to any medication prescription for a student. The Emergency Contact list shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Contact sheet will be shown 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.

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 to students 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. See *Medication Authorization and Permission Form* (available in the school office).

Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the online attendance register and record on SchoolSpeak. Elementary schools record absences according to the instructions by the Department of Catholic Schools Attendance Register.

Students are responsible for making up all missed assignments once they return to school. **Teachers are not asked to give out advance assignments.**

Absences with Acceptable Excuse

If a student is going to be absent, the school office should be notified by 9:00 a.m. When a student has been absent, a written excuse with dates of their absence that is 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. Except in cases of emergency, students are not to be taken out of school for vacations on days when we are in session. Excessive unexcused absences may result in loss of academic credit.

Students are not permitted to leave the school grounds at any time to buy lunch, to go to another child's house for lunch, to go to the store before, during, or after on-campus athletic activities.

Extended Absences

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 is absent for an extended time that is not related to a COVID-19 situation, (e.g., 15 or more days), official grades may be withheld.

Teachers will do their best to provide work for students that will be out for vacation if given ample notice. Direct instruction and make-up lessons will not be offered to students that are not present at school. If a trip during school time is absolutely necessary, parents should contact the principal and classroom teacher. Students are expected to make up their work when they return to school. Work is to be made up in a reasonable time period. Even a few days' absence is of considerable concern to teachers. Students become frustrated when they miss the introduction of new concepts and are unable to complete classroom work.

Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal. No student may be dismissed from school during the school day unless he/she is picked up by a parent or designated adult and signed out at the office. When picking up a child early, parents or designated adult should go to the office and the student will be called down to the office. Parents should not go directly to the classroom.

Illness during School Hours

If a child should become ill during the day, parents will be notified by telephone and the child must be picked up from school. There is no provision for caring for sick children. It is necessary to have a current telephone number where parents can be reached. The child must be signed out at the school office. If the student returns to school the next day after experiencing COVID-19-like symptoms such as coughing, fever, runny nose, and nausea, a negative COVID-19 test or doctor's note is required prior to returning to campus. A written note for another excuse is required in order to return. Please refer to the *Health and Safety Addendum* for further details about policies and protocols related to specific COVID-19 circumstances.

Please note - If there is a school event, game, performance, etc. on the day a child is absent, the child will not be able to participate and/or attend. Under special circumstances, if approval has been given by the principal ahead of time, a child might be allowed to attend.

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours. *If there is a school event, game, performance, etc. on the day a child is absent, the child will not be able to participate and/or attend.

Tardiness

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. 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 records.

All students arriving after 7:50 must enter through the front entrance of the school. All students arriving after 7:55am are considered tardy and will need to complete a tardy slip at the front office before going to class.

Truancy

A student who is absent from school without an acceptable excuse 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, is a truant and shall be reported to the attendance office or superintendent of the public school district.

The maximum number of excused absences in a school year is 10 days. Each absence beyond 10 days must be verified by a health professional. The parent will not be allowed to justify absences by writing an excuse beyond the 10 days.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. 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 parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Removal of Students from School 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.

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.

The Non-Traditional Family:

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 school will not be held responsible for failing to honor arrangements that have not been made known in writing.

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 unduly 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 or 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.

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 will 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, the student's car 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 the 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

Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

COMMUNICATION

Weekly Newsletter/Monthly Calendar

Each Friday an electronic email (through Mailchimp and School Speak) will go home with important reminders and dates. Teachers will also be sending information home through School Speak and/or Class Dojo.

Messages for Students

If you have a message for your child please call before 10:10 a.m. Only in case of an emergency will students be called out of a classroom. Please make necessary arrangements with your child before he/she leaves in the morning. Parents must send a written note with their child or email to the teacher. Advance notification must be provided.

Cell Phone Usage

No student may have a cell phone on campus without a school permission form on file. The form is obtained in the front office. A cell phone is only allowed if a parent deems it necessary for safety reasons. Cell phones

may not be used on campus unless there is an emergency. Abuse of this safety privilege will result in loss of the privilege.

Conferences

Mandatory Parent Teacher Conferences are held twice a year for all families. All parents are requested to attend the conferences scheduled in October and February. Subsequent conferences will be scheduled if the teacher or the parent feels a conference is needed.

Appointments for additional conferences with teachers may be made by families either in writing, by email, or with a telephone call to the front office staff who in turn will inform the teacher that a conference is requested. Parents are encouraged to talk to their child's teacher if they have questions regarding academic, spiritual, or social development. Appointments with the principal regarding a child's progress should be made only after the parent has talked with the teacher. ***Teachers are not available during morning assembly and/or afterschool dismissal, as they are supervising children.***

Reports and Cumulative Records

Report cards communicate the learning progress of students. They are available three times a year. The first one is given in conjunction with a parent teacher conference after the first trimester. Cumulative Records are also kept for each student in the school office.

Privacy and Access to Records

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

Pupil Records

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

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

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

Directory Information

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

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents of legal guardian's 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.

Parent Authorization to Use Child’s Personal Information

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

Verbal/Written Confidences

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

Transfer of Records

Student Transfers and Graduation

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

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Withholding of Records

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

Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

Permanent record cards include only the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- STAR Testing Report
- Copy of final report card
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

FINANCE

Payment of Tuition:

1. Registration (fees for books, materials, and technology) fees are \$500. TADS, our tuition management system, charges a \$50 processing fee as well. Both the registration fees and the TADS tuition set-up fee, which are a total of \$550, are due by March 1st. All fees are non-refundable.

2. Tuition is due in 10 or 12 payments. **We strongly recommend using the TADS tuition management system for tuition collection.** Payments are automatic and can be made through the TADS system on the 5th or 20th of each month.

Procedures of Non-Payment of Tuition:

Parents who are unable to pay full tuition and fees will be asked to make partial payment and give some form of additional service to the school. Students will not be dismissed from school because of parents' inability to pay the published tuition unless the parent(s) do not follow the terms of the agreement they sign with the principal.

Steps to be followed for parents who are unable to pay the published tuition:

1. Parent(s) make an appointment with the principal to negotiate the amount that will be paid to the school each month.
2. The principal will write an agreement for the parents which clearly indicates the amount of tuition that will

be paid on a specific day each month and the additional service(s) that will be rendered.

3. When the agreement is written, principal and parent(s) will meet to review the terms of the agreement. At the conclusion of this meeting, all present will sign and date the agreement. Each signee will receive a copy.

4. The agreement **will be reviewed at the end of each trimester.** If the amount of the tuition indicated on the agreement has not been received by the school according to the terms of the agreement, the parent(s) will be asked to **withdraw their child from the school permanently at this time.**

Terms of the agreement terminate at the end of each school year. The parent(s) must follow the same procedure at the time of registration for an additional school year.

Late Tuition:

Any family that is one tuition payment **behind will be given thirty days notice to pay the tuition which is due or to find an alternative placement for their child or children.** Arrangements can be made with the principal if a hardship occurs.

Scholarships/ Tuition Reduction:

Partial scholarships are offered for students in grades TK-8 and are based on need and information disclosed on a financial statement. Families receiving a scholarship must continue to demonstrate a generous volunteer attitude and continue monthly tuition payments. All families requesting tuition reduction must apply for CEF and process financial information through the TADS tuition management system.

Parishioner:

Preference in admission is given to registered members of the Parish who help support the parish through the weekly use of the parish envelope. The Parish financially helps support the school; therefore, use of the Parish envelope is essential.

Envelope checks will be done in August and January for the purpose of confirming current Parish membership. Past performance and future intent will not be used to appraise status for the coming semester.

STUDENT LIFE

School Schedule:

- 7:50 AM- Morning Assembly (Prayer/Salute to the Flag)
- 8:00AM - School Begins (TK-8)
- 9:00AM - School Begins (Preschool)
- 9:50AM - Morning Recess
- 11:30AM - Lunch/Recess (TK-4)
- 12:00PM - Lunch/Recess (5-8)
- 1:00PM - Thursday Dismissal
- 3:00PM - Dismissal (TK-8)
- 3:30PM - Dismissal (PK)
- 6:00PM - Afternoon care ends

Parking Safety:

Morning drop off is available on **the side of the school from 7:30am until 7:50am**. Families with students in Grades TK - 8 are encouraged to either park in the neighborhood and walk to campus or use our drop off line. Gates will be locked at 7:50am for morning assembly.

Early Dismissal:

The Archdiocese allows early dismissal for faculty in-services, faculty PLC meetings, and the day before a major holiday begins. On these days, students attend class from 7:55am-1:00pm. Recess and lunch are as usual. *Supervision is typically available on these days until 4:00pm, with aftercare available until 6:00pm. *Preschool will not have early dismissal days for teachers inservice.*

Faculty Meetings:

The Archdiocese permits an early dismissal on Thursday. Faculty meetings will be held for the following purposes:

1. Planning sessions for general school activities.
2. Interdepartmental communication meetings.
3. Faculty in-service.

Snacks and Lunch:

Students are to bring their own lunches and snacks. Snacks may be eaten at the morning recess. We recommend healthy snacks rather than candy, sweets, etc. Students can purchase lunch through the school or bring their own packed lunch. Please refrain from packing lunches that must be heated.

Morning Rules

On campus supervision on the school yard is provided for students every morning at 7:00 a.m. Students may not arrive before that time. Assembly begins at 7:55am.

After School Program

The After School Program, offered for students in Grades TK-8, is located in the cafeteria and is designed to provide after school day care services.

Technology Program

Technology is an integral part of the school curriculum. All grade levels have access to iPads in the classrooms. Teachers utilize programs like ~~Mathletics, Reading Eggs, and Brain Pop~~ to enhance and differentiate instruction and learning.

Parent Volunteer Program

All St. Sebastian School families are required either to volunteer a minimum of 40 hours or **pay a non participation fee of \$400**. Families are also required to fundraise a minimum of \$300 by participating in school sales (raffle and carnival donations). Items purchased on the approved teacher wish list must be donated to the front office. Receipts should be submitted at this time.

The volunteer program is divided into three areas: on campus jobs, at home jobs, and fundraising activities. More specifically, the on campus jobs are divided into these areas: Classroom assistance, special program aides, SPC hospitality and room parents, office aides/ yard duty, hot lunch, and participation on task forces.

At home jobs include material preparation for classroom use, paper graders, phone calling, and typing.

The fundraising activities vary and are approved each year by the Spartan Parent Club.

We ask parents who are available during the school day to help with the on-campus program, leaving the fundraising and jobs for working parents. All jobs are of importance to the school. Every effort will be made at registration time to help parents choose a job that best fits their schedules and interests, and one that will be of the most benefit to the school.

Each school year, specific area chairpersons will be identified to reduce the work-load of the Volunteer Coordinator. These chairpersons will be required to coordinate the volunteers and jobs within their areas, fill any vacancies, and report hours worked to the Principal or Volunteer Coordinator. Your help and cooperation will greatly assist the Volunteer Coordinator's job.

The chairpersons will be as follows:

1. SPC Hospitality/Room Parents
2. Classroom/Special Program Aides
3. Playground/Yard Duty
4. Office Aides
5. Hot Lunch
6. Repair Crew
7. Carnival Committee
8. Silent Auction
9. Jog-a-Thon
10. Technology Support
11. At Home Jobs
12. Book Fair
13. Public Relations

All volunteers must have a TB Test verification and VIRTUS Training on file in the school office by the first week of school. A Volunteer can not perform on campus jobs unless this verification is on file.

Religion Activities

1. **Liturgies:** Grades K-8 attend the 8:00 a.m. Mass weekly according to a set schedule and on Holy Days. Student Body Masses are also scheduled during the year along with paraliturgies. Penance Services, including opportunities for individual reception of the Sacrament of Reconciliation, are provided. Paraliturgical services are also planned by classroom teachers for their classes. **During Lent, Stations of the Cross will be added after each Friday Mass.**

2. **First Communion:** Second graders receive First Communion and First Reconciliation. Parents are encouraged to exercise responsibility in the preparation of their children for these sacraments. Their efforts will be supplemented and guided by the priests, sisters and teachers through meetings held during the year.

3. **Altar Servers:** Training begins in the fifth grade under the direction of a deacon or parish priest. Every Catholic student should regard it as a privilege to serve at the altar.

4. **Service:** All Saint Sebastian students will participate in various volunteer opportunities. Students in grades TK- 8 will choose, by class, a charity to support. All grades will be asked for food bank donations as well as participate in visits to convalescent homes. Students in grades 6- 8 will need to complete 12 hours of community service per year.

Sports Program:

The following requirements must be met in order to participate in the sports program:

1. Academic: Students must maintain at least a “M” average in each core subject area.
2. Social: Behavior must meet St. Sebastian standards. A conduct referral results in a week of suspension from the current sport.

Progress reports will be sent home midway into the trimester. If a student is earning below a M average in a core subject, he or she will enter a probationary period for two weeks. If there is sufficient evidence (e.g. tutoring, extra credit, improved grades) that the student is trying to improve his/her grades, he or she will be allowed to remain on the team. If a student does not show evidence of trying to improve his/her grades, the faculty and principal will inform the student (and parents) of his or her removal from the team.

Teachers will continually monitor academic and social behavior to be certain the students maintain the above requirements.

Team Practices are held after school. Game schedules are sent home for each athletic season. Team players must be picked up at 4:30 on practice days and immediately after the end of each game. It is unfair for parents to expect coaches to be responsible for watching students until parents arrive.

Teams are under the direct supervision of the coaches. Boys and girls from other grades and siblings are not allowed at practices or games unless accompanied and fully supervised by an adult. The school or coaches "will not be liable for students who remain after school and are not involved in the sports program".

School insurance covers participation in school sponsored athletic events and practices. Parental permission forms and payment must be on file in the office before any student can participate in the sports program.

Sport Games and Tournaments:

All parents and athletes are expected to model a respectful and supportive attitude toward coaches and referees. Any demeaning comments made to a coach or referee will result in a parent or athlete being dismissed from the game.

Students attending games must have a parent/adult present to be responsible for them. Siblings are never to be at practices or games unattended.

Reading at Home:

Added nightly reading is required in grades TK - 6. 15 minutes required per day. Parents are encouraged to provide their children with high interest books and are encouraged to spend time reading with their child(ren) on a regular basis.

School Policies

Discipline

Our school policy on discipline is one of conflict resolution:

STEP 1 Teacher will stop the action (if appropriate)

STEP 2 Children will be helped to express their feelings and/or problem(s)

STEP 3 The teacher will clarify and validate the children's feeling and/or problems

STEP 4 Children will be helped to make a plan using their own level of reasoning skills (how will we solve or avoid this problem next time?)

STEP 5 The teacher will rephrase and summarize the plan to ensure agreement and resolution between the child involved.

If conflict continues to occur then the principal will intervene, and when necessary parents will be called. Please see section 4 on page 29 for other information regarding discipline.

Absentee Notes

State law requires that, whenever a student has been absent from school for any reason, a note must be sent with the student on the date he or she returns to school. The note should include the following:

1. Dates covering time absent
2. Reasons for being absent
3. Parent's or guardian's signature
4. Medical absence note

Students are permitted 3 unexcused and or 3 excused absences per trimester. Those exceeding these limits may be subject to penalties such as truancy court, grades withheld, or loss of academic credit.

If a child is to be picked up early, a written note, signed by the parent/ guardian, must be presented to the teacher.

Abuse of Teachers

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

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

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

Appointments

Medical appointments should be made outside of school hours. When it is necessary for a student to leave the school during the day, a written request must be handed to the classroom teacher prior to the student's leaving. Students must check into the office when leaving and returning to school.

Whether leaving for an appointment or leaving early for any other reason during the school day, students will be called to the office until a parent arrives and signs them out in the office. Students with notes from parents, stating that they may walk or ride bikes, will be allowed to leave after reporting to the office.

Pet Policy

No animals are allowed on campus unless authorized by the principal and staff for curricular objectives. If permission is granted, the animal(s) must be confined or on a leash to ensure student safety.

Breakage (Non-Accidental)

If deliberate damage is inflicted on school property, the parents will be held financially responsible for the repair or replacement of the damaged school property.

Communicable Disease

Should your child contract a communicable disease, do not permit him/her to return to school until you have consulted your physician. Please report such diseases to the school promptly in order that notices of exposure may be sent home to parents of children in the class. A note from the doctor is required for re-admittance.

HIV/AIDS Policy

Infection with HIV, in and of itself, should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternative educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV will be admitted to St. Sebastian School.

Conflict Resolution

St. Sebastian School encourages parental participation in the educational programs of our school. From time to time, we realize situations will develop that cause parental concern. To ensure an orderly process of handling such matters, the school asks that the following procedure be followed with respect, confidentiality, and professionalism:

Step 1. If the problem relates to the classroom, first discuss the situation in a meeting with the teacher.

Step 2. Contact with the principal can be initiated by the teacher and/or parent if the classroom problem is not resolved. A conference will then be arranged by the principal involving the concerned parties. It is anticipated

that from such a conference a satisfactory solution will be developed.

Step 3. If a problem arises that is non-classroom related, please contact the principal immediately.

Step 4. If a solution is not reached between parents, teachers, and school administration, the problem will be presented to the pastor. A conference of the parties involved will be held.

Step 5. When a problem arises that cannot be resolved using the above procedures, please refer to the Archdiocesan Grievance Procedure stated below.

Archdiocesan Grievance Procedures

All those participating in the Complaint Review Process are responsible to: strive towards reconciliation, and act in good faith.

Definitions:

The person referred to as the Responsible Official in this process is the person designated by the Archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the principal of the school and/or the pastor of the parish.

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the Responsible Official, and/or the persons involved. The Responsible Official reviews the facts presented and facilitates a thorough discussion of the problem. The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The Responsible Official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

If the complaint is not to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought. Copies of the written complaint are sent to the Responsible Official and to the Regional Supervisor of the Department of Catholic Schools. The Regional Supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties. However, if no agreement can be reached, the Regional Supervisor makes a determination concerning the resolution of the complaint based on the application of Archdiocesan and school policies and/or regulations. The Regional Supervisor will then communicate the final determination in writing to all parties. There is no appeal beyond the Regional Supervisor.

Effects of Complaint Resolution

The determination concerning a complaint is applicable to that complaint only and is not binding authority for the disposition of any other complaint. School policies, rules, regulations contained in Faculty Handbooks, Student/Parent Handbooks, employment agreements, Archdiocesan Administrative Handbooks, and the like, are binding and not subject to reversal or abrogation because of the decision reached in a Complaint Review Process.

Drugs and Medicine

In these times, when drugs are so easily accessible, problems at school can be omitted or detected if you abide by these guidelines.

When it is necessary for a student to take medicine during school hours, the following directives must be followed:

1. Notwithstanding the provisions of Section 753, during the regular school day, any pupil who is required to take medication prescribed by a physician must have a written statement from such physician detailing the method, amount, and schedules by which such medication is to be taken by the child.
2. All prescription drugs are to be delivered by the parent or guardian to the office in the original labeled prescription bottle, together with the Medication Form signed by the health care provider and parent/guardian. To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or nonprescription) to school. Only medication prescribed by a healthcare provider may be taken during school hours.
3. If a student needs medication either for a few days or over an extended period of time, and it must be given during school hours, an “Administration of Medication During School Hours” form must be requested from the school office. Physician/health care provider will write directions on the form, sign and date it.
4. Students carrying inhalers must have a Physician/health care provider’s release on file stating that he/she may have it with him/her while at school or at a school activity.
5. The student will administer his/her own medication at the school office in the presence of school personnel.

Only under these conditions may any medication be given at school.

Emergency Information

Families are to file emergency disaster cards, and dismissal forms with the school office in the beginning of the school year. Forms are sent home for this purpose. It is important that all required information be completely filled out. Please return these forms before the end of the first week of school. These forms should be checked and updated by parents whenever information changes. We need to have accurate information on hand when emergency situations arise.

Field Trips

Field trips are of educational or cultural value and are related to the curriculum. Each field trip is carefully planned and includes specific goals, adequate transportation and supervision, notification of date and time to all concerned, and signed permission slips from parents. Parents cannot give verbal permission for field trips.

The purpose of parents accompanying students on the field trip is to aid in supervision, therefore siblings that are not enrolled in St. Sebastian School are unable to attend the field trip.

Parents driving on field trips are responsible for providing a current certificate of insurance and driver’s license to the school office. All paperwork must be submitted no later than THREE days prior to the field trip. Parents are required to be fingerprinted and attend a VIRTUS training session. The school secretary will verify the information and give a list of qualified drivers to the classroom teacher.

Seat belts and booster seats must be provided and used on school trips by each student, as required by law.

Homework

The purpose of homework is to reinforce learning by encouraging further research, by organizing and applying knowledge, and by practicing necessary basic skills. Parents are encouraged to provide their children with an environment free from distraction and conducive to good study habits. Teachers must be contacted, through a written note, when a problem with completing homework arises.

Tardiness, absences, incomplete homework, and other academic situations which require make-up work must be

completed per teacher instructions. Students who repeatedly do not complete homework assignments may receive an “incomplete grade.” Summer school will be required to receive a complete grade in subject areas. Teachers will notify parents regarding missed assignments. Students do have the option of turning in a missed assignment the following day for a lower grade. After that, a zero remains. If incidents continue to occur, the parents will be called in for a conference and a consequence for the individual will be established. A sick child is allowed to make up work over the weekend for full credit.

Archdiocesan Homework regulations are as follows:

1. Grades 1-2 not to exceed one half hour.
2. Grades 3-4 not to exceed 45 minutes.
3. Grades 5- 8 not to exceed 1 hour, this does not include added study time for exams.

Student Insurance

A student accident insurance program is provided by the Archdiocese. This program assists parents with medical expenses incurred due to an accidental bodily injury sustained by a child while attending school, while traveling to and from school, or while participating in a solely school sponsored and supervised activity including school sponsored sports and extended day programs. Further information on insurance is provided by the insurance company in September. Please note: this is not complete coverage; it is supplementary only.

Lost and Found

Lost articles are turned into the school office. If names are on the articles, they are given to Ms. Zuniga. If names are not on articles, they are kept for a few weeks. Unclaimed clothes will be given to charity after a reasonable time. It is strongly recommended to check with the office for lost articles.

Mixed Parties and Party Invitations

The Archdiocesan Office of Education discourages mixed parties involving the students of the upper grades even though parties are held at home. Parents are asked to cooperate with this regulation. The policy does not apply to ordinary family gatherings or a school sponsored graduation party, should that be deemed appropriate by the pastor, principal, and parents. St. Sebastian School does not encourage, nor does the school take responsibility for any party which parents may see fit to hold in their homes, involving students from St. Sebastian School.

Invitations to parties given by members of the class may be distributed at school only if the whole class is invited, or if the party is an all girl or all boy occasion. Otherwise invitations must be mailed.

Birthday Guidelines

Parents are welcome to celebrate their child’s birthday with the class. The guidelines are as follows:

- Birthday celebrations are held once a month.
- All Birthdays for the month will be celebrated at the same time.
- Date for Birthday acknowledgment will be scheduled with the classroom teacher(s).
- Birthday celebrations are limited to the following: lunch, small healthy treats and goody bags to be sent home.

All children will receive a special blessing at the last Friday Mass of the month.

Parental Attitude

Under normal circumstances a child is not to be deprived of a Catholic education on grounds relating to the

attitude of parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school that it would become morally impossible for a student to continue at St. Sebastian School. Poor parental attitude can result in the recommendation of a transfer of a student.

Physical Education Policies

Evaluation will be based on attitude, participation, sportsmanship, proper class attire, and, where appropriate, on skill tests and written tests on the game rules. Students in grades TK-8 will wear PE uniforms. Children are not allowed to sit out from P.E. unless a doctor's note is submitted.

For safety reasons students are not allowed to wear hoop or dangling earrings.

Promotion and Retention

Promotion is not based on marks alone, but upon age, maturity, and total achievement. Parents will be notified by the end of the first semester if retention in a grade is considered necessary for a child to attain success and self-confidence. Notification of Retention Forms will be sent home to parents.

Learning Difficulties

In the case of a student with significant learning difficulties, it may be necessary to recognize that the school is not equipped to meet the needs of every student and, therefore, a recommended transfer may be necessary.

Report Cards

Report cards are issued three times per year, on a trimester basis, and must be signed by parents and returned promptly to the teacher. If a student is absent 15 or more school days during the report card period, his/her card may be withheld unless the work is made up. Progress reports may be sent home mid-trimester to alert parents of an academic problem. These also must be signed by the parents and returned to the teacher.

Tardy Statement

School begins at 7:50 am. Students arriving after 8:00 am will be marked "tardy." In most every case the responsibility lies with the parent. Students arriving late disrupt the class already in progress. If a student has been late three or more times in a trimester, a parent conference will be called. We appreciate cooperation in teaching your child the value of being on time. Students tardy more than five times in a trimester will have an additional volunteer hour per tardy added to the regular 40 hour commitment for the year.

Telephone Use

Students are requested not to use the school telephone, as an open line is necessary for school business. If a student has an emergency, he/she may obtain permission from his/her teacher, the secretary, or the principal to use the phone.

Transfers and Withdrawals

When a student is going to withdraw from our school, the office should be notified as soon as possible. Transcripts are sent to the new school upon their request and only if tuition payments are current. Families must pay the full monthly tuition even if withdrawing mid-month. Tuition is non-refundable.

Parent Responsibility for Student Dress

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision.

Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are consistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem.

Lack of improvement in personal appearance is grounds for the suspension of a student during that school day. The school may also reserve the right to require that parents bring an appropriate change of clothes to school, if a student is inappropriately dressed. The principal will make the final decision.

Uniforms

St. Sebastian Catholic School's Uniform Code reinforces clothing requirements which emphasize identity as a student of a Catholic school, good taste, neatness, cleanliness, and modesty. Both boys and girls are required to purchase the designated uniform items through the approved vendors and to wear the complete uniform each school day.

UNIFORMS SCHEDULE/UNIFORMES

Grade: TK, K, 1, 2, 3, 4

Monday: Physical Education Uniform

Tuesday: Normal Uniform

Wednesday: Normal Uniform

Thursday: Physical Education Uniform

Friday: Mass Uniform (Except TK)

Grade: 5, 6, 7, 8

Monday: Normal Uniform

Tuesday: Physical Education Uniform

Wednesday: Normal Uniform

Thursday: Normal Uniform

Friday: Mass Uniform and Physical Education Uniform (will change for P.E.)

NORMAL UNIFORM/UNIFORME REGULAR

TK8th Girls: must wear jumper (TK5th)/skirt (68), Polo (gray/maroon), solid black or solid blue shoes, socks above the ankle (maroon, white or black)

TK8TH Boys: Slacks/Shorts, Polo, Belt (black), Polo (gray/maroon), solid black or solid blue shoes, socks above the ankle (maroon, white or black)

MASS DAY UNIFORM/UNIFORME PARA MISA

TK8th Girls: must wear jumper (TK5th)/ skirt (6-8) white blouse, tie, maroon cardigan, maroon vest, solid black or solid blue shoes, socks above the ankle (maroon, white or black)

TK8TH Boys: must wear blue pants (TK8th), white short sleeve dress shirt (TK8th), black belt, maroon cardigan, maroon vest, school tie, solid black or solid blue shoes, socks above the ankle (maroon, white or black)

PHYSICAL EDUCATION (PE) UNIFORM/UNIFORME DE EDUCACIÓN FÍSICA

TK8th Girls: blue St. Sebastian shorts, blue St. Sebastian tshirt, solid black or solid blue shoes (lace ups or velcro)

TK8TH Boys: blue St. Sebastian shorts, blue St. Sebastian tshirt, solid black or solid blue shoes (lace ups or velcro)

BOYS

PANTS: Navy for grades TK-5 and Grey grades 6- 8 from Dennis Uniform. Dockers, Bugle Boys, and other name brands ARE allowed but must have the same quality and coloring of the uniform brand. When in doubt please bring the clothing item to the school office before removing the tags.

SHIRT: Long-sleeved or short-sleeved polo with logo from Dennis Uniform

BELT: Black belt must be worn by boys in grades 1-8 to keep pants/ shorts above the hips.

SHORTS: (optional) Navy uniform shorts from Dennis Uniform. Hem length is not to be altered. No baggies below the knees.

NOTE: Boys pants and shorts must be worn at the waist, with a belt, and may not be worn hanging low on the body.

GIRLS

JUMPER: Grades TK-5 - Dennis Uniform (all girls need one jumper or skort)

SKIRT: Grades 6-8 - Dennis Uniform (all girls need one skirt)
Hem length is not to be shortened.

SKORT: Grades TK - 8 - Dennis Uniform (an option for all girls).

BLOUSE: Grs. K-8 White broadcloth with Peter Pan collar

POLO SHIRT: Short-sleeved or long-sleeved polo with logo from Dennis Uniform

IMPORTANT NOTE: The following combinations only may be worn by the girls:

1. Peter pan collar blouse only with jumper (Grs. TK-5)
Blouse or polo shirt may be worn with a jumper or skort.
2. Polo shirt with logo with skirt (Grs. 6-8)
3. Appropriate color polo shirt with skirt or skort. (Grs. TK-8)

Students may wear a uniform sweatshirt in the classroom for extra warmth.

BOYS AND GIRLS

SWEATSHIRT: (optional) Navy (TK -8) SRS crew-neck or quarter-zip sweatshirt with school emblem.

SWEATER: (optional) Burgundy (TK – 8) SRS v-neck cardigan sweater, pullover or sweater-vest may be worn over a uniform polo.

JACKET: (optional) Solid navy (TK- 8) jacket for outdoor wear (with or without hood) from Dennis Uniform. Navy fleece jackets and pullover fleece jackets are also available from Dennis Uniform. If a student opts to wear a non-uniform jacket, they may only be worn on the school yard, but not in the classroom

MASS DAY UNIFORM: TK-8th girls must wear a jumper (TK-5th)/skirt (6-8) white blouse, tie, maroon cardigan, maroon vest, solid black or solid blue shoes.

TK-8th Boys must wear blue pants (TK-8th), white short sleeve dress shirt (TK-8th), black belt, maroon cardigan, maroon vest, solid black or solid blue shoes.

P.E. CLOTHING: All students in grades TK through 8 must wear SSS logo P.E. t-shirt/ “Think this big shirts” and P.E. shorts to school on their P.E. days. Other school shirts purchased from previous Spring Carnivals may not be worn, only new carnival shirts may be worn during the months of April-June. Navy blue sweatpants may be worn over, or instead of, the shorts in warm weather.

SOCKS: Navy, black, gray or white solid color tights are permissible for girls. Socks must be visible above the shoe. Striped socks or layering of socks are not allowed.

SHOES: Shoes must be solid navy blue or solid black. Athletic-style shoes (sneakers) need to be worn for safety. Shoes may have no adornments, stripes, logos, other colors, sequins, glitter, neon color, patterns or lights.

JEWELRY: Girls - one small pair of earrings that do not dangle below the ear lobe, watch, religious pendant only may be worn. If jewelry becomes a source of distraction from learning in the classroom or a physical danger on the playground, the administration and teachers reserve the right to restrict students from wearing it. Boys - watch, religious pendants are allowed. **NO EARRINGS.**

MAKEUP/NAILS: Makeup may not be worn at school. Nail polish may not be worn. Acrylic nails may not be worn to school.

LAYERING: Layering of clothing is NOT allowed. Undershirts worn for warmth under the uniform must not show except at the neck. Any under layer must be tucked in at the waist.

HAIR: Hair color is to be the natural color of the student and the cut/style should be neat; no extreme or drastic haircuts or styles are allowed at any time. Beads, feathers, or similar adornments are not to be worn in the hair. Shaved heads are not appropriate for school. No bleached/dyed or chemically treated hair. Dyed/bleached hair will need to be returned to its original color for school attendance. Boys’ haircuts should allow it to be off their faces, above their eyebrows, neatly trimmed around the neck, above the ears, and above the collar. Junior High boys should be clean-shaven with no facial hair. If hairstyles become a distraction in the classroom setting, then they will be deemed inappropriate and parents will be asked to cooperate.

Uniform notices will be given to students who are either out of uniform or who have clothing items which have not been purchased from the designated uniform suppliers. **THIS INCLUDES SHOES.** Parents have one week to get the proper uniform item. Please be cooperative in the uniform requirements.

Days on which students may wear clothes other than the school uniform will be addressed as the occasions/events are determined, announced and put on the school calendar. The ultimate decisions regarding appropriate clothing will be made by the Administration.

APPAREL WHILE ON CAMPUS:

While on campus, students must be in regular or P.E. uniform except for:

- a. School-approved non-uniform or themed dress day
- b. Special reason designated by the principal
- c. Special class project or privilege
- d. When participating in a team sport

Students who stay after school to attend a sporting event, or who leave campus at the end of the school day, must remain in uniform for the duration of the time they are on campus. No student may change out of school uniform while on campus, even after school.

NEATNESS IS THE KEY WORD IN REGARD TO ALL THE UNIFORM POLICIES!

“Non-Uniform” Code Standards:

Non-Uniform dress is a privilege granted to students at different times during the year. Non-Uniform clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.

Approved by Faculty

1. Athletic shoes are required.
2. Socks, nylons, or tights must be worn.
3. T-shirts with or without a collar may be worn. No advertising or slogans.
4. No spaghetti straps or tank tops.
5. Jeans in good condition may be worn. Please remember-no holes, not faded, and not skin tight.
6. Walking shorts may be worn only on days designated by the principal and staff. Cut-offs are not allowed.

Junior High Girls Only

7. Girls may wear only light colored lipstick and/or light colored nail polish on free dress days. No makeup may be brought to school.

Non-uniform privileges will be taken away if the dress code is not followed.

Uniform Check

Uniform check will take place at the beginning of the school day. Any student out of uniform will receive a special reminder form/notification from the teacher which parents must sign and return to the classroom teacher, or reply via email.

Essential Job Duties

FAITH PRACTICES OF SAINT SEBASTIAN SCHOOL FACULTY MEMBERS

The Faculty Member:

- Reflects commitment to Gospel values and the Catholic tradition;
- Integrates faith and prayer that is living, conscious and active in private and professional life; teachers who are members of the Catholic Church are expected to live in accord with the teachings and precepts of the Church, and teachers who are not Catholic are expected to live according to Gospel values that apply to all Christians;
- Understands teaching in a Catholic school as participation in the Church's ministry of education rather than as a job to be done;
- Understands and accepts that the school is operated in accordance with the philosophy of Catholic education and publicly expressed commitment to Catholic education;
- Accepts and supports faith community as a reality to be lived in worship, service, and interpersonal relationships;
- Takes responsibility for providing an atmosphere which fosters the development of the faith of the students;
- Is committed to personal, professional, and spiritual growth for self and others;
- Exhibits personal commitment to social justice and service of others, and practices Christian justice in the classroom and school community;
- Acknowledges that faith is a free gift of God that is both a personal relationship and an intellectual assent.

PROFESSIONAL PRACTICES OF ST SEBASTIAN SCHOOL FACULTY MEMBERS

Expectations of Faculty Member:

- Recognizes and respects the primary role of the parents in the education of their sons and daughters;
- Integrates Christian truth and values into all courses and realizes that the integration of

faith, culture and life in Catholic education is permeated by the integration of faith and life in the person of the teacher;

- Exhibits professional standards of attendance, punctuality, grooming, language, preparation, and relationship to students as both an adult example and member of a faith community;
- Possesses evidence of adequate educational background for the assignments given him/her ;
- Has an understanding of the goals and objectives of the entire school program;

- Is open to continuous progress using contemporary approaches of instruction, technology and methodology;
- Strives for continual professional growth;
- Is accountable to and accepts professional evaluation of performance;
- Is aware of and observes the legal obligations of a teacher as a caretaker of minors;
- Is aware of and enforces disciplinary procedures as established by school policy;
- Exercises mature judgment in forming relationships with students, recognizing that some types of interaction appropriate to adult relationships are inappropriate in the context of a faculty/student relationships;
- Exercises prudent judgment in forming relationships with parents and families of students, recognizing that their role as teacher and spokesperson of the school requires discretion at times;
- Must refrain from public criticism of administration, faculty, students or parents

Responsibilities of Faculty Member:

- Assists in the implementation of the Mission of ____ School.
- Teaches classes as assigned in accordance with the mission of ____ School and the Archdiocese of Los Angeles.
 - Respects the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved. In these cases the appropriate administrator should be notified immediately.
- Is obligated to read assignments given to students in a timely manner.
- Handles routine discipline problems within the classroom and communicates with the administration for serious infractions in accordance with school policies.
- Carries out extra-curricular assignments as specified in the employment contract.
- Participates in both formative and summative evaluations and makes good faith efforts to follow through on professional development strategies identified in these evaluations.
- Keeps classrooms and adjoining hallway areas neat and orderly.
- Interacts with students, parents, and colleagues on a professional basis in accordance with the policies specified in this handbook.
- Reports unsafe building conditions or other safety hazards to the Principal.
- Attends all department and faculty meetings and in-services, participates in the review and ordering of instructional materials in relevant subject areas, and performs other services as requested by the principal.
- Adheres to all institutional policies and procedures as specified in this handbook, ADLA Handbook, the Student-Parent Handbook, and with other directives as issued by the Principal.
- Arranges for guest speakers, films, field trips, special activities, and other educational experiences, which will enrich the subject area for which he or she is responsible with the approval of the administration.
- Is punctual at all class meetings, parent conferences, faculty meetings, supervisory assignments, and student assemblies as required. Only the Principal can excuse attendance from any of these functions; permission to miss any event is to be obtained well in advance.
- Conforms to professional standards of dress, language, and conduct in accordance with the policies specified in this handbook.
- Is on campus from 7:30 a.m. -3:30 p.m. daily.
- Checks email daily and responds to all inquiries within 24 hours (weekends excepted).

Physical Demands

When performing activities throughout the day related to the educating of students, the teacher spends the majority of the day standing in the classroom.

- Must be able to stand 45 minutes out of each instructional hour.
- Dealing with the students can entail kneeling or squatting, stooping, and bending from 50-70 degrees at the waist on an occasional to frequent basis. Must be able to bend over a student's desk to help the student 45 minutes out of each instructional hour.
- Must be able to walk around the classroom to supervise children and monitor student work 45 minutes out of each instructional hour.
- He or she must walk through the classroom and be able to maneuver in tight spaces between desks, etc.
- Must be able to exert up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects (textbooks and materials). The teacher often moves children's desks and chairs to change the layout of the classroom to influence the learning situation.
- The teacher must see and hear on a continuous basis as well as speak frequently. Positions may vary from standing, sitting, or walking. On a rare occasion it may be necessary to move quickly, run, etc. over smooth to uneven surfaces such as on asphalt, pea gravel, on the playground, or on the grass. Must be able to safely and quickly evacuate the students in an emergency.
- The teacher must have manual dexterity to use office equipment, manipulate books and other learning materials, and assist students with various activities. The teacher must have repetitive movement of fingers and hands for keyboarding.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment

- The work environment will vary from potentially very loud situations such as assemblies, rallies, and playgrounds to more moderate situations such as classrooms or large group professional settings.
- The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel.
- The employee must be able to work in air conditioned and heated environments under fluorescent lighting.

1.2 Parent/Student Complaint Review Process

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

1.6.a 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.

1.6.b 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.

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

If the school has a 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. 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 or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

1.7.a Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall

include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

1.7.b Consultative School Council

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

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

2.4

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record 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 remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

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

2.6. Absence

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 schools record absences according to the instructions on the Student Attendance Register.

2.6 Work Permits

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

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

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

2.7 Student Accident Insurance

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

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 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.

3.2 Counseling Policy

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

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

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

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

4 DISCIPLINE

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

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

4.1 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

4.2 Disapproved Disciplinary Measures- The following disciplinary measures are forbidden:

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

4.3 Detention

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

4.4 Suspension

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

4.5 Expulsion

4.5.a Reasons for Expulsion- Reasons for expulsion are, but are not limited to, the following offenses committed by students:

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

4.5.b Procedure for Expulsion

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

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

4.5.c Written Record

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

4.5.d Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference
- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

4.5.e Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

4.5.f Reporting of Expulsions

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

4.5.g 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.

4.5.h Home Study

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

4.6 Harassment, Bullying And Hazing Policy

The 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.

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

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

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

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

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

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, websites or social communication networks
- Using someone else's username to spread rumors or lies about someone

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding 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 offensive and unwelcome
- Reporting 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 and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

4.7 Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

4.8 School Searches

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.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students.

However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

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

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

5 ACCEPTABLE USE AND RESPONSIBILITY POLICY 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.

5.1 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.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

- a. 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”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. 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
- e. 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.

5.3 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.

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. 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.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to “All Employees,” “All Parents,” “All 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.

- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 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:

- a. Violate any federal, state or local laws or regulations.
- b. 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.
- c. 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.

- d. 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.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. 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.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. 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.
- i. 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.
- j. 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*.
- k. 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.
- l. 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).
- m. 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.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. 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.
- q. 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.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 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.

6. HEALTH AND SAFETY

6.1 Emergency Contact sheet

Each student shall have an Emergency Contact sheet 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 phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Contact sheet shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Contact will be shown 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.

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 to students 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. See *Medication Authorization and Permission Form*.

6.2 Examinations and Inoculations

A student, with the permission of the parent or 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 other 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 parents.

6.3 Immunization

All directives regarding immunization, 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 against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

6.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record 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.

6.5 Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

6.6 Medications

The school will 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 parent, must be provided. See *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 an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epipen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and nonprescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's 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.

6.7 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 or she is readmitted to school.

6.8 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.

6.9 Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor

- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian: _____

Date: _____

Name and Signature and Title of Witness: _____

Date: _____

APPENDIX B

The screenshot shows a PDF document in Adobe Reader. The title bar reads 'prmt_release_child_noncomm_en[1].pdf - Adobe Reader'. The menu bar includes 'File', 'Edit', 'View', 'Document', 'Tools', 'Window', and 'Help'. The toolbar shows various icons for navigation and editing, with a search bar containing 'Find'. A purple banner at the top of the document area says 'Please fill out the following form. You can save data typed into this form.' and a 'Highlight Fields' button is on the right.

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

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

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

This section to be completed by Parent/Legal Guardian:

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

Please initial the applicable boxes

Image/visual likeness: yes no Voice: yes no
Name: yes no Work: yes no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications.

Print Release Child Noncomm en 1 Updated 10/21/09
Copyright © 2009 Roman Catholic Archbishop of Los Angeles, a corporation sole. All rights reserved.

Fillable .pdf available at

http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883

APPENDIX C

studentyouthactivitypermisnform_en[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 1 129% Find
Please fill out the following form. You can save data typed into this form. Highlight Fields

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity: Field Trip Other (specify): _____

Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

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

Teacher/Adult Leader: _____ Attire: _____

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

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

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby

Fillable .pdf available at

http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808

APPENDIX D

medicationauthpermisform_en[1].pdf - Adobe Reader
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**ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician
Part D by parent/guardian – *please print*

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

_____ _____ _____ _____
Dosage Prescribed Time Schedule at School Dose Form (tablet/liquid) Color

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

B. **Physician's Recommendations.** (check where applicable)

_____ Please notify this office if patient misses medication at school.

_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

C. **Physician's Authorization.** The student for whom this medication is

Document available at

http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788

ACCEPTANCE OF HANDBOOK



**St. Sebastian School
Parent/Student Policies Agreement Form**

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Sebastian School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name _____ Grade _____

Please return this signed form promptly to the School Office.

1. EXTENDED SCHOOL DAY PROGRAMS

- The school requires an extended school day agreement with participating parents
- 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, and maintains a record of arrivals, and departures
- The school may arrange with independent contractors or entities to provide extended school day programs.

2. SUMMER PROGRAMS

The principal is responsible for the overall administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the 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.

3. FIELD TRIPS AND TRANSPORTATION

3.1 Field Trip Policies

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

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

- Prior permission of the principal.
- 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.

3.2 Transportation Policies

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

4. 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 permission.

However, 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.

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 or on school buses.

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.

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.

PARENT MESSAGES AND TELEPHONE 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.

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

The Archdiocese of Los Angeles Administrative Handbook can be found at www.la-archdiocese.org under publications.

Right to Amend

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

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