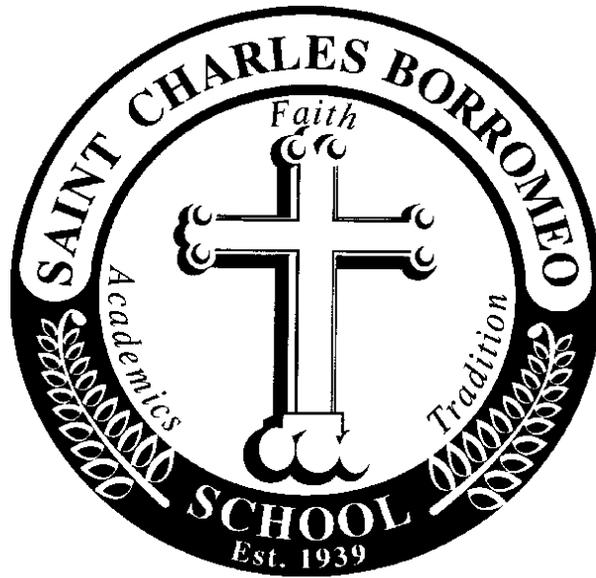


# Saint Charles Borromeo School

## *Parent – Student Handbook*



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**Last Up-Date August 2011**  
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### **WELCOME TO SAINT CHARLES BORROMEIO SCHOOL!**

The choice of an educational setting for your child's formal education is one of the most important decisions you will ever make. We commend you for your interest in Saint Charles Borromeo School and look forward to the opportunity to serve you and your child. Established in September 1939, Saint Charles School exists to provide all students with the highest quality Kindergarten through Eighth grade value - based education, which integrates faith with the learning process. At Saint Charles Borromeo School academic and co-curricular programs are grounded in the Catholic faith and designed to guide each student's academic, spiritual and personal growth. The philosophy of Saint Charles School calls faculty and staff:

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

### **Accreditation and School History**

Saint Charles Borromeo School is accredited by the Western Association of Schools and Colleges and meets the California Department of Educational Standards. Saint Charles School is also accredited by the Western Catholic Education Association and is a member of the National Catholic Education Association. Saint Charles School was established as a parish school in 1939 with the Sister of Charity of the Blessed Virgin Mary. The BVM's staffed the school for 43 years. Due to declining numbers in their order, the Sisters were unable to provide a principal for the school as the end of the 1981-1982 school year. The BVM's withdrew entirely from Saint Charles School in March 1992. In 2000, a lay principal was hired. The school's colors are blue and gold, and the mascot is a Bruin.

### **Mission Statement**

Saint Charles Borromeo School mission is to prepare our students to become committed Catholics and academically prepared individuals who become lifelong learners.

### **Philosophy**

The philosophy of Saint Charles Borromeo School is founded on the belief that the Catholic school has a unique function in the community. Involved parents and dedicated and professionally prepared faculty along with support staff is necessary to foster and encourage high academic and moral standards. Recognizing that parents are the primary educators, Saint Charles Borromeo School supports and encourages parental responsibility in educating their children, especially in faith and in developing Christian social values. In cooperation with the parents, the faculty and staff endeavors to educate the whole child, emphasizing the dignity and spiritual development of each individual. The total instructional program, enhanced by religious education, is intended to prepare students to become committed Catholic, who are academically prepared, becoming lifelong learners.

## Schoolwide Learning Expectations

A Saint Charles Borromeo School Student strives to be...

1. ...a committed Catholic
  - ❖ who demonstrates a basic knowledge of the teachings of the Church
  - ❖ who models Christian behavior
  - ❖ who is an active member of their school, Church, and community
  - ❖ who develops a personal relationship with God through worship and prayer
2. ...an academically prepared student
  - ❖ who reads and thinks critically
  - ❖ who writes and speaks effectively
  - ❖ who solves problems
  - ❖ who demonstrates a knowledge of the arts, languages, and sciences
3. ...a life-long learner
  - ❖ who makes responsible decisions
  - ❖ who respects all people and living things
  - ❖ who is able to work cooperatively, demonstrating a sense of understanding and respect for others
  - ❖ who takes responsibility for their own learning and for their own actions

## ACADEMIC INFORMATION

### Curriculum

The following basic subjects are taught:

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

Enrichment Programs are: *Computers*                      *Field Trips*                      *Library*                      *Spanish*

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

### Extra-Curricular Activities and Programs

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

|                  |              |              |              |
|------------------|--------------|--------------|--------------|
| <i>Athletics</i> | <i>Art</i>   | <i>Chess</i> | <i>Choir</i> |
| <i>Dance</i>     | <i>Drama</i> | <i>Glee</i>  | <i>Music</i> |

Athletics Program Include: *Basketball*                      *Football*                      *Softball*                      *Volleyball*  
*Swim Team*                      *Track and Field*

### Field Trips

The field trip program for grades K through 8 have been carefully planned to offer a wide variety of experiences for students. The program is integrated with the curriculum, primarily in art, music, science and social studies. Field trips are a privilege and students may be kept at school if they do not meet academic and/or behavioral requirements. Field Trips include any school activity; weekend programs and sports activities; student council in servicing and excursions to the park; etc. No student will be allowed to leave the school grounds and go on a field trip without the proper written permission slip. In the event that the original permission slip is lost, any handwritten slip needs to be worded exactly as the sample one placed in this handbook (see forms.) Telephone calls will not be accepted in place of proper forms. Field trips are usually taken on buses, except if the trip is in nearby area. Students may walk or be driven by parents locally. Parents may request that their child not go on a trip by writing a note of explanation to the teacher and school office. If a student is not going, he/she will be placed in another classroom.

### **Field Trips Off School Property**

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

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

### ***Transportation Policies***

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- Follow the directions of the supervising teacher. Parents who attend the field trip are expected to assist in supervision and discipline of the students in their charge.
- Drive directly to and from the field trip location without making unscheduled stops with students.
- Not take siblings on field trips.
- Present needed information to the school office **before** the scheduled field trip. It is the parents' responsibility to make sure the school office has current information (driver's license and proof of insurance). If this information has expired and current information cannot be produced, parents may not drive. Do not wait until the day of a field trip to turn in paperwork.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

### **Grading Key**

#### Grades 4 through 8

Grades are given for both academic achievement and effort. Any matter involving a student's work or behavior must be taken up with the teacher **first**. The following grading keys are used.

|    |            |    |                 |
|----|------------|----|-----------------|
| A  | = 93-100%  | C  | = 75 - 79%      |
| B+ | = 90 - 92% | C- | = 70 - 74%      |
| B  | = 87 - 89% | D  | = 65 - 69%      |
| B- | = 85 - 86% | F  | = 64% and below |
| C+ | = 80 - 84% |    |                 |

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

*Grade of “A” Excellent*

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

*Grade of “B” Above Average*

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

*Grade of “C” Average*

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

*Grade of “D” Below Average*

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

*Grade of “F” Failure*

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

*Grade of “I” Incomplete*

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

Grades 1, 2 and 3 and Interim Progress Reports for all grades

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

O = Outstanding

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

G = Good

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

S = Satisfactory

- ❖ Does what is required. Adequate.

- ❖ Average study habits.
- ❖ Occasionally will do supplementary work.

NI = Needs Improvement

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

### Kindergarten

The progress card is developmentally based and lists skills achieved.

### **Gradelink**

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

### **Graduation Requirements**

Eighth grade students will not be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid by May 30th, hence, the student will not participate in the graduation ceremony. Students must complete all coursework prior to graduating.

### **Homework**

Homework is reinforcement, an extension and/or preparation of materials and skills covered in the classroom, and allows the student an opportunity to work independently. As reinforcement, assignments should cover skills previously taught which the majority of the class understands. As extension, long-term projects such as compositions, book reports, research projects, and oral presentations may be assigned. Homework is generally assigned Monday through Thursday. Ordinarily, homework is not assigned on weekends except for the purpose of making up work missed through absence, to complete long term projects, or because the student needs extra practice on basic skills. The teacher at Back to School Night explains individual class homework policies, procedures and timelines. Each student in grades 4-8 will be issued a homework assignment book. Assignments are posted on the website – [www.schoolnotes.com](http://www.schoolnotes.com).

### ***Homework Time Allotments***

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

- Kindergarten                      one activity
- Grades 1 and 2                    not to exceed one half hour
- Grades 3 through 5              not to exceed one full hour
- Grades 6 through 8              not to exceed two full hours

Parents can do their part to help homework by:

1. Providing a desk or table in a quiet place (no TV, radio, phone calls or other interruptions.)
2. Scheduling a regular time for study.
3. Supplying reference books if possible.
4. Seeing that their child spends the allotted time for their grade level.
5. Impressing upon their child the importance of completing their assignments, but avoiding undue pressure.
6. Showing their child that they are interested in the work by checking the work for accuracy and neatness.
7. Signing homework assignments as requested.
8. Requiring their child to **read** even if there is no reading assignment.
9. Encourage students to review class notes and study/re read class assignments.

### **Honors and Awards**

Awards are given to recognize student achievement, progress, effort, behavior and service in Grades K through 8. Honors and awards are distributed at the end of each grading period. A scholastic honor roll has been adopted in Grades 6 - 8. Honors require a 3.5 average GPA. The average is computed from 8 areas: Religion, English, Reading/Literature, Spelling, Math, Social Studies, Science, and a combined average of the Computers, Art, Music, Spanish, and Physical Education.

|      |        |      |        |
|------|--------|------|--------|
| “A”  | = 4.0  |      |        |
| “B+” | = 3.50 | “B”  | = 3.0  |
| “B-“ | = 2.75 | “C+” | = 2.50 |

“C” = 2.0. “C-”, “D”, “F”, or “NI” in any area disqualifies a student.  
NI in the non-academic subject areas as well as an NI in behavior in any area disqualifies a student.

### **Kindergarten Program**

A. *Philosophy* - St. Charles Borromeo School recognizes kindergarten to be a year of academic and social development for each child. Kindergarten provides the transitional period between pre-school and the elementary school years. Our goal is to furnish an atmosphere that enriches the child's own natural inclination toward exploration and discovery. Our staff looks forward to the accomplishments and rewards your child will enjoy as he/she develops a sense of SELF, of the world and of GOD. We hope to encourage this development while preparing the student for further academic success in an environment that is joyful, stimulating and reassuring.

B. *Hours* - 8:00 AM – 3:00 PM. Promptness is essential. The school bell rings at 8:00 am.

C. *Pickup* – At dismissal, children going directly home will be picked up from their classroom. Children remaining for the Bruins Den Program will be escorted to the Bruins Den facility.

D. *Snacks* - Children may bring a nutritious snack for recess time. They do not participate in the morning snack program. Please keep your child's snack small.

E. *Money* - Money sent to school should be placed in an envelope marked with its purpose and with the name and grade of the student.

F. *Uniforms* – The school uniform and PE uniform is required for Kindergarten pupils. Students are to follow the school's dress code.

G. *Miscellaneous Information* - Parent/Teacher Conferences are scheduled for Kindergarten parents in conjunction with the entire school. Should you desire an additional conference, please contact the teacher. Progress Reports for Kindergarten are sent home in mid-January and in June. Please make sure your child's necessary school belongings are adequately marked with his/her name.

NO TOYS FROM HOME ARE ALLOWED IN THE KINDERGARTEN CLASS.

### **Religion Program**

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

#### ***Aids Education***

An age appropriate AIDS education curriculum, provide by NCEA and approved by the Archdiocese of Los Angeles is taught in grades K-8. Prior to the beginning of the course, parents are notified and the lessons are available for preview. Parents may request in writing that their child not participate in the program. The child would be sent to another classroom during the lesson for an alternate study program.

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

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

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

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

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

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

#### ***Sacrament Program***

Students generally receive the sacraments of Reconciliation and Eucharist in the second grade. The second grade teacher, in concert with the parish Religious Education Director, prepares the children during the school year, and the sacraments are received in the spring. According to the guidelines of the Archdiocese of Los Angeles, students are required to have two years preparation in a Catholic school or a parish Religious Education Program. The second year

must include specific classes on preparation and readiness for the sacrament. Parents are required to attend a preparation meeting for each sacrament. Parents wishing to have a Saint Charles Borromeo Elementary School student receive the sacrament of Baptism, or to receive Reconciliation or Eucharist after the second grade, should contact the parish Religious Education Director to discuss church policies and procedures.

### **Report Cards/Progress Reports**

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

### **Standardized Testing**

The Iowa Tests of Basic Skills (ITBS) standardized test has been selected for the Archdiocesan Elementary School-testing program. This test will be administered in the fall to Grades 2 through 8 to help the faculty identify and refine the educational programs. The test also serves as one of the tools used to assess the academic standing of students. At the same time, the Cognitive Abilities Test (CogAT) is administered to Grades 3, 5 & 7. A permanent record of the scores is placed in each student's cumulative record folder. Group standardized tests are not used as the sole tool for making important educational decisions about individual students and are not released to the parents. Individual student scores will be given to parents in November or early December. A.C.R.E. (Assessment of Catholic Religious Education) is administered to Grades 5 and 8 around the semester break (January). This test identifies class/school strengths and areas for growth for curriculum planning.

### **Summer Programs**

The principal is responsible for the over all administration of all summer programs. All Archdiocese policies are applicable to summer programs. The principal may delegate the day to day operations of the summer program. Each year the decision to have a summer program is left to the sole discretion of the principal and pastor. Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.) and demand for the summer program. Teachers have no right to employment in the summer program. The following practices shall; be observed in all summer programs:

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

### **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.

## **ADMISSIONS**

### **Cumulative Pupil Record**

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

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

### **Guidelines for Admission**

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

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.
- The school establishes its own procedures for admission and enrollment.

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

1. Qualified Parishioners.
2. Qualified Catholics who are not Saint Charles parishioners.
3. Qualified Non-Catholics.

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

### ***Parent Expectations***

1. Parental support of the religious instruction by regular and active participation in parish religious practices and worship:

- A) Weekly attendance at Mass.
- B) Support of the sacramental program for Penance and Eucharist.
- C) Active participation in parish activities.
- D) Financial support of the church by regular envelope use. (The parish supports the school from these contributions.)

2. Participation and support of fundraisers through attendance and participation are required.

3. Financial support of the school by prompt payment of fees and tuition.

4. Support of the school standards as set forth in the Parent-Student Handbook.

### ***Student Expectations***

1. Evidence a Christian attitude and conforms to school regulations in all areas.

2. Complete the basic grade level requirements and related assignments according to his/her ability.

3. Follow the school standards as set forth in the Parent-Student Handbook.

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

### **Inclusion Procedures**

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow “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 students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

### **Non-Custodial Parents**

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

### **Non-Discrimination Policy**

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

### **Non-Traditional Families**

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

### **Parent Authorization to Use Child’s Personal Information**

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

### **Privacy and Access to Records**

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

#### ***Directory Information***

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

#### ***Pupil Records***

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, 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/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **Re-Registration**

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

### **Retention/Transfer**

Retention is more successful in the primary grades. The decision to retain a student is based on the overall welfare of the student, developmental readiness, and emotional/social factors. If the teacher determines that there is a possibility of retention or transfer for academic or behavioral reasons he/she will inform the parents and principal. A decision will be made to recommend remedial help, counseling, and/or testing by the public school district. This program will begin as soon as the teacher is aware of the child's needs. There will be a formal conference with the Principal, parents and teacher to discuss the child's status. It is the responsibility of both the parents and teacher to discuss the child's progress. After consideration of input from both the parents and teacher, the principal will make the final decision. In the case of a pupil with significant learning or behavioral problems, it may be necessary to recognize that Saint Charles School is not equipped to meet the student's needs, and therefore, a transfer will be necessary. In all cases, the principal, in consultation with the pastor, will make the final decision.

### **Transfer of Records**

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

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

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

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report will remain at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. Official transcripts are not given to students or parents. A fee may be charged when parents request copies of student transcripts. Principals may be required by the County Board of Education to report the severance of attendance by any student.

### **Withholding of Records**

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

property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

### **Work Permits**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [www.cde.ca.gov](http://www.cde.ca.gov). The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school. A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

### **ATTENDANCE**

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

### **Absence and After School Activities**

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

### **Absences/Acceptable Excuse**

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit. Please call the school's nurse's office by 8:30 a.m. the day your child is absent. The phone number is 818-762-2501. No student will be released to anyone not on the emergency card unless a release is verified in **writing** from the parent. The staff may ask for identification if the staff does not know the person.

### **Extended Absence**

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

### **Leaving School Early**

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

### **Make-Up Work**

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

### **Medical Excuses**

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

### **Tardiness**

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session, thus a student is tardy who reports to class after the 8:05 a.m. bell has rung. Most tardiness is chronic, usually only a matter of two or three minutes, but most disruptive to the entire class once the class has begun. Every effort should be made to insure that students are conscientious about being on time. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and record. Parents and students must realize the importance of consistent attendance at school, especially with regard to punctuality each day. Students who are absent or tardy are held responsible for any work they may have missed. Excessive tardiness may also be grounds for disciplinary action or removal from school. A meeting may be set up with the parents. Tardies will prohibit a student from receiving a mark of perfect attendance. The principal may excuse tardies depending upon extenuating circumstances.

### **Truancy**

A student who is absent from school without an acceptable excuse 3 full days in one school year or is tardy or absent for more than any 30 minute period during the school day on 3 occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is habitual truant (absent 3 times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Wand Attendance authorities. A student who has been reported once as truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered habitual truant and is subject to dismissal. If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child protective Services or all of those agencies will be notified.

## **COMMUNICATIONS**

### **Back To School Nights**

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

### **Campus Visits**

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

### **Conflict Resolution**

Respect and courtesy are the hallmarks of Christian relationships in a Catholic school. Staff and parents share the responsibility to model these behaviors for students by their words and actions. When differences arise, they should be approached with the assumption that everyone involved has the best intentions. If it becomes apparent that an objective discussion is not possible, another staff member will be assigned to mediate. The Catholic Church operates under the principle of subsidiary. Practically speaking, this means that problems should first be brought to the teacher or supervisor for discussion and resolution. The Principal becomes involved if the parties are unable to find a mutually satisfying solution.

### **Counseling Policy**

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

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

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

### **Green Envelope**

School information will be posted regularly on the school's website, the green envelope link. In order for parents to access current and regular school information and in order to provide security in posting detailed school information, each school family is required to register an e-mail (as a user name). Parents who register their e-mail address with the school's webmaster will be able to access detailed information on a regular basis by using their youngest child's Gradelink school number as their passcode.

### **Home and School Committee / Consultative School Board**

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

#### ***Parent Organization***

The main functions of the Home and School Committee / Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the staff of the school. The Pastor and Principal appoint members of the Home and School Committee in June of each year. The committee meets on a regular basis. The Home and School Coordinator may be contacted through the school office where the committee maintains a mailbox. Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Home and School Committee / Parent Teacher Organization bylaws (see Administrative Handbook).

#### ***Consultative School Board***

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

**Open House**

Open House is scheduled on a Sunday. Students and teachers prepare their classrooms and display student work for parents, friends, and parishioners. Parents and students are expected to attend.

**Parent Envelopes**

School information, office business, fundraising news, tuition envelopes and other important information are sent home in the family envelope. The envelope's contents should be reviewed and the envelope signed and sent back to school the next day. A parent's signature on the returned envelope verifies that weekly school information has been received. A replacement fee of \$3.00 will be assessed when a new folder/envelope is issued. Please return the envelope as soon as possible. Family envelopes will be sent home one time each month.

**Parent Messages and Phone Calls**

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

**Parent / Teacher Communications**

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

**Parent / Teachers Conferences**

When the first report card is distributed, the teacher and parents are to review the student's first report card and discuss the student's progress. If a serious problem exists, or if more time is needed to discuss your child's progress, another conference should be scheduled for a more in-depth conversation.

**Principal Communications**

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

**Required Attendance**

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

**School Office**

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

**School Newsletter / News from the Principal Newsletter**

A school newsletter containing pertinent school related information is sent home through the family envelope each month. This information will also be posted in the green envelope on the school's website.

**Student / Parent Communicator Folder**

These folders will be sent home on a regular basis, the homeroom teacher will set the regularity of the folder being sent home. The work should be reviewed with the child. Sign and see that your child returns the folder the next day. The teacher may request that the work be returned with the folder.

**School Website**

All school correspondence will be posted regularly on the schools website. General information, tuition and fees, application information and forms, the school yearly calendar, along with marketing the school and other general information can be located on the school's website. The school's website is [www.stcharlescatholicsschool.org](http://www.stcharlescatholicsschool.org). Information regarding the school's detailed calendar of events, fundraising activities, school events, student

recognitions and acknowledgements, and other detailed information can be accessed via the green envelope link, and by using a user name (e-mail provided to the school and processed by the webmaster) and passcode.

### **Use of Electronic Devices**

- Cell phones and other portable communication devices (pagers, iPhones<sup>®</sup>, iPods<sup>®</sup>, Blackberries<sup>®</sup>, walkie talkies, etc.) may be brought to school with written parental AND school permission.
- However, if brought to school all portable communication devices must be turned “OFF” and stored in a backpack, book bag, locker, or other place where the device is not visible. It is highly suggested to turn in the item to the school office for security reasons. The school is not responsible for lost or damaged electronic devices.
- Portable communication devices may NOT be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.
- This prohibition includes, but is not limited to, study hall, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.
- Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school-related activities.
- Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations, and the student has permission and is standing in close proximity of a school staff member.
- If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures will be taken:
  - The device will be confiscated from the student
  - The device will be returned only to the student’s parent or legal guardian
  - Depending on the circumstances, the student may be denied the right to bring the device to school
  - Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
  - If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken
- The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

### **DISCIPLINE**

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours. Parents share equally with teachers, staff, and the student themselves, the responsibility of discipline. Parents, as the primary educators of their children, along with teacher and staff, realize that there are times when a student steps from the area of student rights into an area of student irresponsibility. The classroom teacher primarily handles student discipline issues. The teacher will communicate with parents, via a discipline notice or phone call, regarding any issue that may arise. If a parent has concerns or questions, the classroom teacher should be the first person contacted. The teachers keep the principal informed of all discipline issues. Students will be treated with respect and concern, and discipline may be individualized. One student’s discipline will be seen primarily in relationship to that student’s own growth and development, and to the good of the whole student body, rather than in relationship to the consequence given to another student.

#### *Loss of Privileges*

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

### **Catholic School Discipline**

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

- ❖ To provide a classroom situation conducive to learning;
- ❖ Promotes character development;

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

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

Discipline is said to be maintained in a classroom or school when pupils work cooperatively with the principal, teachers, school staff, parents, and other students towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours. (Archdiocesan Handbook)

### ***Maintenance of Effective Discipline***

Effective discipline is maintained when there is:

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

### ***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 grades;
- Any disciplinary action that isolates a student without proper supervision.

### **Disciplinary Probation**

1. Any student having 2 or more marks of “NI” (needs improvement) in behavior in any subject will be placed on disciplinary probation. Students will not be removed from discipline probation until the next grading period.
2. The student will have the period of 1 week to improve their behavior mark in most subjects. They will have 2 weeks to improve their behavior if the class in question is offered once a week. If at that time they improve their mark to an “S” or higher, they will be allowed to resume participation in extra curricular activities. If a student’s behavior again drops, they will revert to not being able to participate in extra curricular activities until their marks are assessed at the next grading period. If the student fails to raise their behavior mark they will not be eligible to participate in extra curricular activities.
3. Discipline probation will continue until the progress report / report card of the following grading period, where the student must have raised his / her behavior mark to an “S” or higher. This will result in the student being removed from probation.
4. Disciplinary probation may prohibit a student from participating in extra curricular activities during the probation period.
5. If the student fails to raise his / her behavior mark to an “S” or higher, a meeting of the student, the student’s parents, and the discipline board may be required.

### **Expulsion**

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

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

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

#### ***Cases Involving Grave Offenses***

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

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

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

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

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

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

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

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

#### ***Written Record***

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

#### **Harassment, Bullying and Hazing Policy**

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

***Bullying*** is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or

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

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

- Sending inappropriate text, e-mail, or instant messages;
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks;
- Using someone else's user name to spread rumors or lies about someone.

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

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

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

It is the responsibility of the school to:

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

It is the student's responsibility to:

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

### **Home Study**

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

### **Physical Altercations**

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

### **Right to Make Exceptions**

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

### **School Discipline Board**

The administration and staff recognize positive behavior as an integral part of our students' education. The disciplinary board consists of the principal and/or vice principal, homeroom teacher, and three staff members. The disciplinary board will meet with the student, parent, and homeroom teacher to discuss procedures for ensuring improved student

behavior. A contract will be drawn and signed by all discipline board and family members. Failure to commit to the contract may result in being asked to leave Saint Charles School or the student not be invited to enroll for the following school year.

### **School Discipline Policy**

All school faculty and staff have the authority to administer the discipline procedures listed below.

#### ***Conduct Notice***

A conduct notice may be issued upon receipt of a third yellow slip notice during each quarter for failure to observe classroom or school rules, showing disrespect, excessive talking at in appropriate times, lack of preparation for class, or for other disciplinary infractions seen by inappropriate.

#### ***Detention Notice***

Detention is considered an appropriate means of discipline. Detention is not arbitrary and not left to the discretion of parents.

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

Students may receive a detention for:

- ❖ A serious infraction of school / classroom rules or policies
- ❖ Harassment
- ❖ Throwing food / gum chewing / spitting / fighting / pushing / shoving
- ❖ Using profanity, vulgarity, racial slurs, etc.
- ❖ Showing disrespect to others – faculty, staff, parents, volunteers, and other students
- ❖ Destruction of personal or school property
- ❖ Use of a device interfering with teaching or learning / disruptive to the classroom environment
- ❖ Receiving their fourth yellow slip (per quarter)

#### ***Uniform Notice***

Students receive a uniform slip, which is a written record of a verbal warning that has been given for dress code violation. A yellow slip may be issued upon receipt of a 3<sup>rd</sup> uniform notice.

#### ***Yellow Slip Notice***

Students receive a yellow slip, which is a written record of a verbal warning that has been given for behavior and / or dress code violations.

The detention period at Saint Charles Borromeo School is held on Wednesday mornings from 7:00 to 7:40 a.m. Students are expected to arrive at 7:00 a.m. and sit quietly for this 40 minute period. Parents will receive written notification of the reason for detention and the date the detention is to be served. The detention notice must be signed and returned to school the next day. Students who arrive more than five minutes late to their assigned detention will be given another detention to serve the following week. Failure to serve detention may result in an “in-school” suspension. When students receive a third detention in an academic year, students and their parents will meet with the discipline board where the procedures for ensuring improved behavior will be discussed. In addition, the students will not be allowed to participate in extra curricular activities for a period of time determined by the principal and the discipline board. If a student is suspended from school, the student and their parent must meet with the discipline board. Any schoolwork missed due to a suspension will receive full credit, provided the assignments are completed and turned in by the assigned dates.

### **School Searches**

A student’s legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student’s person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule. School officials do not need a warrant or a parent’s permission to conduct a search of the student and/or the school’s or a student’s personal property, as long as they have a reasonable suspicion that a law or school rule is being

or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present. Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated. A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search. An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrant less search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student. If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

### **Student Threats**

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

### **Suspension**

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

### **DRESS CODE**

Saint Charles Borromeo School believes that a dress code is necessary not only in recognition of the economic necessities of families, but also because we hope that a de-emphasis of the material incentive placed on what one wears will foster an appreciation of the beauty that each student possesses as a child of God. Students out of uniform will phone home and have the uniform brought to school. Advertising should not be on any article of clothing. Hats and non-prescription glasses are unacceptable during school hours. All articles of clothing are to be marked with the student's name and are not to be oversized. During cold weather, girls may wear tights. The school reserves the right to send anyone home who comes to school inappropriately dressed. If you are uncertain about any aspect of the dress code, please check with the school before you make a decision about purchases or haircuts.

### **After School Activities**

Students are to be in the school uniform unless on an athletic team or involved in an extra-curricular activity. Those on athletic teams are to wear the assigned uniform during games. During practices students are to wear the school PE uniform with the SCBS sweat pants and/or sweatshirts, plain colored short-sleeved T-shirts and plain colored shorts. School warm up suits (available at Dennis Uniforms) may be worn over the PE uniform on PE days ONLY.

School uniforms must be worn or brought to school on PE days if it is a formal dress day, otherwise the warm up suit over the PE clothes will be permitted on PE days.

### **Alternate Dress Code**

An Alternate code means “Free of Uniform”, not the freedom to dress any way a student desires. This code is established so the dress will match the high academic standards and the image of our school. Clothes must be clean, free of holes, no tears, and in good taste. Advertising should not be on any article of clothing. Oversized or undersized clothing is not appropriate, this includes length. Bicycle shorts and boxer shorts and t-shirts cannot extend below the hem of other articles of clothes. Shorts should be walking length, no cut-offs or short shorts. Halters and shirts with spaghetti style straps are not allowed. Shoes must be with a closed heel and toe. No sandals, plastic shoes, flip-flops (thongs). Alternate dress is allowed on the days designated by the Principal. School Uniforms are to be worn if a student is not participating. The school reserves the right to send anyone home who comes inappropriately dressed.

### **Dress Code Committee**

In the event there are continued problems regarding adherence to the school dress code, the issue(s) will be brought to a “Dress Code Committee” comprised of staff, teachers, and parents. The committee will make a final decision regarding the dress code issue(s).

### **Formal Dress Code**

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

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

### **Physical Education Uniform: Boys and Girls**

P.E. uniforms are to be worn on assigned physical education days. The uniform consists of blue shorts and a gold athletic T-shirt with the Saint Charles logo in blue. P.E. uniforms are to be worn under the school uniform on scheduled P.E. days. Only the school warm suits sold at Dennis Uniform are allowed. School warm up suits (available at Dennis Uniforms) may be worn over the PE uniform on PE days ONLY. School uniforms must be worn or brought to school on PE days if it is a formal dress day, otherwise the warm up suit over the PE clothes will be permitted on PE days.

#### **Boys’ Uniforms:**

Grades Kindergarten through 8

Pants: Grey oxford twill pants (Dennis Uniform style—straight, 1 pleat in front—no baggy or cargo pants) fitted to the waist or belted

Walking Shorts: Grey Twill Shorts Fitted to the Waist or Belted and the length should be slightly above the top of the knee

Shirts: White or Royal Short Sleeved Polo Style/Shirts to be tucked in. Polo shirts MUST have the school name on them from the Dennis Uniform Company. White Long Sleeved Polo Shirt MUST have the school name on them from the Dennis Uniform Company. T-shirts may not extend below the hems of the sleeves of the shirt. T-shirts must be plain white shirts. Polo shirts are to be tucked in.

Sweater: Mayfair blue cardigans

Sweatshirt: Royal color with Saint Charles logo / 2 styles available

Jacket: Royal flannel or pile, either one with the Saint Charles logo

Vest: Royal pile with Saint Charles logo

Socks: White ankle or calf high / MUST cover the ankle bone

Shoes: Black shoes / either leather or canvas with black laces or all white shoes / either leather or canvas with white laces. No platform style shoes. Note: shoes must be predominately one color, soles should match the shoe color and no insignias, swoops, etc. are to be in a color other than black on black or white on white / no exceptions! Shoes are to be worn correctly and tied securely. No “Vans” style slip on shoes are to be worn.

#### **Girls’ Uniform:**

Grades 1 through 8

Pants: Grey oxford twill pants (Dennis Uniform style—straight, no pleat in front (no baggy or cargo pants) fitted to the waist or belted

|                 |  |
|-----------------|--|
| Walking Shorts: | Grey Twill Shorts Fitted to the Waist or Belted and the length should be slightly above the knee   |
| Skirt:          | Grant Plaid; Grades 6 through 8. Length is between the top of the knee and no higher than 2 inches above the knee and not to be rolled at the waist.   |
| Shift:          | Grant Plaid Shift; Grades K-8. A white button down blouse must be worn under the shift.  |
| Skort:          | Grant Plaid or Grey; Grades K-8. Length is between the top of the knee and no higher than 2 inches above the knee.   |
| Blouse:         | White Short Sleeved Uniform Blouse/Blouses to be tucked in unless wearing an “overblouse”. White button front jersey blouse. T-shirts worn underneath must be all white and may not extend below the hems of the sleeves of the shirt.   |
| Shirt:          | White or Royal Blue Short Sleeved Polo style shirt. Polo shirts MUST have the school name on them from the Dennis Uniform Company. White Long Sleeved Polo MUST have the school name on it from the Dennis Uniform Company the school name on it. Polo shirts are to be tucked in.   |
| Sweater:        | Mayfair blue cardigan  |
| Sweatshirt:     | Royal color with Saint Charles logo / 2 styles available   |
| Jacket:         | Royal flannel or pile, either one with the Saint Charles logo  |
| Vest:           | Royal pile with St. Charles logo   |
| Socks:          | White Knee High or Anklet MUST <u>cover</u> the anklebone. In cold weather white, navy or black tights are permitted.  |
| Shoes:          | Black shoes / either leather or canvas with black laces or all white shoes / either leather or canvas with white laces. No platform style shoes. Note: shoes must be predominately one color, soles must match the shoe color and no insignias, swoops, etc. are to be in a color other than black on black or white on white / no exceptions! Shoes are to be worn correctly and tied securely. No “Vans” style slip on shoes are to be worn. |

### **Girl Scouts and Boy Scouts**

Girl Scouts and Boy Scouts may wear their complete scout uniform to school on the day of their meeting. Formal Girl or Boy Scout uniforms are to be worn if it is a formal dress day. (No shorts / T-shirts for boys or girls on formal dress days.)

### **Hair**

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

### **Jewelry/Makeup/Materials**

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

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

### **Lost And Found**

If your child or you need to locate any lost item, please inquire first with the classroom teacher, then in the school foyer, where lost and found bins are kept. All items are to be marked with the child’s name and grade. Any item left over a month, not marked or claimed, will be donated to the Saint Vincent de Paul Society or the needy.

### **EMERGENCIES**

#### **Emergency Procedures**

Saint Charles Borromeo School each year implements a fire and earthquake safety awareness and evacuation program that is designed to insure the safety of each child and adult upon the school premises. Should such an event take place during the school day, our students are drilled at in a well-established program of fire and earthquake safety. Please

review with your child occasionally the procedures of these drills. Saint Charles has on hand emergency food and water plus a solar blanket for each child. Supplies have approximately a four-year shelf life. Parents are also requested to send in a zip lock bag with emergency supplies at the start of each year. (Information will be sent home and bags returned at the close of the year.)

Students inside a building should:

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

Students outside should:

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

Parents should:

1. Not phone the school.
2. Listen to the radio for information
3. Report to the Moorpark Street pedestrian gate (next to the flagpole)
4. Sign child(ren) out.
5. Be calm.

In case of an emergency, adults will be allowed to enter only at the pedestrian parking lot gate on Moorpark Street, near the North/West corner of the property. This is considered the "Reunion Gate". Identify yourself to the adult in charge at the entrance, who will direct you to your child(ren). No vehicles will be allowed on the school grounds. Should a serious earthquake or emergency occur, all students would be retained at school until dismissed to the care of an adult who has been designated by the parent/guardian to pick up the child(ren). No child will be allowed to go home alone. Students will only be dismissed to the adults listed on the Emergency Card. Please list only adults with a reasonable chance of getting to the school in an earthquake emergency. Only those names that are listed on the Emergency Card may sign out a child. Parents may add as many names to their card as they wish. Neighbors or other school parents who live near school are good choices. In an emergency that necessitates the full removal of students from the school facility. EVACUATION TO ANOTHER SITE AWAY FROM SCHOOL GROUNDS MAY BE NECESSARY. Please be assured that we would attempt to take every precaution to insure the well being of your child(ren) in this event. Tune to your local radio station to learn of other emergency information.

## **EXTENDED SCHOOL DAY PROGRAM (THE BRUINS DEN)**

### **After School Program**

The After School Program at St. Charles is known as the Bruins Den. The program provides an "extended family" for the children in grades K-8. Creative play and crafts, study, rest, snack time, and prayer are provided in a caring atmosphere. The Bruins Den begins at 3:00 p.m. Monday through Thursday and 1:00 p.m. on Fridays, and closes at 6:00 p.m. The Bruins Den is only available on scheduled school days. Students who are not picked up after the "grace period" provided after school or after school activities (sports, etc.) will be signed into the Bruins Den. Parents will be required to sign out their child and pay the after school drop in fee. Students are not allowed to wait outside or in the school foyer if their ride is late in picking them up. All checks made out to the after school program are to be addressed "St. Charles School". An additional Bruins Den Handbook along with a tuition and fees sheet is available to parents in the school office.

## **FINANCIAL SERVICE AND INFORMATION**

### **Donations**

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

### **Fees (Application, General, Graduation, Kindergarten, Registration, Sacramental & Technology)**

In addition to tuition, various fees are also required. Fees are mandatory from all families and non-negotiable. Each student is required to submit a one time application fee and each year individual students are assessed a general fee which covers a portion of books, student supplies, a school yearbook, field trips, P.E. fees, student insurance, science supplies, parish festival tickets, casino night tickets, and the minimum walk-a-thon fee. There is a one time fee for kindergarten, a second grade sacramental fee, and graduation fee for eighth grade students. An emergency fee is due

from students when they enter kindergarten and in grade four. Each year a technology fee is due for each student.

### **Fines**

1. School fines will be charged for, but not limited to the following:
  - a. Unusual wear, damage or loss of textbooks (replacement value of the book.)
  - b. Damage or loss of library books.
  - c. Replacement of family envelope (\$3.00 per envelope.)
  - d. Replacement of the student folder (\$1.00 per folder.)
  - d. Replacement of student-parent handbook (\$3.00 per handbook.)
2. All fines are expected to be paid within one week of notification. Families will be billed if fines are not promptly paid.

### **Fundraising Requirements**

Participation in the parish festival raffle, casino night raffle, and the school walk-a-thon are mandatory. These costs are included in the general fees. All families are also required to participate in a minimum of two additional school fundraisers listed below. Families who do not participate and meet the required criteria will be billed accordingly. Required fundraisers include: Each family must purchase a minimum of \$50.00 at the magazine drive or be assessed \$50.00. Also, each family with one child enrolled must sell a minimum of 1 box of World's Finest Chocolates or be assessed \$50.00, and families with 2 or more children must sell a minimum of 2 boxes or be assessed \$100.00.

### **Parent Christian Service Hours**

All families have agreed to work Christian Service Hours that consist of fifty hours. There are many opportunities to work the hours, some opportunities are listed in the parent newsletter or parents may contact the Home and School Coordinator or Service Hours Coordinator. 50 service hours must be met by the end of the school year. Families will be billed for any of the unworked hours in May. Unpaid service hours may result in non-renewal of your child's enrollment for the up-coming school year. Service hour billing is \$15.00 per hour. Hours may only be credited for school activities and fundraisers. The school activities and fundraisers include the Silent Auction, Magazine Drive, Book Fair, Walk-A-Thon, Halloween Celebration and Candy Drive. The Shrines and Altar Committee and Parish Festival are two parish activities where school service hours may be credited. *All families are required to work a minimum of 10 of their required service hours at the parish festival.* Only immediate family members are eligible to work family service hours. We recognize immediate family members as mother, father, stepmother, stepfather, legal guardian, grandmother, grandfather, and siblings 18 years of age and older. Extended family members are not eligible to work for Christian service hours. It is the parents' responsibility to find the job, secure approval, work the hours, and make sure an approved person has verified your hours. Parents are to sign in with the chairperson assigned to the fundraiser or activity (specific information will be sent out to all families). The school office will designate persons eligible to verify hours. Specific items and materials have been approved for donation to school in exchange for service hours (a list is available in the school office). Hours will also be granted for baked goods for hospitality throughout the year. Donations for tax write offs may not earn Christian service hours credit.

### **Student Council, Eighth Grade Class, and Class Fundraising**

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

### **Tuition**

Payment of fees is due August 1. Tuition payments begin in August. All school accounts, including fines, are to be closed by the first week in June. Re-registration of students for the following year may be jeopardized when accounts are not closed on that date. Eighth grade students will not be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid by May 30th, hence, the student will not participate in the graduation ceremony. Tuition payment envelopes and booklets are sent home in June or are mailed in the summer. The payments are due the 1st of each month (August-May.) All payments received after the 10th are subject to a \$25 late fee. Checks returned due to insufficient funds will result in a \$25 service charge and be on a cash basis for the balance of the school year. Annual general fees are due, paid in full, by August 1st, with a ten-day grace period unless prior arrangements have been made at the office. Payments may be made with Visa or MasterCard via the school office. All payments received after June 10th are subject to a \$25 late fee. Tuition and fee questions are to be referred to the tuition/fee collector.

### **Tuition Assistance**

Saint Charles Borromeo School provides tuition assistance to families who are enrolled in and support our parish through the regular use of the parish envelopes, and who require financial assistance. All assistance is partial and covers tuition only. Tuition assistance does not cover fees or Christian service hours. Fees are non-negotiable. The school requires families seeking tuition assistance to complete required papers. The school utilizes the Catholic Education Foundation criteria, so regardless if you are applying for the Catholic Education Foundation assistance or for school assistance, the enclosed forms are required. If you do not meet the financial eligibility requirements, please complete the form anyways – in some instances the request for tuition assistance may be approved. Please attach a separate sheet of paper containing a detailed written statement, which describes the special circumstances, which should be considered. Application for tuition assistance does not guarantee a family will be granted assistance.

## **GENERAL INFORMATION**

### **Athletic Program**

The school is a member of the Catholic Youth organization (CYO). We maintain teams in the following sports: varsity and junior varsity football (boys), basketball (girls and boys), volleyball (girls and boys), and track and field (co-ed). In addition, we maintain a varsity girls' softball team, a freshman co-ed track team, and co-ed swim team. The swim team is open to all students, kindergarten through grade eight and requires parent involvement. Track and field is open to students in grades three/four through eight and is co-ed. Junior varsity teams consist of students in grades five and six, and varsity, grades seven and eight. Some years we are able to host freshman basketball and track and field teams (open to students in grade four). The after school athletic program requires students to maintain a passing grade point average and be void of major discipline issues at school. If a student is on a team the school reserves the right to place a student on probation due to low grades or discipline issues.

### **Calendar**

The school calendar can be located in the handbook addendum and can be located on our school website at [www.stcharlescatholicsschool.org](http://www.stcharlescatholicsschool.org).

### **Care of Property**

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

### **Cell Phones**

Students who own cell phones must have permission from their parent to bring it to school. If they do bring it to school it must be turned off and checked into the school office before the start of the school day. The owner, at the close of the school day may pick up cell phones. Students who do not check in their cell phone before the start of school and use their cell phone during the school day may have their cell phone taken from them and checked into the school office. A parent will be contacted to retrieve the cell phone in the event of a student not following school policy. Students are not permitted to use cell phone during the school day. In the event of an emergency, a student will be allowed to make a phone call from the school office, under the supervision of the office staff. Students in after school extra curricular activities should keep their cell phones in a secure place and not allow other students to use them.

### **Classroom Parties**

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

### ***Primary Birthday Parties***

Only the Primary Grades K through 2 includes birthday parties in their curriculum. If you wish to arrange a treat for your child's birthday, please speak with the teacher in advance. A parent must sign in, be present to set up, serve and clean up if requested to do so by the teacher. Birthday celebrations are a distraction and take time from the school day. Confirming and allowing a party is left to the discretion of the K-2 teachers.

### **Extra-Curricular Programs and Activities**

The school provides a variety of extra-curricular activities offered to students both during school hours and after the

close of the regular school day. These activities and programs are offered for a nominal fee. After school extra-curricular programs include the following:

|               |                            |                        |                 |
|---------------|----------------------------|------------------------|-----------------|
| Altar Servers | <i>Athletics</i>           | <i>Art</i>             | <i>Chess</i>    |
| <i>Choir</i>  | <i>Dance</i>               | <i>Drama</i>           | <i>Glee</i>     |
| <i>Music</i>  | <i>Speech &amp; Debate</i> | <i>Student Council</i> | <i>Yearbook</i> |

Athletics Program Include: *Basketball*                      *Football*                      *Softball*                      *Volleyball*  
*Swim Team*                      *Track and Field*

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

A student may be removed from extra-curricular activity participation based on any of the following:

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

**Friday Early Dismissal**

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

**Hot Lunch and Snack Programs**

Saint Charles School offers a Hot Lunch Program, Monday through Thursday during the school year, unless otherwise indicated in the newsletter. The school maintains an agreement with Choicelunch. This program offers over a dozen hot and cold lunches each day. Lunches are prepared off property and delivered to school each day, prior to the lunch period. Lunches will be distributed by parent volunteers. Parents must register on line on the Choicelunch website to order lunches. All orders must be made online, thus no checks or cash will be accepted at school. Lunch prices vary and may be ordered daily, and up until the day before a lunch is desired. It is up to each family to register and order lunches daily, weekly, or monthly for their child. Lunch menus, along with nutritional values of the meals can be found on the Choicelunch website. In the event your child is absent, lunches may be cancelled by a designated time the morning of the student absence. Parents are responsible for logging on line to make, and change orders. No lunch or snack will be offered on credit. Hot Lunch is not provided on half days and on Fridays. Morning snack may be obtained from the vending machines located in the school café. Parents are requested to please refrain from bringing “fast food” lunches to school on a regular basis.

**Invitations**

Invitations to parties apply **only to students in grades K-2** since students in grades 3-8 are not allowed parties. Unless all the boys and/or all the girls are included in a party invitation, they may not be passed out at school. This policy eliminates the hurt feelings that result from being left out.

**Items Not Allowed At School**

If students bring items that are not allowed at school, the teacher will keep in the school office or the items, until a parent comes to claim them. I-Pods, Game Boys, pocket computer games, pocket pets, Poke-E-Mon cards, tape recorders, CD players, radios (Walk-Man), iPods, cards, cellular phones, skateboards, beepers or pagers, white out, and items identified by the school administration are not permitted at school. If a student has been issued a cell phone from their parent it **MUST** be turned off and secured in the school office or a secure place designated by the classroom teacher before the start of the school day and may be picked up **AFTER** school, no exceptions. (Refer to cell phone policy)

## **Library**

All classes have scheduled library times.

## **Minimum Day**

A minimum day starts at 8:00 a.m. and has dismissal at 12:00 for all grades. This schedule is observed during the year for various reasons, including emergencies. There is no lunch period on minimum days.

## **Mixed Parties**

Mixed parties involving pupils of the upper grades even when they are held at home or at school are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. The only exception to this regulation would be a school sponsored graduation party, or a school sponsored and chaperoned party having the approval of the pastor, the principal, and the parents.

## **Money Collection**

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

## **Photo Release**

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

## **School Supplies**

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

## **Telephones**

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

## **HEALTH AND SAFETY ISSUES**

### **Accident Procedures**

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

### **Allergies**

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

### **Closed Campus**

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

### **Communicable Diseases**

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

### **Emergency 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 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 the case of an 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 at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. *Refer to the Medication Authorization and Permission Form.*

### **Examinations and Inoculations**

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

### **Flu and Fevers**

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

### **Guidelines Related to Possession and Use of Alcohol and Controlled Substances**

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

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

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances

- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, 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 police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

### **Health Emergencies**

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

### **Health Records**

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

### **Immunizations**

All directives regarding immunizations, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized 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 schools for the first time must have a Mantoux tuberculosis test. All immunizations must meet State Health Requirements and be verified with the date of administration and signature from the doctor or a representative from the doctor's office. Health records must be complete and turned in prior to the first day of school. Students with incomplete records will not be allowed in class. Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

### **Interview and Removal from School of Students by Police Officers**

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

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

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

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

### ***Interview of a Student during School Hours by a Police Officer***

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

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

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

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

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

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

### **Lice**

Students with lice must be free of all adult lice and nits before they may return to school. The school nurse/health coordinator will have the final say when a student may be re-admitted to school.

### **Medical / Dental Appointments**

Excused absence is granted for medical and dental appointments only. Official verification must be received from the doctor or dentist on their letterhead. Parents should request this upon the occasion of the visit. Frequent absences of this type are detrimental to the students class work so should be kept to a minimum. Student attendance on the report card will show an absence since the student was absent from school on the given day.

### **Medications at School**

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parents, must be provided. Refer to *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day’s dosage must be sealed, labeled and have the student’s name attached. It shall be in the appropriate container, and kept in the nurse’s/school office.

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

### **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.

### **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.

### **Student Accident Insurance**

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

**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.

## **POLICIES**

### **Archdiocesan Policies**

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

### **Acceptable Use and Responsibility Policy For Electronic Communications [“Archdiocesan AUP”]**

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

### ***Consequences of Violations of Electronic Communications Policy***

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

### ***Definitions***

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

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

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

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

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

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

- All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- Email and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.

- All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- Information systems hardware should be secured against unauthorized physical access.

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

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

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

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

### ***Prohibited Practices***

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

- Violate any federal, state or local laws or regulations.
- Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors.
- Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.

- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- Access or manipulate services, networks or hardware without express authority.

**Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth**  
*Revised August 20, 2007*

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

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

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

As a student volunteer I will:

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

As a student volunteer I will not:

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

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

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

### **Code of Christian Conduct Covering Students and Parents / Guardians**

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian, or other person who insults or abuse school personnel in the presence of other personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.
- These expectations for students, parents/guardians, or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).
- The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

### **Child Abuse Policy**

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

### **Complaint Review Process**

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

### ***School Level***

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

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

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

### **Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events**

*Revised August 20, 2007*

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

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

### **Right To Amend Handbook**

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

### **Safe Environment Training for Children and Youth**

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

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

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

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (*Mandated September 1, 2006*). Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe. VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

### **Zero Tolerance Policy**

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

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

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

### **STUDENT FORMS**

The forms located at the end of this handbook are for your information. Please do not write on these masters. These masters have been included in this handbook for photocopying purposes as needed throughout the school year.

**Forms:*****Administration of Medication During School Hours for Inhalers to be carried by Students (1 page)***

The form needs to be complete and MUST contain the signatures of the parent and the doctor.

***Acceptable Use and Responsibility for the Use of Electronic Communication Systems and Devices (4 pages)***

Parents are responsible for seeing their child understands the guidelines for use of any electronic communication or equipment. In order for students to utilize technology at school, this signed form must be on file in the school office.

***Boundary Guidelines for Junior and High School Youth Working or Volunteering with Children or Youth (3 pages)***

To ensure the safety of all children, all youth volunteers and junior & high school students who interact and/or work with younger children must sign this code of conduct form to verify that they understand their obligations. Parent signatures are also required. The code of conduct and acknowledgement form is at the end of the handbook.

***Field Trip Permission Form Instructions (1 page)***

Please follow these rules regarding this form.

1. The form must be completely filled out including the parent/guardian's signature. Please remember to put down the student's name.
2. No Student may go on a field trip unless the school has a completed form. If you are unable to make a photocopy of the form, it must be written it out in longhand - do not change any of the wordings. VERBAL PERMISSION BY PHONE OR IN PERSON IS NOT ACCEPTABLE and does not replace this form. A copy of a permission form may be located at the end of this handbook.

***Guidelines for Adults Interacting with Minors at Parish or School Activities or Events (2 pages)***

All adults working or volunteering with minors are accountable to the policies contained in the Archdiocese of Los Angeles ministry handbooks. This form allows adults to acknowledge the policies. The policies and the acknowledgement form are at the end of the handbook.

***Medication Authorization and Permission Form Instructions (1 page)***

Parts B and C of the form must be completed and signed by the licensed physician and the parent/guardian must complete and sign Part D. For complete information about health care policies, look under "Health Care" in this handbook. A copy of the Medical Authorization Form may be located at the end of this handbook.

***Parent Permission for the Publication of Student Work / Pictures (1 page)***

Parents are to sign and return the permission slip noting their decision on allowing their child's work to be used in school print material or on the school's website.

***Parental Release for Child – Non Commercial (1 page)***

Parents / legal guardians are to sign this only if requested for specific activities, programs, etc.

***Saint Charles Borromeo School Parent – Student Policies Agreement Form (1 page)***

Parents and students are to sign, date and return this form during the first week of the school year. Forms that are not returned may result in your child being pulled from school until the form is signed, dated and returned to school.

***Walk / Bicycle Permission Form / Information (1 page)***

Date and complete the form. Circle all that applies to the student. Permission may not be given verbally over the telephone. A copy of the Walk / Bicycle Permission Form may be located at the end of the handbook.

**TRAFFIC AND SAFETY****Before School**

7:45 to 8:00 a.m. is the normal arrival time for students. Students are not to arrive to school before 7:45 a.m. School begins at 8:00 a.m. It is important that all students are in their classrooms by the 8 a.m. bell. Games or playing of any kind are not allowed before school. During cold weather, students are allowed to wait in the café. Parents driving their children to school are to enter the school grounds through the northwest driveway opening on Moorpark Street and drop their children off in the parking lot. It is important to follow this pattern in order to alleviate traffic congestion. Parents are to pull their vehicles up as far as possible before releasing their children. Do not park and leave your vehicle in the traffic line. Vehicles are to exit onto Bloomfield Street. Parents are not to park in the school parking lot during

school hours; the gates will be closed and locked after the start of the school day. This is for everyone's safety.

### **Bicycles/Pedestrians**

It is recommended that only students in grades 5 through 8 ride bicycles to school. Parents who wish their children in grades 1 through 4 to do so may send a written request to the Principal who will honor the request and keep the note on file. Students who ride bicycles to school must know and obey the laws of the road for bike riders. They must also wear an approved bicycle helmet. Bicycles should be provided with a lock and must be locked. The school accepts no liability for bicycle damage or theft. Students are not to ride bicycles on the school grounds. Students who walk or ride a bicycle to school must have written permission on file in the school office. Students are to go to and from their homes directly and not make any detours. This is for their safety and security.

### **Dismissal After School**

School is dismissed at 3:00 p.m. Monday through Thursday and 1:00 p.m. on Fridays and 12:00 noon on minimum days. Any child not picked up 15 minutes after dismissal will be placed in the Bruins Den Program and parents will be charged. No student may remain on the school grounds or wait on the street or nearby corners for pick-up. This is a matter of safety.

### **Leaving School Grounds**

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

### **Parental Supervision**

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

### **Parking**

Parking is not allowed on the school parking lot during school hours. Use the parking spaces in the lot on the northwest corner of Lankershiem and Moorpark Street.

### **Rainy Day Procedure**

In the morning the regular drop off procedure remains in effect. Students will be dropped off in the "regular" drop off line no earlier than 7:40 AM. Parents are requested not to enter the classrooms in the morning hours. Students will be instructed to proceed directly to their classrooms. Teachers will be in their classrooms. In the afternoon, a rainy day pick up procedure will be denoted by a bright orange flag which will hang on the pedestrian gate adjacent to the playground and office windows. Parents may also phone the school to inquire if the rainy day pick up procedure in effect for that day AFTER 12 noon of that day. Students will remain IN THEIR ROOMS. Parents are to park on the playground, using the regularly marked parking spaces, and enter the building. Please do not park in front of doorways or block gates and driveways. Parents are instructed to pick up their child from their individual classroom. There is a 30-minute pick up time scheduled.

|                          |  |
|--------------------------|--|
| Monday through Thursday: | Pick up time is between 2:45-3:15 PM     |
| Fridays:                 | Pick up time is between 12:45 – 1:15 PM  |
| Minimum Days:            | Pick up time is between 11:45 – 12:15 PM |

Students will not be allowed to wander through the hallways and pick up siblings etc. The Bruins Den will pick up students who are assigned to the after school program. Students who have not been picked up after 30 minutes will be escorted to and signed into the Bruins Den by their teacher. Parents will need to sign out their child and pay the Bruins Den drop in fee. Students who have signed written permission slips on file in the school office to walk home will be released by the teacher to walk home at the start of the 30 minute pick up time. All outside extra curricular activities will be cancelled for that day.



**SAINT CHARLES BORROMEIO SCHOOL**  
**10850 Moorpark Street**  
**North Hollywood, California 91602-2206**  
**Telephone 818-508-5359 / Facsimile 818-508-4511**  
**www.stcharlescatholicsschool.org**

**Administration of Medication During School Hours for Inhalers to be Carried by Students**

Name of Student: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_

.....  
**TO THE HEALTH CARE PROVIDER:**

Your patient has advised the school staff that he/she may carry and use an inhaler during school hours.

Please complete and sign this form if an inhaler prescribed for a school age child may be used during school hours. This form is required by California Education Code, Section 11753.1, to authorize school personnel to permit the child to carry and use an inhaler at his/her own discretion.

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

Diagnosis or reason for medication:

Inhaler prescribed, dosage, time to be taken:

Any special instruction, precautions, or possible side effects:

How long will this medication be necessary?

Signature of Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name of Provider: \_\_\_\_\_

.....  
TO THE PARENT OR GUARDIAN: The inhaler may be carried by the student and used as prescribed after this form has been filed with your school health office.

PLEASE SIGN THE FOLLOWING STATEMENT: I request that the school permit my child to carry and use an inhaler during school hours as prescribed by his/her physician.



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Archdiocese of Los Angeles

### Acceptable Use and Responsibility For Use Of Electronic Communication Systems and Devices

*The following guidelines apply to all electronic communications systems which include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, the Intranet, the Internet and the World Wide Web, and to electronic communication devices of any kind (for example, phones, computers, audio and video equipment, and iPods, MP3 players, wireless devices), including those students bring with them from home to school.*

*Parents are required to explain these policies to their child/ren, including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.*

#### **Guidelines for Use of School Computers, Related Electronic Communications Systems and Other Electronic Communication Devices:**

- All school electronic communication devices, all school computers and related electronic communication systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member. During school hours while on school premises, students may not use any electronic communications devices that they bring from home without direct approval of a staff member and under direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers for posting on school approved sites. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system for posting on approved sites. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

**Students using school computers and/or related electronic communications systems and/or electronic communication devices may not:**

- Violate any school conduct or educational rules.
- Engage in conduct that does not accord with the teachings of the Roman Catholic Church.
- Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend a reasonable person or organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated substances and goods.
- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or illegal, improper discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter, without authorization, the start up screen or the desktop, or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

**Guidelines for Use of Computers or Personal Electronic Communication Devices:**

- We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.

**Students may not:**

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered

offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.

- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

**Consequences for violating any of the above guidelines:**

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

**Parent Conduct:**

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

**CONSENT:**

As the parent or legal guardian of the student signing above, I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Name of Student: Copy for Parents – Please sign, complete and return the next page.

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Archdiocese of Los Angeles

## **Acceptable Use and Responsibility for Use of Electronic Communication Systems and Devices**

### **PARENT AND STUDENT CONSENT FORM:**

As the parent or legal guardian of the student signing above, I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Boundary Guidelines for Junior & High School Youth Working or Volunteering with Children or Youth**

### **Archdiocese of Los Angeles**

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

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

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

#### **As a student volunteer I will:**

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

#### **As a Student Volunteer I will not:**

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.

- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place myself in a situation where my interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternize with minors over the internet or through other forms of communication.

---

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

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

**Copy for parents – Please sign, complete, and return the following page.**

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

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

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

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Complete and return the following page.**



**SAINT CHARLES BORROMEO SCHOOL**  
 10850 Moorpark Street  
 North Hollywood, California 91602-2206  
 818-508-5359 / facsimile 818-508-4511  
 www.stcharlescatholicsschool.org



**Boundary Guidelines  
 For Junior High and Senior High School Youth  
 Working or Volunteering with Children or Youth**

**Archdiocese of Los Angeles**

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

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

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

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

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

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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



**SAINT CHARLES BORROMEO SCHOOL**  
**10850 Moorpark Street**  
**ANGELES**

**ARCHDIOCESE OF LOS**

**North Hollywood, California 91602-2206**  
**Telephone 818-508-5359 / Facsimile 818-508-4511**  
**www.stcharlescatholicschool.org**

***Field Trip Permission Slip***

***Students participating in a school-sponsored field trip must submit a completed, signed and dated slip.***  
***The Archdiocese of Los Angeles mandates the use of this form and no other written notes will be accepted.***

I permit (child's name) \_\_\_\_\_ in grade (child's grade) \_\_\_\_\_ to participate in

(Description of the Activity / Destination) \_\_\_\_\_

On (Day and Date of the Field Trip) \_\_\_\_\_

The students will depart from school: \_\_\_\_\_ a.m. / p.m. and will return to school: \_\_\_\_\_ a.m. / p.m.

Transportation to and from the school will be arranged by: \_\_\_\_\_

The school will appoint chaperones. Students will / will not be bringing a lunch on the trip.  
 Students will wear: \_\_\_\_\_ School uniforms – formal dress \_\_\_\_\_ School uniforms – student choice  
 \_\_\_\_\_ Alternate dress \_\_\_\_\_ School uniforms – physical education clothes  
 \_\_\_\_\_ Other: \_\_\_\_\_

The educational objectives of the field trip are as follows:

\_\_\_\_\_  
 \_\_\_\_\_

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him/her to participate in this activity. I have returned the Health and Medical release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish/school or Archdiocesan personnel responsible for this activity. As a condition for participating in this activity, I hereby release and discharge the Archdiocese of Los Angeles Education Catholic Archbishop, a corporation sole, Archdiocese of Los Angeles Education and Welfare Corporation and the school/parish, their respective employees and any parent volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damages are caused by the negligence (active or passive) of the Archdiocese, parish/school, or their employees or chaperones. Should it be necessary for my son/daughter to have medical treatment while participating in this activity, I hereby give the responsible personnel chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school/parish and other participating adults from any liability in connection with this request. I understand that the insurance benefits through the school/parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school/parish harmless from the cost of any medical treatment and related expense and cost incurred.

\_\_\_\_\_  
 Signature of Parent / Guardian

\_\_\_\_\_  
 Home Telephone

\_\_\_\_\_  
 Printed Name of Parent / Guardian

\_\_\_\_\_  
 Work Telephone

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Cellular Telephone

**NO STUDENT MAY ATTEND A CLASS / SCHOOL FIELD TRIP WITHOUT THIS SIGNED AND DATED PARENT/GUARDIAN PERMISSION FORM. PERMISSION BY THE PARENT/GUARDIAN MAY NOT BE GIVEN VIA THE TELEPHONE. FACSIMILES OF THE PERMISSION FORM WILL BE ACCEPTED.**



## **GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR SCHOOL ACTIVITIES OR EVENTS ARCHDIOCESE OF LOS ANGELES**

**All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.** All 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/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.

- 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, letters, e-mail 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 or 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 may not have minors in their homes without parental and parish/school administration permission.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.

*Revised 4/24/2006*

Adults are permitted to interact alone with minor/minors 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 those requirements.



**ACKNOWLEDGMENT OF RECEIPT  
OF  
GUIDELINES FOR ADULTS INTERACTING WITH MINORS  
AT PARISH/SCHOOL ACTIVITIES OR EVENTS**

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: “**All adults working or volunteering with minors are accountable to follow all policies contained in ministry Handbooks.** All 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/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations.” These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

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---

---

Name (please print legibly): \_\_\_\_\_

---



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



**Archdiocese of Los Angeles**



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**PARENT PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs, and other work posted on the Internet or in other media will include only the student's last name's initial and first name.

**Web Site**

I acknowledge that the our school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

**Other Media**

I hereby waive, release, and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization, or entity assisting them in connection with publishing in other media, for damages or injuries in any way related to, connected to, or arising from the publishing or the use of that information, and expressly assume the risk of any injury or damage resulting from said publishing.

**Authorization in Effect**

I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

Please check all that apply:

\_\_\_\_\_ My child's photograph / image / visual likeness may be published on the Internet.

\_\_\_\_\_ My child's voice may be published on the Internet.

\_\_\_\_\_ My child's work may be published on the Internet.

\_\_\_\_\_ My child's voice may be published in other media.

\_\_\_\_\_ My child's name may be published in other media.

\_\_\_\_\_ My child's work may be published in other media.

\*\*If nothing is checked it is noted I do not want my child's (information / photo / pictures / etc.) published.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_



## Archdiocese of Los Angeles



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## Parental Release for Child – Non-Commercial

*To be completed by Archdiocese / School / Parish*

Name of Archdiocese / School / Parish: \_\_\_\_\_

Class / Activity: \_\_\_\_\_

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

\_\_\_\_\_

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

*To be completed by the Parent / Legal Guardian*

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

Image / Visual Likeness      € yes                              € no

Name                              € yes                              € no

Voice                              € yes                              € no

Work                              € yes                              € no

I understand and agree that my child's image, name, voice an/or work (the "personal information") will be used for

the particular reasons identified above. I further understand and agree that the Archdiocese / School / parish may use the personal information for other non-commercial purposes, including , but not limited to , publicity, exhibits, electronic media broadcasts or research. I understand and agree that the personal information of my child may be copied, edited and distributed by the Archdiocese / School / Parish in publications.

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## **Saint Charles Borromeo School Parent/Student Policies Agreement Form**

*(Please print except where signatures are required)*

### **Acceptance of Parent/Student Handbook**

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

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

Print Family Name: \_\_\_\_\_  
(Note if it is different from the student's last name.)

Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print student names and grades:

Student's First Name & Grade \_\_\_\_\_ Student's First Name & Grade \_\_\_\_\_

Student's First Name & Grade \_\_\_\_\_ Student's First Name & Grade \_\_\_\_\_

***Please return this signed form promptly to the School Office.  
This form will be placed in the students' permanent files.***



**SAINT CHARLES BORROMEO SCHOOL**  
**10850 Moorpark Street**  
**North Hollywood, California 91602-2206**  
**Telephone 818-508-5359 / Facsimile 818-508-4511**  
**www.stcharlescatholicsschool.org**

## Walk – Bicycle Permission Form

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

I hereby permit \_\_\_\_\_ to walk/ride a bicycle/skateboard  
Child's Children's Name (circle, which applies)

to and from \_\_\_\_\_ school during this school year.  
 (Circle, which applies)

Students who are not transported to/from school by vehicle are to walk to and/or from school directly home, not making any detours to stores, fast food restaurants, arcades etc. This is mandated by the Archdiocese and is for the protection and well being of all child/children. If my child / children ride a bicycle(s) / skateboard he/she will abide by the state laws and wear a helmet. As a condition of being allowed to walk / ride a bicycle to / from school, I hereby, release and discharge the school from any and all claims for personal injuries or property damage that my child / children may suffer or cause as a result of traveling to or from school. I agree to relieve the school and other participating adults from any liability in connection with this request.

\_\_\_\_\_  
 Signature of Parent Guardian

\_\_\_\_\_  
 Home Telephone

\_\_\_\_\_  
 Printed Name of Parent / Guardian

\_\_\_\_\_  
 Work Telephone

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

**NO STUDENT MAY WALK OR RIDE A BICYCLE/SKATEBOARD TO AND/OR FROM SCHOOL WITHOUT THIS SIGNED PARENT PERMISSION FORM ON FILE IN THE SCHOOL OFFICE. PERMISSION BY PARENT / GUARDIAN MUST BE IN WRITING AND MAY NOT BE GIVEN OVER THE TELEPHONE.**

**STUDENTS ARE NOT TO LOITER AROUND SCHOOL OR OTHER AREAS ONCE THEY LEAVE**

**SCHOOL. STUDENTS WHO ARE FOUND LOITERING AROUND THE SCHOOL AREA WILL BE ESCORTED BACK TO SCHOOL AND THE PARENT WILL BE NOTIFIED THAT THEY WILL NEED TO PICK UP THEIR CHILD FROM SCHOOL, PAYING THE BRUINS DEN DROP IN FEE.**