



*St. Anthony
Parish School*

St. Anthony Parish School Parent-Student Handbook

855 E 5th Street

Long Beach, CA 90802

(562)432-5946 School Office

Mr. Francisco Lim
Principal

Miss Duenas
Resident Principal

Fr. George
Aguilera Pastor

General Information

Philosophy Statement

St. Anthony Elementary School Founded in 1908

The administration, faculty, and staff of St. Anthony Elementary School, firmly believe that a Catholic education will lead the whole person to that end for which he or she was created.

Realizing that the parents are the primary educators of their children, St. Anthony Elementary School assumes its responsibility to assist parents and to instill values. The school recognizes as its chief task, this cultivation of faculties within the individual to attain integration of the whole self. The goals of the educational program are to empower students to become productive members of society.

Within the framework of a Catholic education, St. Anthony Elementary School has chosen goals and objectives, which will best cultivate all areas of learning within the individual.

Mission Statement

St. Anthony Elementary School's mission is to prepare our students spiritually, academically, socially and physically to help them lead a full life. Specifically, we seek to:

- Provide a Catholic, values-based education
- Foster love of God, self, and others
- Encourage lifelong learners who are able to transfer and integrate knowledge into real world situations
- Build an awareness of the needs of others and encourage students to respond in acts of service, generosity and compassion
- Instill self-esteem and self-worth
- Promote high standards of moral conduct and good physical health
- Develop an appreciation of the cultural diversity of society

Non-Discrimination Policy

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

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

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

Code Of Christian Conduct Covering Students and Parents or Guardians

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue 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 class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are

not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

Relationship of School to Parish

St. Anthony Elementary School is a parochial school and an integral part of the faith community of St. Anthony Parish. The pastor of the parish, Father George Aguilera, is *ex officio* the chief administrative officer of the school. He implements the policies of the Department of Catholic Schools in the parish school and, on points not covered by archdiocesan policies; he determines policies consistent with archdiocesan policy and appropriate to the needs of the school. The pastor has overall administrative, personnel, finance and spiritual responsibilities for the school. The immediate direction and supervision of the school program is, however, delegated to the principal, Mr. Francisco Lim.

History of St. Anthony Parish School

St. Anthony Elementary School was originally established in September 1907, for the 1908 School Year, under the supervision of the Pastor, Reverend James Reardon. Students were taught by Fr. Reardon and lay Catholic teachers. In June of 1909 due to a lack of funds, the school was closed. Several years later, St. Anthony Elementary School was reopened. In 1916, Fr. Reardon procured four Sisters of the Immaculate Heart of Mary as teachers. The school, located adjacent to the rectory, was dedicated in September 1919 and consisted of grades Kindergarten through Eighth.

In May 1923, Fr. Hagerty dedicated a new school building. Following the earthquake of 1933 and the subsequent damage to the building, the school was rebuilt and dedicated by Fr. Lucey. The present St. Anthony Elementary School was built in 1954. It is a two story, twelve classroom building.

Throughout the history of St. Anthony Elementary School, both religious and lay people have played a vital role in shaping the school's Catholic identity. Following the departure of the Sisters of Immaculate Heart of Mary in 1970, the Sisters of St. Francis, Third Franciscan Order, from Syracuse, New York arrived at our school. Sr. Margaret Coyne served as Principal for 25 years until she retired in 2004. Presently, the school's Principal works closely with the Pastor to organize school liturgies, prayer services, sacramental preparation, and Christian outreach projects. Faith continues to be at the forefront of the St. Anthony Elementary School education.

In addition to establishing a rich faith tradition, St. Anthony Elementary School also expanded its educational programs. In 1981, a full-day Kindergarten was opened. In 1988 the school opened an extended day care program to meet the needs of our many working parents. The elementary school further expanded in 1996 by establishing Pre-Kindergarten under the guidance of Fr. Caruso.

Today, St. Anthony Elementary School strives to provide a quality education centered on

Christian values. St. Anthony Parish School is accredited by the Western Association of Schools and Colleges (WASC) and also maintains membership in the National Catholic Education Association (NCEA).

St. Anthony Elementary School PTA: Parents Taking Action

The main functions of the St. Anthony PTA group are to raise funds for supplemental resources, 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. It shall be the purpose of the PTA Executive Board to promote and encourage full participation in the PTA Organization in the parish school and its affairs on all levels. Further, the Board shall promote the following, but not limited to the following:

- Promote Parent/Teacher relationships that enhance the principles of Catholic Education
- Conduct fundraising activities for the benefit of the parish school
- Support social and civic activities

The PTA meets once a month to plan school activities, focus on upcoming fundraising opportunities, and to further enhance school development. All parents and guardians are invited and encouraged to join the PTA. Information about PTA meetings will be provided in the Parent Newsletters and on School Speak.

Student Learning Expectations

I am a SAINT!

Socially Aware

- Respect cultural differences and embrace diversity
- Demonstrate age-appropriate understanding of current events
- Participate in acts of service and justice

Academically Driven

- Read, write, and speak with fluency and expression
- Demonstrate an active role in their own success and growth
- Ask questions, make observations, and reach logical solutions

Inspired by Faith

- Actively participate in liturgies, prayers, and sacraments.
- Make moral decisions in their thoughts, words, and actions
- Live as Jesus did

Nurturing God's Creation

- Reduce, reuse, and recycle
- Respect and care for the Earth and its inhabitants
- Develop personal strengths and talents

Technologically Responsible

- Use resources wisely and responsibly
- Utilize technology to learn and teach others
- Be a self-directed and independent learner

School Schedule

Monday-Friday:

* Middle School has a different Friday schedule. Please see the table below. *

7:30-7:50 Students arrive on campus and must sit at their lunch tables.

7:50 Morning Meeting and Prayer outside

8:00 Students proceed to classrooms for learning activities

3:00 Dismissal

Recess	Eating	Playing
Grades K-2	9:50-10:00	10:00-10:10
Grades 3-5	10:00-10:10	10:10-10:20
Grades 6-8	10:10-10:20	10:20-10:30

Lunch	Eating	Playing
Grades K-2	11:50 - 12:10	12:10 - 12:30
Grades 3-5	12:10 - 12:30	12:20 - 12:50
Grades 6-8	12:30 - 12:50	12:50 - 1:10

3:15-6:00 Any students still on campus are taken to Daycare for supervision

<u>Friday (Middle School)</u>	
8:00 - 9:10	Period 1
9:10 - 10:20	Period 2
10:20 - 10:50	Recess
10:50 - 12:00	Period 3
12:00 - 12:25	Homeroom
12:30 - 12:55	Lunch

1:15-6:00 Any students still on campus are taken to Daycare for supervision

Guidelines for Adults Interacting With Minors at Parish or Parish School Activities or Events

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

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.

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.

Archdiocese of Los Angeles "Zero Tolerance Policy"

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

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

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

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

Safe Environment Training for Children and Youth

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

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

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

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

Parent/Student Complaint Review Process

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

School Level

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

Department of Catholic Schools Level

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

Admission and Attendance

Archdiocesan Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The required ages for students:
 - PreSchool: 3 years of age by September 1st
 - PreKinder: 4 years of age by September 1st
 - Kindergarten: 5 years of age by September 1st
- The recommended age for first grade students is six (6) years of age on or before September 1st, 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 students' continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

Guidelines for Admission to St. Anthony Elementary School

In addition to the above guidelines, the following are specific to St. Anthony Elementary School:

- Preference will be given to members of the parish who are baptized, registered and supportive of the parish.
- Pre-kinder students must be four (4) years old by September 1. (Birth and Baptismal Certificates required)
- Kindergartners must be five (5) years old by September 1. (Birth and Baptismal Certificates required)
- 1st graders must be six (6) years old by September 1. (Birth and Baptismal Certificates required)
- Previous report card must be submitted
- Previous standardized test results must be submitted
- Completed application and registration fee have been turned in
- All new students are considered on probation for their first year

School Student Non-Discrimination Policy

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

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

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

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.

Absences

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.

Illness Report

If a student is ill, the parent/guardian must report the illness to the school office by 8:15 AM on the day of the illness.

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, (e.g., 5 or more days), official grades may be withheld. St. Anthony administration and faculty strongly discourage taking students out of school for extended vacations or day trips as they deprive the student of important classroom instruction and necessitate extra preparation for the teacher. Although the student may make up some of the work within a reasonable time, it is important that the parents understand that the child's absence may significantly affect his/her grades. Therefore, all family trips and other outings should be scheduled during the school holidays only. However, if students are truly ill, please keep them home.

No school work will be prepared by the teacher to be completed while on vacation. The student is responsible for making up tests and assignments upon their return to school. A note must accompany the student's return to class. Homework will not be sent home on the first day of an absence. If a student is absent for a second day, homework will be available by 3:00 with the secretary at the school office if the parent has called before 10:00 a.m. that morning to request the work. If you contact your child's teacher, other arrangements could be made in regards to how you receive the missing work (e.g., emailed, Google Classroom, Seesaw, etc.).

Release Of Students During School Hours

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.

The parent/guardian is required to pick up the child in the school office. He/she will sign the child "out" and sign the child "in" if they return.

Tardiness

A student is tardy if he or she arrives after 8:05 AM. A record of all tardiness is kept in the attendance register and records. Habitual lateness will result in a principal/parent conference. When a student is tardy, they must go to the office to pick up a tardy slip that must be submitted to the teacher to return to class.

After an 8:30 AM school arrival, the attendance record will reflect a half day absent. This will be measured by the tardy slip.

School Communication

SchoolSpeak will be the primary and official form of communication from the school to home. Announcements, service hour opportunities, grades, report cards, etc. will be communicated through SchoolSpeak. It is the parent's responsibility to read the information.

Additionally, the school will utilize ClassDojo and Instagram to send out information.

Teachers will utilize weekly newsletters, email, and/or other forms of communication.

Parent-Principal Conferences/Correspondence

The principal is available for appointments during the school day. Please call the office for an appointment. If there is an issue with an individual teacher or classroom situation, parents are to speak to the teacher first before contacting the principal. The principal likes to maintain an "open door" policy, but occasionally must attend to job related tasks and will not be available to meet at all times. Please contact the school secretary to schedule a meeting with the principal.

Telephone Use by Students

No student will have access to the school telephone except in an emergency. An emergency will include illness, accident, cancellation of school events, or carpool difficulty. Forgotten books, assignments, P.E. clothes, lunches do not constitute an emergency. If a parent/guardian must be notified for illness/accident, only school personnel will make the phone calls deemed necessary.

Students may not use their personal cell phones / smartwatches while on campus. Cell phones will be collected at the beginning of the school and will be stored in a locked space. Students will receive their phones at the end of the day. If students are seen with their cell phones or using their smartwatch, the phone / device will be confiscated and a parent/guardian must pick it up from the school office.

Arrival/Dismissal Procedures

Upon arrival at our school, students are to wait at their designated tables until their teacher comes for them. Parents are asked to wait in the playground area and not to stay in the table area. Students do not have supervision until 7:30 AM, please do not drop them off before this time.

Students are to leave the school grounds within fifteen minutes after dismissal unless reporting to Extended Day Care or a supervised school activity for which they have written permission.

Parent drivers are to use extreme caution when entering/leaving the school grounds. At dismissal parents may drive into the yard in the car line to pick up their child. Parents may also walk to the pedestrian gate located on 5th Street. At no time are cars to be left unattended by drivers, unless they are parked in official parking spaces. Observance of basic traffic rules will be enforced. Drivers are to follow the directions expressed by those on traffic duty. Staff members on traffic duty give directions that are for the safety and security of the students. They are to be respected and obeyed. All drivers are asked to make student safety a priority.

Parents are requested not to park in reserved parking spaces for rectory, school staff and pre-school drop-off.

Walking, Riding the Bus, or Bicycling Home

Students who walk, use public transit, or ride bikes are to leave promptly. No student is to remain at the school unless he/she is enrolled in the school sports program, extended daycare program, or other authorized after school activity.

Parents are responsible for making sure their children get to and from school safely and on time. Permission slips are available and must be on file should you wish your student to walk, ride a bike to/from school or use public transit. No student will be allowed to leave Extended Day Care by any of these methods, even with parental permission.

Students who use a skateboard, bicycle, e-bike, or other forms of transportation must leave it in the office. Using these items is strictly prohibited on school grounds. The school will enforce the use of helmets for e-bikes.

Classroom Interruptions

Parents are not to interrupt classes for any reason while school is in session. All forgotten items, such as lunches, books, uniforms, etc. can be left at the front office for students to pick up.

Picture taking of our students is prohibited during school hours unless cleared by the classroom teacher or principal.

Birthdays

If you are planning to celebrate your child's birthday at school, please make sure you are contacting your child's teacher and letting them know. Please know that it is your responsibility to distribute, organize, and clean up whatever it is you are doing to celebrate your child.

Students may wear free dress on their birthdays. The outfit must be appropriate for school and must follow the free dress code found in the uniform sections. If a student's birthday falls on a Thursday or special mass day, he/she must come to school in their mass uniform. He/she may have free dress the day before or the day after the actual birthday. On the occasion that the birthday is on a weekend, students may come to school the following Monday in free dress.

Parent/Guardian Right of Visitation

Rules Regulating Parental Visits

St. Anthony Elementary School does not allow parent or guardian visitation during the school day. As a general rule, it is advisable that the principal and the parent(s) work out a mutually agreeable alternative to interrupting the student's schedule at school.

Non-custodial Parent

Parents are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parent to provide the underlying agreements for these matters. The Archdiocesan Legal Department is available to advise on how to handle these matters. The parent who has custody should be encouraged to present legal evidence regarding the extent of the other parent's visitation rights.

Extended School Day Program

St. Anthony Elementary School opens its campus gates at 7:30 AM for supervision of students. A staff member is on duty until the 7:50 AM bell at which time the students are picked up by the teacher and proceed into the classrooms. After school Daycare is available on school days from 3:15 PM to 6:00 PM. On minimum days, Daycare is available from 1:15 PM to 6:00 PM. Parents are asked to pick students up by 6:00 PM each day and are encouraged to call the school if they will be later than 5:50 PM. Parents who pick up their child after 6:00 PM cause difficulties for staff members. The cost to leave a student past 6:00 PM is \$4 per minute.

A statement of fees will be sent home within the first week of the next month, and is to be paid by the 15th of the month. Frequent lateness in picking up a child will be grounds for terminating the child's participation in the program.

For the safety of our children, no child is allowed on the school grounds before 7:30 a.m. No child is to be on the school grounds more than 15 minutes after school is dismissed, unless reporting to Extended Day Care or a supervised after school activity for which written permission is required. Students who do not fall into the above category and who are on the school grounds prior to 7:30 a.m. or 15 minutes after dismissal will be placed in Extended Day Care and parents/guardians will be required to pay the designated fee. Students in the program are required to observe the school's rules and regulations. Failure to do so will result in removal from the program.

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.

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.

Student Transfers, Withdrawals and Graduation

Transfer of Records

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.

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

Academics and Co-Curricular Activities

Curriculum and Academic Policies

St. Anthony Elementary School is fully accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges and The Archdiocese of Los Angeles.

Textbooks

All hardbound textbooks are the property of the school. New textbooks can cost as much as \$120.00 per book, and since it is the student's responsibility to maintain the good condition of the textbooks he/she received, students will be charged for any book lost or damaged. Books are to be carried to and from school in a book bag/backpack.

Damage and unnecessary wear and tear, but not loss of the book can result in fees that range from \$30.00 to \$70.00 per book. It is the responsibility of the parents to take necessary steps to avoid damage/replacement charges. Students will assess the condition of their book during issuance. Any lost or destroyed books will require replacement of the book at full cost.

Spiritual Growth and Formation

As a Catholic school, the administration and faculty strive to build community. We want to build upon and strengthen the moral/Catholic values that parents/guardians are fostering in their homes. We are committed to offering a quality education in a faith-filled environment. It is our prayer that the children will come to know their self-worth and show respect for themselves and others. There are many varied opportunities given to foster their faith development.

Liturgy: Students attend mass on Thursdays at 8:00 AM. The entire school celebrates Liturgy on Holy Days and special days. All families are invited to attend any of our liturgical celebrations. All students are required to wear the dress uniform for weekly morning liturgies.

Daily Prayer: In each class, emphasis is placed on the students' communication with God. Each day begins and ends with prayer. Special prayer times are planned around Holy Days, Marian Day, important class needs/events and religion curriculum objectives.

Retreats: Students in the 2nd and 8th grades participate in a retreat.

Reconciliation Services: During Advent and Lent, the students participate in Reconciliation Services. Students are encouraged to receive the Sacrament of Reconciliation on a regular

basis with their parents/guardians.

Sacramental Preparation: Students in the 2nd grade are prepared for First Reconciliation and First Communion. Parents are fully involved in this preparation as they attend Parent Preparation classes in order to help their children and prepare as a family.

Students outside of 2nd grade wishing to receive their sacraments will be referred to the Parish CCD program for preparation.

Marian Day: Marian devotion is an important aspect of our Catholic Tradition. Special religion curriculum objectives are developed during the months of October and May to honor and learn about Mary's role in salvation history. A Marian Day is celebrated in May. Time is set aside to focus on the life of Mary, recite the rosary, and participate in the Crowning of Mary.

Stations of the Cross: During the season of Lent, students walk with Jesus on the journey of the Stations of the Cross.

Advent/Lent: During these liturgical seasons, time is set aside to dwell on the meaning and purpose of these liturgical seasons of the church year. Using a number of age-appropriate activities in the classroom, the students experience a prayerful atmosphere that helps develop an appreciation and love for Christmas and Easter.

Testing and Assessment

Academic Progress

In addition to textbook tests and teacher-made tests which are a part of the schoolwork, the STAR standardized test (grades K-8) and ACRE (standardized religion tests for grades 5 and 8) are administered in accordance with Archdiocese scheduling and guidelines.

Homework

The ability to study is an acquired skill. Homework is given to supplement and reinforce class work and to build the skills needed to accomplish more challenging assignments.

There will be homework of some type each evening. Some assignments will be ongoing while others can be accomplished if parents foster systematic study habits in an environment free from distractions. Not all assignments are written work. Research, reading, and memorization should be done with as much attention as written work.

While the time needed at home to complete work assignments is dependent on the grade level and abilities of each student, a reasonable time for homework per grade would be:

Kindergarten to 2nd Grade: 30 minutes

3rd Grade to 5th Grade: 1 hour (includes reading and studying)

6th Grade to 8th Grade: 1 hour 30 minutes (excluding studying)

Contact your child's teacher if you are concerned about the amount of time your child is spending on homework.

Make-Up Work

Students are informed at the beginning of the school year of their responsibility for making up work that is missed during an absence. In order to meet requirements for promotion, class work missed because of absenteeism must be completed satisfactorily. No school work will be prepared by the teacher to be completed while on vacation.

Honors/Awards

At all grade levels, students are recognized for achievement and improvement in academics. Academic recognition is published and posted. This includes:

- The Principal's Award is given to a student who earns a 4.0 grade point average.
- The First Honors Award is given to a student who earns a 3.5 to 3.99 grade point average.
- STAR Growth Award is given to a student who has earned a SGP of 65 or higher on the STAR assessment.

Grading

Scholastic achievements test scores, oral and written assignments and participation in class are the criterion for all academic grades.

Grades K-2:

Grades 3-8:

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

Grades are designed to reflect mastery of the standards and objectives as described by the Common Core State Standards, California State Standards, as well as the guidelines set forth by the Department of Catholic Schools. A student receiving all Bs and Cs is making good progress. A grade of "A" or "O" is reserved for students performing above grade level and demonstrating independent mastery of all standards introduced. If at any time you are concerned about your child's grades, please contact the teacher.

Academic Difficulty Procedure

In the case of slow progress, students are to be considered individually. If a decision needs to be made concerning retention, all facts related to the student's development would be gathered from a wide range of sources throughout the year.

The following are the minimum procedures, which will be followed if retention seems to be indicated:

- A consultation between teacher/principal by mid-term of the second trimester
- Follow-up conferences with the parents/guardians and students are held to evaluate the progress of the students.
- If positive results are not evident through intervention and consultations, the principal will request a meeting to discuss alternative solutions, which may include transferring of schools.

Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Counseling Policy

The mission and purpose of the school is education. 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.

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*.

Student publications are an important component of the instructional program and contribute directly to the school's goals. The Principal is the publisher and has the legal responsibility for all student publications, including the newspaper, yearbook and web site. All school publications must observe copyright laws.

The Principal may appoint a moderator who exercises control over material submitted for publication. The moderator reviews all material and submits a copy of the publication to the principal for approval before printing and distribution.

Additionally, the Principal or the moderator, if one has been designated, shall:

- Set a clear understanding of the purpose of the publication and of the limitation on the authority of the editor
- Confirm that topics are treated in a way that is respectful of the rights and feeling of others and in good taste
- Assure that material complies with Catholic teaching
- Caution students to avoid personal attacks on others
- Require that students check facts carefully before publishing a story
- Have parents/guardians sign the Parental Authorization referenced above

Tuition and Fees

Fees 2023 - 2024

Student Registration \$350

Tuition 2023-2024

Pre-School and Pre-Kinder \$6,600

Grades K-8	1 student:	\$4,598
	2 students:	\$7,898

Tuition is usually divided into 11 months. Alternate payment plans can be arranged in the office with the administration's approval.

Tuition is due the 1st of each month. A \$25 late fee will be added to the tuition bill if it has not been received within 5 business days. Tuition may be paid via cash, check, money order, or credit card. Post-dated checks will not be accepted.

Graduation Fee: 8th Grade

The 8th grade graduation fee is \$150. This includes the cap and gown, diploma, retreat, and the 8th grade sweatshirt. All fees, including tuition, volunteer fees, must be paid in full by May 1. Fees paid after that date must be paid in cash or cashier's check.

Service Hours

Each family is responsible for completing 30 service hours of volunteer work for the school. These hours can be earned in a variety of ways including lunch supervision, serving on the PTA, assisting at school functions, helping teachers in the classroom, and/or donating specifically requested classroom items from teachers. For every \$20 donated, you will receive one hour.

If your schedule is not conducive to volunteer hours, you may pay the \$600 buy-out with your tuition. If your hours are not completed by May 31st, you will be billed accordingly, at a rate of \$20 per hour.

Fundraising Obligations:

Each family is expected to help fundraise to keep St. Anthony Elementary School in operation.
Each family is required to fundraise or donate to the school a total of \$400 dollars.

Late Charges/NSF Fees:

A late charge of \$25.00 will be added if tuition payments are not received within 5 business days of the 1st. A late charge of \$25.00 will be added to any Daycare bills not paid by the 15th of the month.

A returned check fee of \$25.00 will be charged for NSF checks. Checks will not be resubmitted a second time; and payment must be made by cashier's check, money order or cash for the remainder of the year if a check is returned for non-sufficient funds.

A "no-show" fee of \$25.00 will be added to any family that does not show up for Sunday Sales after agreeing to be present.

Parent Responsibility:

- Parents are expected to support and cooperate with teachers and administration in all matters pertaining to the students' total growth.
- Parents are expected to read all communications that are sent home.
- To participate in and financially support all fundraising activities as determined at registration time.
- To pay the annual tuition by May 31st, 2024.
- To give 30 hours of service to the school. Parents may opt-out of the volunteer hours by paying \$600. All unfilled hours will be billed at a rate of \$20 per hour not worked.
- Parents who do not meet their financial responsibilities to St. Anthony Elementary School are asked to pick up all report cards in the principal's office.

Discipline

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

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

Maintenance of Effective Discipline

Effective discipline is maintained when there is

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

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- 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

Teachers are tasked with creating appropriate and necessary classroom management policies to ensure proper behavior.

Detentions, Suspensions, and Expulsions

Detention

Students will receive detention for a serious or habitual breaking/ignoring of the school rules. Detention will be served on Fridays from 1:15 PM to 2:00 PM (45 minutes)

Detentions will result in lowering of the student's conduct grade. Two detentions may result in the loss of privileges and activities. Detentions are part of a student's official documentation.

- 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

- 3 unserved detentions will result in an in-school suspension.

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, and in writing
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for Expulsion

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

- Actions gravely detrimental to the welfare of other students
- Flagrant continual disrespect to school personnel after detentions and consultations
- Assault, battery or any threat of force or violence directed toward any school personnel or student (private or public)
- Bullying, harassing (digitally, verbally, physically, or sexually) or hazing school personnel or other students
- 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 or nicotine products
- Stealing
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

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

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless 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

Written Record

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

Cases Involving Grave Offenses

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

Time of Expulsion

An expulsion may be made immediately if the reasons are urgent:

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

Reporting of Expulsions

All expulsions, even if they occur at the end of the year, are 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.

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.

Home Study

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

Harassment, Bullying And Hazing Policy

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, instant messages, or any other form of digital communication
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's username to spread rumors or lies about someone

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

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.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Threats can be made by private notes, verbal communication, physical gestures, digital outlets, etc. If the medium in which the threat was made is under password protection or privacy concerns, parents will be notified before the school intervenes. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

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

The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

School Searches

Students' 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.

Acceptable Use and Responsibility Policy for Electronic Communications

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.

Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- All electronic communications devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.

- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

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.

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.

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.

Access or manipulate services, networks or hardware without express authority.

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.

Dress Code

The primary purpose of the dress code is to ensure that each student at St. Anthony Elementary School follows our community's uniform regulations in addition to appearing neat, clean, and well groomed. The faculty and principal handle infractions. It is the parent's responsibility to see that their children are neat, clean, well groomed, and dressed in accordance with this code. Parents should save themselves the inconvenience of having to come and pick up their child from school by making sure that all uniform requirements are met.

Uniforms must be clean and pressed at all times. Uniform shirts and blouses must be tucked in at all times. Parents will be called to pick up their child if they arrive in class not properly groomed.

St. Anthony Elementary School has a contract with Vicki Marsha Uniforms and this is the only place to get the accurate polo shirts, jumpers, vests, and school outerwear.

VICKI MARSHA UNIFORMS

5292 Production Dr.

Huntington Beach,

CA 92649 (714)

895-6371

www.vickimarsha.com

PreSchool-5th Grade Boys Dress Code

Formal Uniform: long navy blue pants, a white dress shirt and the green vest with the St. Anthony logo.

Casual Uniform: navy blue pants or walking shorts. Dockers' style pants and shorts in navy blue may also be worn, as long as they are not cargo pants. A dark green polo shirt with the St. Anthony logo is the only shirt that may be worn. Pants and shirts must fit properly. NO "bag, sag or drag" pants or shorts or very tightly fitting pants. Belts (which are optional for Pre-School through Second Grade) are to be black, blue or navy. A white turtleneck may be worn under the uniform shirt. During instruction time, shirts must be tucked in.

PreSchool-5th Grade Girls Dress Code

Formal Uniform: green plaid jumper with a white uniform blouse. (skirt length is to be modest, no more than 2" above the knee when standing. Girls may wear uniform/fitness shorts under the jumper/skirt.)

Casual Uniform: navy blue pants or walking shorts, skirt or skort. Dockers' style pants and shorts in navy blue may also be worn, as long as they are not cargo pants. A dark green polo shirt with the St. Anthony logo is the only shirt that may be worn. Pants and shirts must fit properly. NO "bag, sag or drag" pants or shorts or very tightly fitting pants. Belts (which are optional for Pre-School through Second Grade) are to be black, blue or navy. A white

turtleneck may be worn under the uniform shirt. If the student is wearing pants, shirts must be tucked in during instruction time.

Middle School 6th-8th Boys Dress Code

Formal Uniform: long khaki pants, a white dress shirt and the green vest with the St. Anthony logo.

Casual Uniform: khaki pants or walking shorts. Dockers' style pants and shorts in khaki may also be worn, as long as they are not cargo pants. A dark green polo shirt with the St. Anthony logo is the only shirt that may be worn. Pants and shirts must fit properly. NO "bag, sag or drag" pants or shorts or very tightly fitting pants. Belts are to be black, blue or navy. A white turtleneck may be worn under the uniform shirt. During instruction time, shirts must be tucked in.

Middle School 6th-8th Girls Dress Code

Formal Uniform: green plaid skirt with a white collared uniform blouse and the vest with St. Anthony logo for formal uniform days.

Casual Uniform: khaki pants or walking shorts, skirt or skort. Dockers' style pants and shorts in khaki may also be worn, as long as they are not cargo pants. A dark green polo shirt with the St. Anthony logo is the only shirt that may be worn. Pants and shirts must fit properly. NO "bag, sag or drag" pants or shorts or very tightly fitting pants. Belts are to be black, blue or navy. A white turtleneck may be worn under the uniform shirt. If the student is wearing pants, shirts must be tucked in during instruction time.

Skirt length is to be modest, no more than 2" above the knee when standing. Girls may wear uniform/Fitness shorts under the jumper/skirt.

Physical Education Uniforms PreSchool-8th

Students are to wear the PE uniform that consists of green shorts or sweats and the PE uniform T shirt or sweat shirt with sweat pants with the school logo on their assigned PE day, and for after school sports practice.

Shoes

All students are to wear closed toe shoes that enable them to move about freely and without injury. Girls may wear Mary Jane style shoes as part of their dress uniform. Shoes are to be laced, zipped, buckled or Velcro closed. They are to be enclosed at toe and back. Shoes are to be laced to the top of the shoe and tied at all times. Clogs (i.e. Crocs) are not acceptable footwear.

Socks

Boys are to wear white, green or navy mid-calf or over the ankle athletics socks (may have

blue, green, grey or white stripe. Girls may wear white, green or navy socks. Tights of the same color may be worn on cold weather days. All socks are to cover the ankle and be visible over the top of the shoe.

Hair Grooming

Natural color hair only is acceptable for boys and girls. Any student who violates this regulation will be asked to stay home until his/her hair is restored to its natural color. No hair dyeing, frosting, or lightening of hair is permitted.

Faddish, trendy, radical styles are not allowed. This includes, but is not limited to wet look, tails, stripes, skater, surfer, spiked, mullets, Mohawk or step cuts. However, cultural hairstyles may be permitted with principal approval. No heavy application of mousse, gel, or hair stiffener is allowed. No hair spray or mousse may be brought to school. Violation of this rule will result in disciplinary action and confiscation of items.

Makeup/Nails

Absolutely no make-up of any kind is acceptable, including lip-gloss. Only clear/medicated Chap Stick is allowed. French manicures, artificial/acrylic nails, or polish of any kind are not acceptable.

Jewelry

Students may wear a simple pair of small stud earrings. Only one earring on each ear may be worn. A wristwatch, one bracelet, one simple ring, and a religious cross/medal may be worn.

Outerwear

Only vests, sweaters, sweatshirts, or jackets that have the St. Anthony Elementary School logo on them may be worn as part of the uniform. A green fleece jacket with the school logo may be worn as part of the uniform. No other jackets and sweaters may be worn in the classroom.

Alternative Dress Days

These days may occur during the school year at the discretion of the school administration. Alternative dress regulations are sent home before alternative dress days. Alternative dress is a privilege. Parents are strongly urged to check their student's attire before leaving home. If the principal deems a student improperly attired, parents will be notified by telephone and asked to bring the proper wear or the school uniform to school, so the student can change their clothing. If a parent is at work and unable to leave, a representative should be delegated by the parent to take care of the matter. A second offense will result in the loss of the privilege.

Inappropriate attire, such as tank tops, tops revealing the midriff, sleeveless/spaghetti strap tops, and very short shorts or skirts are not permitted. Make-up, nail polish, and jewelry remain inappropriate. The no "bag, sag or drag" policy also applies to alternative dress. Usually hats, caps, or other headwear are not allowed. Excessively ripped jeans are not allowed.

Personal Property

All forms of clothing should be clearly marked with the student's name. Although we have lost and found, the school cannot assume responsibility for lost articles.

Toys , electronics, tablets, cell phones, calculators and other such items are not to be brought to school without the teacher's permission. If they are brought to school without permission, they will be confiscated and kept for a time set by the principal. They will be returned. The school accepts no liability for damage or theft of such items, unless they were at school at the specific request of the teacher.

Uniform Policy

- Shorts or long pants must wear a belt (3-8 grade)
- Shirts must be tucked in at all times
- Crew socks only may be worn (no ankle socks)
- Regular tennis shoes (no high tops, hiking boots, platform tennis shoes)
- Sweaters, sweatshirts, or jackets are not to be worn around the waist at any time

Out of Uniform

- Rolling up skirts or shorts- skirts higher than 2" above the back of the knee
- Turning up short cuffs (may not be worn shorter)
- Sagging pants
- Tight pants such as skinny jeans or leggings
- Un-tucked shirts
- Open toed shoes or sandals

Or whatever principal and faculty deem inappropriate

Consequences for uniform infraction

One warning will be given for uniform violations. Detentions will be given for subsequent violations. Habitual infractions will result in a parent conference.

ALL UNIFORMS SHOULD BE LABELED WITH STUDENT'S NAME AND GRADE TO AVOID LOST ARTICLES.

Health and Safety

Emergency Card

Each student shall have an Emergency Card 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 Card 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 Card 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. [Medication Authorization and Permission Form](#). (form available in Office or School Speak)

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.

Immunization is not required for admission if a parent or guardian presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

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.

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.

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.
- [Medication Authorization and Permission Form](#). (you may get form from our school office)
- 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 office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room 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.

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.

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.

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.

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.

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.

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.

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.

Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

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

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

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

Informing the Parent 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 should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, 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.

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 Schools immediately.