

# St. John Baptist De La Salle School



## Student/Parent Handbook 2018-2019

St. John Baptist De La Salle School  
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## **A. SCHOOL GENERAL INFORMATION**

### **St. John Baptist de la Salle Philosophy, Mission Statement and SLE's**

#### **Philosophy**

St. John Baptist De La Salle was an innovative educator who systemized and made practical many of the educational methods considered standard practice today. Acknowledged as the patron saint of teachers, he permeated sound learning with spiritual development. De La Salle School is dedicated to providing an environment that incorporates the charism of our patron. Students are recognized as unique and endowed by God with special gifts. They are challenged to develop intellectually, spiritually, and personally. Preparation for the future incorporates living the present as fully as we can and seeing the hand of God in the events of life. Students are taught the truths of the Gospel and the importance of putting these truths into practice. Enhanced through participation in liturgies and daily prayer, the practice of faith is reflected in a special concern for those in need.

As a Catholic school within the Archdiocese of Los Angeles, De La Salle School provides a solid educational program founded on the traditions of the Catholic Church, the criterion of the Department of Catholic Schools and the curricular standards of the State of California. Recognizing parents as the primary educators, we are committed to working together to provide a positive learning program that expands individual abilities and promotes creative expression according to each student's potential. At De La Salle School we are dedicated to the conviction that our students of today will become the foundation for tomorrow. It is our mission to motivate our students to seek excellence in becoming that foundation.

#### **Mission Statement**

We, at St. John Baptist de la Salle, nurture and empower the whole child through Academic Excellence, Spirituality, and Values to develop responsible active citizens and compassionate leaders of tomorrow. Working in partnership with parents, we ensure students are united in faith and eager to carry out God's mission in society.

#### **Student Learning Expectations**

1. Academic Excellence: Life-long learners who:
  - a. Think critically and logically to communicate effectively
  - b. Utilize resources to achieve set goals
  - c. Apply learned skills to strategically solve problems
  
2. Spirituality: Faith-filled Catholics who:
  - a. Practice their faith through prayer and sacraments
  - b. Follow Jesus and form a relationship with God
  - c. Demonstrate knowledge of the teachings of the Catholic Church
  
3. Values: Responsible citizens who:
  - a. Contribute positively to their community
  - b. Act with compassion, integrity, and respect
  - c. Abide by the Golden Rule

## School History

St. John Baptist De La Salle School was established in 1953 to serve the L.A. Archdiocese located in the Granada Hills area of the Northern San Fernando Valley. De La Salle opened its doors in 1955. The pastor, Monsignor Peter O' Sullivan, requested the Sisters of St. Joseph of Corondelet to come and administer the school. Temporary bungalows housed the students until the school construction was completed in 1956. The new building consisted of eight permanent classrooms, administrative offices, and a Health Room. By 1989, eight additional classrooms, a faculty room and a library were added. These additions opened areas for a counseling office and an equipment room.

The Sisters of St. Joseph of Corondelet left De La Salle School in 1974 and were replaced by the Sisters of Charity of the Blessed Virgin Mary. In 1985, the first lay person assumed the position of principal. This change reflected the trend to lay administrators throughout the Archdiocese. The Sisters of Charity of the Blessed Virgin Mary remained in the school until 1993. Since the 1993-1994 school year, the school has been staffed by dedicated lay teachers and administrators.

The 1994 Northridge Earthquake devastated the community including the De La Salle Parish and School. A major loss was Martinez Hall which was used by the school for Bingo, the Computer Lab, and as the school auditorium. Seton Hall, which housed the Extended Care Program, and the Convent were also destroyed. The school; however, sustained minimal damage which was quickly repaired and classes resumed after two weeks. Four large classroom modulars were moved onto the campus to ease the earthquake situation. Today, the modulars are used for the school music program and some after school electives. The Charter Kindergarten opened in 1995. A separate playground adjacent to the modulars was constructed to accommodate the Kindergarten students and a new playground was installed during summer 2004. Due to our development of a Transitional Kindergarten (TK) and the growth of the kindergarten classes, a second playground area was approved in 2018. Additional basketball courts, volleyball courts, foursquare, and hopscotch areas complete the playground. The St. Elizabeth Ann Seton Complex was dedicated in 1998. The school uses the complex for meetings, Awards Assemblies, 8th Grade Graduation Dance, and many other school related events.

De La Salle Parish and School invested in computers to improve the school communications. The school made a commitment to upgrade its technology development in order to take advantage of both educational and professional guidelines. In 2005, the school was wired for Internet use and the administration and teachers continue to make good use of this tool. The school hired a consultant to establish a website [www.dlsschool.com](http://www.dlsschool.com) in June 2006 which has greatly enhanced our communications with the students and parents. Recently, the website was revamped and can be found at the web address: [www.sjbdls.org](http://www.sjbdls.org). In 2007-2008 the school hired NTIVA, an IT company, which has updated all of our computers, technology equipment, networked the school and helped to develop a multi-year technology plan. In 2014, NTIVA assisted in setting up and programming of the Technology Lab which consists of 20 desktop computers. Additionally, with the efforts of our PTO fundraisers we were able to purchase 2-class sets of iPad minis encased in mobile re-charging carts (November 2016 and September 2017) as well as equip each classroom with mobile Document Camera/Projectors (August 2016). The addition of the Technology Lab, iPads, document cameras and projectors have helped to enhance student learning and engagement in the classrooms.

The school and parish continuously work closely to fund various school-related projects and improvements. Gradually, and with gratitude to our parish sponsored fundraisers and school fundraisers, De La Salle is moving forward and making necessary improvements to support its students.

St. John Baptist de la Salle School celebrated its Golden Jubilee during the 2005-2006 school year and in April of 2016, De La Salle celebrated its 60th. Currently the Parish Finance Board is exploring the process for a Capital Campaign to build six classrooms. The classrooms will allow for further growth. May God continue to bless De La Salle School.

## Accreditation

*St. John Baptist de la Salle School is accredited through WCEA/WASC through the year 2022.*

Western Catholic Educational Association Catholic Identity Standards:

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the Western Catholic Educational Association

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the U.S. Conference of Catholic Bishops.
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

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

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/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.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## 2018-2019 School Personnel

### Administration

Father Ramon Valera  
Mrs. Priscilla Doorbar

Parish Administrator  
Principal

### Faculty

Mrs. Lauren Tin	TK1
Miss Marissa Nevarez	TK2
Miss Makenzye Hiller	K1
Mrs. Olivia Flores	K2
Miss Bridget Kiley	K3
Miss Danielle Phillips	1s1
Mr. Devin McClain	1s2
Miss Deena Farraj	2s1
Mrs. Tatiana Hariot	2s2
Mrs. Marianne Boerem	3 <sup>rd</sup> Grade
Mrs. Claudia Monaco	4 <sup>th</sup> Grade / Religion Coordinator
Miss Vanessa Hernandez	5 <sup>th</sup> Grade
Miss Ana Katrina Vargas	6s1
Mr. Eddy Turcios	6s2 / Academic Decathlon Moderator
Mrs. Gricelda Mares	7 <sup>th</sup> Grade / Student Council Moderator
Mrs. Sara Silva	8 <sup>th</sup> Grade
Mr. Justin Gil	Physical Education / Athletic Director
Mr. Marcos Mendoza	Music Teacher
Mr. Evan Martin	Art
Mr. Eugenio Quiroga	Spanish

### Office and Support Staff

Mrs. Gina Coronado	Administrative Assistant
Mr. Wilver Duarte	Plant Manager
Mrs. Wanda Gastelo	Finance Manager
Mrs. Leticia Rojas	Office Assistant
Mrs. Paula Sabourin	Health Room Coordinator

### Extended Day Care

Mrs. Natalie Barba  
Mr. Manuel Carrillo  
Mr. Rodrigo Carrillo  
Miss Natalia Rojas

### Instructional Aides

Miss Jordan Bean  
Miss Monica Castro  
Ms. Laura Duran  
Miss Amanda Jimenez  
Miss Tiffany Lopez  
Miss Jasmin Medrano  
Miss Cynthia Mendoza  
Miss Alicia Navarro  
Mrs. Adriana Norris  
Mrs. Debbie Sussman

## **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, other pastoral ministries, or in any other assignment when such an individual has 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
- May not volunteer in any non-ministerial activity or event

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

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual VIRTUS® Touching Safety Program for Children. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

All junior high and high school students should recognize that while they are engaged in service or activities that involve children or youth, they are role models who are called to treat each child or youth with respect and care.

Student workers and volunteers:

- Are required to observe all rules and regulations established by their school and by the school or agency they are serving
- May not associate with or be present with children or youth or be party to activities that violate civil law and/or school rules
- Should exercise caution in all interactions with children, including verbal, written, and electronic communications
- Games or sports with children should be engaged in only in the presence of adults, or in a place openly accessible and visible to adults
- Should keep the door open or be visible through door windows while in a room with children or youth
- Should not discuss topics or use vocabulary with children or youth that could not be comfortably used in the presence of parents/guardians or the school principal
- Should never give gifts or mementos to individual children or youth unless this is authorized by the principal
- Must respect the physical boundaries of children and youth; children and youth must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate

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

**Revised 8/2007 1/27/10 – 6/8/2010**

**(Replace 8/2007 Guidelines for Adults Interacting with Minors in Article 6)**

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. Clergy/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. Please review the following guidelines and sign the “Acknowledgement of Receipt” for the file at the parish or school where you work or volunteer.

- Clergy/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 clergy/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.
- Clergy/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.
- Clergy/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 clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, 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.
- Clergy/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 clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/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 clergy/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.
- Clergy/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.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor’s parent or guardian.
- Clergy/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/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.

## **Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle and High School Youth Working or Volunteering with Children or Youth**

Revised: 1/12/06 ~ 8/20/07 ~ 10/17/11

To ensure the safety of the children and youth in the Archdiocese of Los Angeles, all youth volunteers – Middle 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 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 if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment.

As a student volunteer, I will:

- Understand, respect and support the values of Christian charity and tolerance.
- Model, teach and promote behavior in conformity with the teachings of the Roman Catholic Church.
- Treat everyone with whom I interact with respect, loyalty, patience, integrity, courtesy and dignity.
- Safeguard at all times children or other youth entrusted to my care.
- Avoid situations where I am alone with a child/youth.
- Take care to be positive, supportive and caring in my speaking, writing and actions with the children/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 supervisor aware of it so that the matter can be resolved, including by 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:

- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs.
- 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.
- 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 anyone towards a child/youth.

- Fraternalize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

## **Guidelines/Procedures for Flyer Distribution or Publication**

De La Salle School has established the following guidelines and procedures for processing requests to distribute information to students and parents. All printed or electronic materials promoting events, classes, services, products and/or community organizations must receive approval prior to posting, distributing, or displaying.

Parents/students must obtain approval from the principal (or designee) prior to displaying, posting or distributing informational materials and announcements, including but not limited to: information sent home to or through students; information on display tables, bulletin boards; and information made available at back-to-school nights, open houses, or other school-related activities. A signature and P# must be obtained from the front office and a copy of the flyer must be filed in the P-Book. Additionally, any parent/student wishing to use the image, likeness, or name of the school on any flyer or digital communication must obtain approval from the principal (or designee). It must have the principal's signature on a paper copy with a P#

## **Visitor Policy/School Days**

In order to provide a secure and safe environment throughout the school day, any individual who has business other than with the School Office must sign in at the School Office and secure a "Visitor Pass" that must be worn at all times between the hours of 8:00 a.m. and 3:00 p.m. Absolutely no one will be permitted entry to a classroom without a "Visitor Pass" issued by the School Office. Please note that parents needing to conduct business during the school day are asked to check in at the School Office at the Chatsworth entrance ONLY.

## **Parent Teacher Organization**

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The Department of Catholic Schools encourages the formation of parent (or parent-teacher) organizations that follow the current archdiocesan policies.

The purposes of the PTO are to:

- Promote open communication among the parents, teachers and administration
- Provide support for the principal in his or her role as the administrator of the school program
- Promote goodwill and cooperation between and among parents, faculty, administration, and parish
- Direct and coordinate parental support through parent education activities and social functions that build community
- Help build and enhance the faith community of School and Parish
- Raise funds for the school
- Coordinate the service and volunteer programs
- Lobby for legislation that has a positive impact on the school and its students

In addition, the PTO exists to support the principal and staff in their endeavors to provide quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of

and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with all current provisions of Archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all Department of Catholic Schools regulations and policies

The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

The PTO and its Executive Committee will function in accordance with the archdiocesan PTO bylaws that shall comply with all provisions of the policies of the Archdiocese of Los Angeles, the Department of Education and Archdiocesan elementary schools.

All recommendations and actions of the PTO and its Executive Committee are subject to the established Archdiocesan school regulations and policies of the Department of Education pursuant to directions of the Ordinary of the Archdiocese of Los Angeles and to Canon Law.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Archdiocesan Parent Teacher Organization Bylaws.

## **Parent/Student Complaint Review Process**

Addressing Complaints at the Local Level: Schools

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school.

If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint).

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

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

Escalating Complaints to the Central Level: Department of Catholic Schools

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

The assistant superintendent 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 the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the Archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

## **B. ADMISSION AND ATTENDANCE**

### **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

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

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

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

#### **Inclusion**

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

Catholic inclusive education is both a goal and a method by which Archdiocesan schools, through administration and education, create classrooms that value the uniqueness of all students.

Catholic inclusive schools:

- Realize that all children within a classroom have special God-given strengths and needs
- Create a learning environment that is safe, accepting, and caring, where differences are seen as challenges and opportunities for growth
- Utilize strategies for teaching and learning that maximize each child's participation, development and interaction
- Manage the classroom and school environment to best provide for the widest variety of learners within the parameters of the school's resources
- Demonstrate awareness of the wider issues, such as parent involvement, networks, support personnel (both within and outside the school), and attitudinal development
- It is to be understood that due to limited resources, De La Salle School may not be able to provide an appropriate educational environment for students needing additional support. If outside resources are needed and would supply the necessary support for the student to remain at De La Salle, the parent/guardian would be responsible for providing those resources. The needs of each student applying for admission must be considered. Parents/Guardians must understand that De La Salle School may not be the best educational setting for their child.

#### **Guidelines for Admission to Elementary Schools**

- Preferences shall be given to active members of the parish
- The recommended age for kindergarten students is five 5 years of age on or before August 31

- Schools establish criteria for defining class size in relation to the curricular content, academic needs of students enrolled, physical limitation of classroom space, and budget limitations.
- The recommended age for first grade students is six 6 years of age on or before August 31
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school
- Each school shall establish procedures for admission and enrollment

The administration of De La Salle School is responsible for determining the admission of students. Mindful of our Gospel heritage and the commitment of providing a quality Catholic education to our local parish families, De La Salle School implements policies and practices on admissions as directed by the Department of Catholic Schools.

### **Admissions Requirements**

The first consideration for admittance to De La Salle School is age and readiness. Any student, regardless of grade or age will be tested and/or have the recommendation of a previous school. Consideration will also be given to:

- Incoming students with siblings
- Transfer from another Catholic school
- Membership and participation in St. John Baptist De La Salle Parish or other local Catholic community

For all new students the following documents are required:

- Official certificate of Birth
- Official certificate of Baptism
- Official Sacramental Record
- Current record of Immunization
- Certificates of transfer from the school last attended
- Parent Questionnaire
- Kindergarten/Pre-school and/or academic reference

### **Attendance**

Students are expected to attend school every day, unless there is a valid reason for an absence. Under California law, all children who are between the ages of 6 and 16 must be enrolled in school.

### **Tardiness**

Children entering class, even after a few minutes, is a major distraction and hinders the beginning of lessons. Please have your children here on time for school. A student is tardy if he/she is not in class by 7:50am. When tardy, a student must pick up a late slip from the health office. Three tardies in one week constitutes a detention given by the teacher. Three tardies also constitutes an absence which disqualifies any student from receiving perfect attendance. One tardy is accounted for disqualification from receiving perfect attendance. Excessive tardies can result in serious disciplinary action.

### **Perfect Attendance**

Students that maintain "Perfect Attendance" will be recognized at the end of the school year. Students arriving after 7:50 am and before 8:30 am are considered tardy. On regular school days students arriving

after 8:30 am and before 11:50 am are considered absent for a half day. Students arriving after 11:50 am on a full day are considered absent.

On 1:00 pm dismissal or early dismissal days, students arriving after 8:30 am and before 10:30 am are considered absent for a half day. Students arriving after 10:30 am on a 1:00 pm or early dismissal are considered absent. Three tardies equal one day absence per trimester.

### **Absence**

When a student is absent, the student must submit a written excuse signed by a parent/guardian and the school must keep excuses on file for one year. Excused absences include illness, medical or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school. Excessive unexcused absences may result in the loss of academic credit. If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

If your child is going to be absent from school, please call the office before 9:00 a.m. When a student returns to school after an absence, he/she must have a written excuse presented to the teacher. Absences for Medical Appointment – Students are legally credited for attendance when time is spent in a medical or dental appointment. A note from the doctor or dentist must be presented to the school before the absence can be entered into the Attendance Register as a medical absence. Students are still marked absent.

### **Extended Absences**

When a student is absent for an extended time (i.e. 20 days or more days during a trimester marking period), official grades may be withheld. Extended vacations are discouraged due to the negative effect it may have on a student's academic progress. Please notify the principal in writing three weeks prior to a known extended absence.

### **Leaving School Early**

If your child will be leaving school during the day before the regular dismissal time, please send a note to the classroom teacher in the morning. Doctor or dental appointments should be scheduled outside of school hours, if at all possible. Parents/Guardians should go directly to the Health Office where they will be asked to sign-out the student with the date, reason and time of dismissal. Parents/Guardians are not allowed to go directly to the class or tell children to meet at the car. If a child returns to school during the school day, the parent/guardian is required to check the child in at the Health Office. Students who are leaving school early will only be released to those on their "Emergency Card" form (written permission from the parents/guardians must be received to should another individual be responsible for pick-up). Additionally, the last call for early pick up will be 2:30 pm—students will not be released for early pick up after 2:30 pm as this is disruptive and interferes with classroom end-of-day routines. Emergency reasons only will be considered for early departures after 2:30 pm.

### **Truancy**

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

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school

level have been exhausted, the school principal should notify the local Child Welfare and Attendance authorities.

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

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

### **Arrival and Dismissal Procedures**

Parents/Guardians are asked to use extreme caution in using the arrival and dismissal procedures in order to ensure the safety of all our children. For safety purposes, do not park on Chatsworth Street in front of the school before 8:00 a.m. and after 2:45 p.m./12:45 p.m. Students are not allowed to be dropped off nor picked up in this area before or after school.

#### **Arrival**

Students may be dropped off at 7:25am and must be picked up at the dismissal time for that day. Arrivals prior to the stated time and if students are not picked up on time (and not involved in afterschool activity) will result in students being assigned to extended care. Appropriate charges for extended care will be assessed.

In the morning, students are to be dropped off utilizing Chatsworth entrance. Cars are not allowed to park in/near the Chatsworth carline. If your child has items to remove from the trunk or a large project to remove from the car, etc., parents/guardians must park in the Hayvenhurst lot and walk their child to the morning lines. The Hayvenhurst entrance is a “park and walk” zone ONLY.

Children who walk or ride bicycles to and from school must be in the 5<sup>th</sup> Grade or above.

Parents/Guardians must complete a form provided by the school giving permission for walking or riding a bicycle. Those riding bikes must also follow specific safety regulations (i.e. wearing a helmet). Bicycles must be walked on school property and locked to the bicycle rack. The school is not responsible for the theft or damage of bicycles, though any incidents should be reported to the office. Parents/Guardians are to encourage their children to follow good pedestrian habits and use all crossings. It is also recommended that students do not travel alone.

#### **Dismissal**

The regular dismissal time is 3:00pm Monday-Thursday and 1:00pm on Fridays. Students are to be picked up within 10 minutes of the dismissal bell. Students will only be released at dismissal time to person(s) listed on their Dismissal Release Authorization Form. Additionally, individuals assigned to pick up students must be 18 years of age or older (siblings attending De La Salle are not permitted to pick up their younger/older sibling on behalf of an adult). Parents or guardians assigned to pick up students may not enter the school building until the bell rings. Any student who has not been picked up by 3:10 will be sent to extended care and will be charged accordingly. Additionally, do not advise your child to wait to be picked up anywhere around the campus or on the nearby sidewalks; if a student is seen doing this they will be directed to go to extended care.

For a student to have permission to walk, a “walker form” needs to be completed by a parent/guardian in the school office. A destination and contact are required in order for a child to be approved as a walker. If a child is found walking to the parking lot or to the street to get picked up, they will lose their privilege as

a walker. It is the discretion of the administration to approve a student as a walker. The safety of our students is our main priority.

## **Extended School Day Programs**

The decision to provide an extended school day program shall be made jointly by the principal and, and, in the case of parish schools, the pastor, after careful and thorough consideration of the responsibilities, liabilities, and long-term consequences. If the school decides to offer an extended school day program, the school must consider the following points:

- The program must be consistent with the school's philosophy and mission.
- The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel.
- Archdiocesan student insurance covers students during the time of the program.
- The school requires an extended school day agreement with participating parents.
- Fees charged to parents must be adequate to cover the total cost of the extended school day program
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- Adequate space shall be provided for activities detailed in the program, and this space shall be clean, safe, well maintained, and provide a pleasant, child-centered environment. The facility must have access to a telephone.
- Extended school day staff must be at least eighteen years of age, and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. It is recommended that they have formal training in child development, recreation, or education, possess prior experience working with school-age children, and are familiar with age-appropriate behaviors and abilities of children.
- Staff shall supervise children appropriately at all times, and a written job description detailing work duties shall be given to all staff members. At no time should a child be left unattended.
- Staff members shall be in-serviced regarding signs of child abuse and neglect, and appropriate reporting procedures. Workers shall be given opportunities to attend workshops in child development, and individual staff members shall meet on a regular basis with supervisory personnel for ongoing support and feedback.
- Staff members shall carefully maintain appropriate records regarding family information, emergency contact, arrivals, and departures.
- A school may arrange with independent contractors or entities to provide extended school day programs on a fee basis. Independent contractors and entities must have appropriate licenses, agreements for use of the premises and insurance. All individuals and entities providing extended school day programs must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

## De La Salle Extended Care

The purpose of the Extended Care Program is to provide after school supervision and care for children presently enrolled in De La Salle School. It is designed to serve working families desiring supplementary day care in a parochial school environment and/or supervision when a parent/guardian is delayed in picking up children at the scheduled dismissal time.

Program Hours:

- 7:00 am to 7:30 am Monday thru Friday
- 3:00 pm to 6:00 pm - Monday thru Thursday
- 1:00 to 6:00 pm on Fridays and early dismissal days
- Not available on school holidays and designated times listed on the school calendar

### **Fees and Late Pick-Up**

Extended Care fee is \$8.00 per hour. Statements will be sent home the 1st of each month. Extended Care fees will be automatically attached to your monthly FACTS tuition account. If the payment does not clear, the child may not attend Extended Care until the payment has been made.

*\*\*At 6:01 a family will be charged \$5.00 and \$1.00 per child for every minute after that\*\**

### **Important points**

- Extended Care Schedule – The schedule consists of homework time, snack, weekly activities, and outside play. Inclement weather leads to activities being conducted indoors.
- Absences - If parents/guardians know that their child(ren) will be absent from Extended Care for any amount of time, they must notify the Extended Day Care staff.
- No Toys from Home - It is requested that children not bring toys or personal items from home.
- Snacks/Lunches - Children are encouraged to bring their own snacks from home. On early dismissal days, children must bring a lunch.
- Parent Notices - Important general information will be sent home with children as necessary.

### **Emergency/Safety**

- With the safety and wellbeing of children in mind, it is MANDATORY that the parents/guardians fill out an emergency form and abide by the instructions (Children may not participate in the program without a completed emergency form)
- Children will be released only to those persons listed on the emergency form unless written permission from the parents/guardians is received (Telephone requests for release cannot be granted)
- Parents/Guardians may not take children from school without notifying the Extended Care staff and signing the child out (Signing in and signing out is required)

### **Special Provisions/Procedures for Illness/Accidents**

The Extended Care Program does not have facilities to provide care for sick children or transportation for children. Parents/Guardians will be expected to make arrangements for keeping or taking sick children home. In the case of minor injuries, first aid will be administered on the premises. Medication will not be administered unless both a written statement from a physician detailing method, amount, and time schedule, along with a written authorization from parents/guardians is on file with the Extended Care staff. In some cases emergency medical care may be necessary. Steps to obtain this care may include but are not limited to the following:

1. Attempt to contact a parent/guardian directly
2. Attempt to contact a parent/guardian through persons listed on emergency form
3. If parent/guardian cannot be reached directly an ambulance will be called with a staff member accompanying the child to the hospital, if that is deemed necessary
4. The staff will act in the best judgment for the welfare of the child

**Homework**

Each day a homework period will be scheduled. Each child will be expected to do school work of some nature during this time. It is the child's responsibility to acknowledge work to be done and be prepared to complete his/her assignment(s) by having all necessary books and writing utensils.

**Student Behavior**

As members of a Catholic community, children will be encouraged to show respect for staff and peers, along with the materials and environment provided for Extended Day Care. Children in Extended Care are part of a supervised program. Under no circumstances may a child leave the direct supervision of the staff. Children are not allowed to go to individual classrooms to help a teacher unless that teacher makes such a request with Extended Care staff. Persistent inappropriate behavior may result in the student being suspended or released from the program and/or school.

## **De La Salle Student Dress Code Policy**

*The administration reserves the right to determine the appropriateness of uniform standards, proper compliance, and to designate casual dress days during the school year.*

All St. John Baptist De La Salle School uniforms must be purchased from Michael's Uniforms to assure conformity. Dress items must be no larger than one size above or below the student's regular size. Avoid wearing uniforms that are faded, torn, ripped or stained.

### **Girls Uniform:**

Grades TK-5: Brown plaid jumper, skort, khaki walking shorts and khaki pants with school logo, along with a gray or white polo shirt with the De La Salle logo are to be worn. TK-5 may also wear a white pointed or round collared uniform blouse that is to be worn with a white undershirt/camisole. All shirts must be tucked in at all times.

Grades 6-8: Brown plaid skirt, skort, khaki walking shorts and khaki pants along with a gray or white polo shirt with the De La Salle logo are to be worn. No colored tank tops or undershirts may be worn under the uniform, only white. Skirts may not be more than two inches above the knee.

Only one small stud earring per lobe is permitted; no other piercings are allowed. A small religious cross necklace is permissible, but no other jewelry is allowed (including rubber bracelets). One regular size watch may be worn. No dyed, streaked, colored or bleached hair. No extreme haircuts or styles (i.e. shaved cuts). No nail polish or make-up of any kind (i.e. colored lip balm/gloss, mascara, face powder/foundation) are allowed. Fancy, large and/or extreme hair accessories are not allowed. A simple ribbon/bow no wider than 2 inches is permissible. Only school colored hair accessories are permitted. Determination of extreme is at the discretion of the administration.

### **Boy's Uniform:**

One pair of khaki pants must be purchased for school/church functions. Khaki walking shorts with school logo, white or gray polo shirt with De La Salle logo must be worn. Boys may wear a plain white short sleeve t-shirt under the uniform shirt. Shirts must be tucked in at all times. Boys must wear a brown or black plain belt with a plain belt buckle.

Boys' hair must be cut above the ear, collar and eyebrows. Cuts can be no shorter than a #2 and no more than 1-inch above the scalp all around. No colored hair or extreme hairstyles, including shaved lines. Determination of extreme is at the discretion of administration. One small religious necklace is permitted to be worn under their shirt. Boys may NOT have any piercings. No rings or bracelets are permitted (including rubber bracelets).

### **Church Attire:**

For all church events the required uniform consists of:

Girls: jumper, skirt (6-8), skort, khaki pants and oxford style blouse with bow tie.

Boys: Khaki pants and the oxford shirt with neck tie.

Shorts are not allowed. The De La Salle vest, V-neck pullover or the cardigan may be worn with weather permitting.

*\*\*\*Any student not in complete church uniform will be issued a detention to serve the following week of the uniform violation\*\*\**

Physical Education: Regulation hunter green P.E. shorts with school logo and regulation hunter green or gray t-shirt with school logo must be worn on scheduled P.E. days. Sweatpants and crewneck sweatshirt with De La Salle logo can be worn during cold weather. Athletic shoes should be worn during P.E. class and all shoes must be properly worn (i.e shoelaces must be tied at all times). De La Salle spirit shirts are also permitted to be worn on P.E. days.

### Shoe policy:

All students are required to select either oxford style or athletic shoes. Boots of any kind are not allowed.

1. Oxford Style: Black leather only. Traditional Mary Janes (no ballet style with strap) are allowed. Ballet flats are not allowed. Shoe must have at least a one inch rubber sole.

2. Athletic Shoe: Only leather shoes are permitted (no canvas such as Vans and “Chucks” for lack of support as well as no mesh). Athletic shoes must have tied laces which must match the shoe color (black shoes with black shoelaces or white shoes with white shoelaces.) TK and Kindergarten students must wear athletic shoes or Mary Jane style shoes with Velcro-closures.

3. Shoes must be ALL WHITE or ALL BLACK, no other colors are permitted. All logos and the sole of the shoe must be the same color as the rest of the shoe.

Sock Policy: Plain white crew length socks only (sock MUST cover the ankle). Sport socks and low ankle socks “no show” are prohibited. Logos are not permitted. Girls are allowed to wear tights, (black or white only) on cold days. Girls are allowed to wear white knee high socks. Nylon stockings and/or leggings are not permitted.

Cold Weather: Only De La Salle School uniform vest, V-neck pullover or cardigan may be worn at school. Students have an option to wear De La Salle long sleeve polo shirts. Only the De La Salle uniform water resistant jacket can be worn at school. NO outside jackets, sweatshirts, hooded pull-over or zip ups are allowed. Raincoats, thick jackets, scarves, mittens and beanies are allowed only on cold and rainy days outside the classrooms. De La Salle sports sweatshirts and/or t-shirts may only be worn with permission from the principal.

### CONSEQUENCES FOR UNIFORM VIOLATION

- 1) Teacher’s verbal warning
- 2) Written notification to parents
- 3) Detention
- 4) Continued dress code violation results in defiance and will be referred to the principal.

### Alternative Dress

The following may not be worn on Alternate Dress Days:

- Crop tops, sheer tops, halters or spaghetti straps
- Shorts
- Low rise pants
- Logos (except DLS)
- Baggy, oversized, or tight fitting clothes
- Clothes with holes or rips
- Overalls or rompers
- Excessively tight clothing
- Excessively short clothing or excessively long clothing
- Sandals and/or platform shoes, boots, slip-ons
- Jeggings and/or leggings
- Hats, beanies, visors, feathers or tinsel
- Sweats
- Torn or ripped jeans

\*\*\*Inappropriate dress is at the discretion of the administration. Any student wearing inappropriate clothing will be sent home or issued a detention \*\*\*

## **Parent Information**

### **Office Hours**

Regular school office hours are from 7:30 a.m. to 3:30 p.m. Monday through Friday, unless otherwise noted.

### **FAX Use**

The FAX machine is available for school business only. Parents may FAX items to the school that are for school business that are not being handled by the normal means used by the school (i.e. no envelope response material is to be faxed to the school office). In addition, no student materials will be accepted by FAX (i.e. assignments, signed tests, etc.).

### **Telephone Usage**

Students may not receive telephone calls during class time. In case of an emergency, a message may be left with the school office. Students are not permitted to use the telephone except in emergencies, with permission given in the school office. Cell phones are not to be used during school hours. If a parent/guardian supplies a cell phone to his/her child for communication it is to be used only after school once the student has left the building. Use by the student at other times will lead to the phone being confiscated by the staff. A parent/guardian will be required to pick up the cell phone from the principal. A second offence will result in detention and any offense thereafter will result in an in-house suspension. The school is not responsible for lost or stolen cell phones or any other electronic device.

### **Parent Communications**

Communication will primarily be maintained through the De La Salle website and Gradelink (email). It is critical that parents keep up to date with all school communication through school website, email, flyers, etc.

### **Gradelink and School Website**

Gradelink and School website (sjbdls.org) are each valuable resources that allow teachers to post communication documents including newsletters, school forms, handouts and/or updates. Faculty and staff use the up-to-date directories and calendars as a communication tool. Teachers' bulletin boards and calendar are updated frequently and attendance recorded in real-time. Gradelink has a full-functioning grade book program, secure web site integrated with the school website and teacher grade books. Assignment calendars give parents access to student assignments, online grades, reports, as well as track and communicate students' progress. Teacher bulletin boards promote collaboration and active learning inside and outside of the classroom. Parents can access assignments and grades using a password which can be provided by the school office.

### **Pets on Campus**

Pets are not allowed on campus at any time.

### **Parent Volunteers/Visitors on Campus**

All visitors must enter through the main doors on Chatsworth Street ONLY and receive a badge from the main office. For student safety and protection, parents and visitors are required to sign-in and out at the main office counter when children are present. If you are present to help in the office, supervise recess and/or lunch, or be in a class, report to the designated teacher/supervisor immediately after signing in and receiving a visitor badge. All parent volunteers must have VIRTUS training and may be asked to be fingerprinted.

## **Emergency Drills and Information**

### **Safety Drills and Emergency Procedures**

Drills are intended to train students how to re-act in a case of an emergency. Students learn how and where to exit the building and to remain silent in order to hear directions.

### **Earthquake Preparedness Information**

The Drop Drill procedures will be followed according to teacher direction. Evacuation of the school will follow the Drop Drill procedure. Once a year, the school conducts a complete earthquake drill including assigned positions and mock scenarios.

In order to comply with the state directives on emergency preparedness, the school is prepared for the possibility of caring for students and staff for up to three days in the event of a major disaster such as an earthquake. Besides providing support as requested by the school (i.e. providing individual emergency supplies), it is imperative to understand and follow the procedures that have been devised to help students and staff survive a major disaster.

### **Emergency Response Teams**

In order to help the administration/staff deal with a disaster situation, emergency response teams are formed. Selected junior high students are also asked to assist. Team areas include first aid, search and rescue, resource management, field leader, security, and parent relations.

## **Emergency Evacuation Scenarios**

### **Level One:**

Students and staff will evacuate to the field. (Standard fire drill procedure). School will resume with no dismissal.

### **Level Two:**

Emergency situation with school being canceled, though structural integrity of buildings has been maintained. Students and staff evacuated to the field will return to the classrooms and dismissal procedures will commence.

### **Level Three:**

Emergency situation in which school will be canceled and there is partial damage to structures. Students and staff will evacuate to the field and Emergency Teams (consisting of staff and designated students) will implement procedures. Dismissal will begin only after students and staff have been accounted for and when it is determined safe to release students.

### **Level Four:**

This situation involves total loss of the school facilities. Full outdoor survival plans will be implemented. Dismissal of students will begin after all have been accounted for and when it is determined safe to release students.

### **Dismissal Procedures**

As stated, no students will be released until all members of the school community have been accounted for and it has been determined to be safe to do so (i.e. local authorities have declared roads open). The following guidelines will be used: If phone communications are still operable, the school will make

contact with parents/guardians to relate school status and need to dismiss. **Please note that students will not be released to anyone but their parents/guardians or those listed on the emergency card.**

### **Emergency Phone Communications**

Certainly parents/guardians will be concerned about the safety of their students. Realize that in case of a major disaster, it will take time for the school to evacuate, to account for staff and students, and make a determination as to the release of students. Responding to immediate phone queries will be difficult.

If all phone communication is down, proper care will be given to students until the staff is able to reunite students with family. Careful discretion will also be used for the release of students to those other than parents/guardians. It is imperative for parents to provide the school with the names and information of those you would trust with your child(ren). Every possible measure will be taken during an emergency to protect the safety of the students in our care.

## **Work Permits**

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

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

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

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

## **Privacy and Access to Records**

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

## **Pupil Records**

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

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

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

## **Directory Information**

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and

sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **Verbal/Written Confidences**

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

### **Custody**

In issues regarding child custody the school is legally obligated to follow the directives of a duly authorized court of law. It is necessary that the parents/legal guardians furnish the school with copies of court documents that verify the legal directives for custody. These documents will be kept strictly confidential.

## **Transfer of Records**

### **Student Transfers, Withdrawals and Graduation**

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

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

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

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

### **Withholding of Records**

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

## **Health of Students**

### **Health Regulations**

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

De La Salle School has a Health Room Coordinator on duty during the school day. She works with the office to manage medical records and directs the Vision Screening, Audiometric Testing, Scoliosis Screening and lice checks. Parents will be required to complete a permission form for their children to participate in the screening tests. Parents will be notified of any injuries or illness through a phone call.

### **Health Records**

School health records **MUST** be kept up-to-date. Notify the school office of immunizations which have been given to your child. Call the school office concerning any communicable disease that your child may have contracted.

### **Illness/Injury**

No child who is sick will be sent home without the knowledge of the parent or authorized contact person. The school has limited facilities for sick children. In the interest of the child, parents are asked to respond as promptly as possible when a child must be sent home. If your child is sick, keep him/her at home. Remember a simple rule for a fever - 24 hour fever-free before returning to school. If emergency medical care is necessary, steps to obtain care may include but are not limited to the following:

1. Attempt to contact parent/guardian directly
2. Attempt to contact a parent/guardian through persons listed on emergency form
3. If parent/guardian cannot be reached directly an ambulance will be called with a staff member accompanying the child to the hospital, if deemed necessary
4. The staff will act in the best judgment for the welfare of the child

### **Allergies/Peanuts**

De La Salle is not a peanut free school. If there are any issues with allergies of any kind with your child, please inform the school immediately. Please note that many of our students suffer from peanut allergies. If you send your child with foods that contain peanuts please let your child's teacher know so they can be sent to the health office to eat; once they have finished eating, they will be dismissed to the school yard to join their class.

### **Medication**

NO medication of any kind can be administered by school personnel without appropriate consent forms.

Medications shall not be furnished by the school. If a student must have medication during the school day, the following procedure is to be followed:

- Release from the doctor stating the nature of the medication
- The daily dosage must be sealed in the original container, labeled, have pupil's name attached and stored in the health room
- The student is to come to the office for medication
- A student's medication is to be self-administered

- Inhalers may be carried by the student if they also carry a doctor's prescription with it (Inhalers are not to be shared)
- At the end of the school year, all medication must be picked up or it will be disposed of

### **Emergency Card**

A set of Emergency Cards are given to each family at the beginning of the school year. This information must be kept up-to-date. If any information changes during the school year, please notify the school immediately.

### **Student Accident Insurance**

The Student Accident Insurance Program is provided for all full time students in Archdiocesan schools/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. Any accident occurring on school grounds must be reported immediately to the school office and parents/guardians will be notified.

## **C. ACADEMICS AND CO-CURRICULAR ACTIVITIES**

### **Curriculum**

Affiliated with the Department of Catholic Schools for the Archdiocese of Los Angeles, De La Salle School follows the California State Standards for Social Studies and Science as well as implements the English Language Arts and Math Common Core Standards. Religion is taught using the Religion standards based on the teachings of the Catholic Church in all grades.

### **Accreditation**

Accreditation means that a school is maintaining standard requisites for graduates to gain admission to higher levels of education (i.e. high school). De La Salle School is fully accredited by the Western Catholic Education Association (WCEA) in conjunction with the Western Association of Schools and Colleges (WASC). In 2016, De La Salle School received the maximum accreditation of 6 years (2022) with a review at the end of year 3.

### **Religious Instruction/Sacraments**

The primary educators for sacramental preparation are first the parents then the school. The two distinct methods referred to involve instruction by word (what is said at home and taught in religion class) and instruction by example (how parents and teachers live their faith by daily example). It is the parent's responsibility to take their children to Mass and to participate in the sacramental life of the Church on a regular basis. It is also important for parents of children receiving Reconciliation and First Communion to understand that the school works in conjunction with the parish for the reception of the sacraments. Parents have the responsibility to follow parish directives and attend required sessions held with parents of the parish Religious Education Program.

### **Service Hours:**

8<sup>th</sup> grade students will be required to complete a minimum of 30 Service Hours. The Service Hours opportunities will be communicated to students/parents regularly. Students will be responsible for recording all service hours and obtaining proof of completion to include on the Service Hour Log. All 30 required Service Hours will be reviewed to ensure completion prior to graduation.

### **WCEA Annual Report of Progress (WARP)**

Each year the Department of Catholic Schools requires elementary schools to conduct a review of the school's WCEA Accreditation report findings and student-centered academic goals. The WARP report and review assists faculty/staff in identifying strengths and areas for growth centered around student learning and faith-formation. Faculty meetings throughout the year are designated to complete the review and report progress towards achieving set goals. In addition, the religion program and overall Catholic Identity of the school undergoes an in-depth study/review.

### **Grading System**

The following percentages and letter grades have been set forth by the Archdiocesan Department of Catholic Schools to be used for grading.

### **Transitional Kindergarten:**

O = (100-93%)

G = (92-86%)

S = (85-70%)

NI = (69% and below)

### **Grades Kinder-2nd:**

O = (100-97%)  
O- = (96-93%)  
G+ = (92-90%)  
G = (89-87%)  
S+ = (84-80%)  
S = (79-75%)  
S- = (74-70%)  
NI = (69-65%)  
P = (64% and below)

### **Grades 3-8:**

100-97 = A  
96-93 = A-  
92-90 = B+  
89-87 = B  
86-85 = B-  
84-80 = C+  
79-75 = C  
74-70 = C-  
69-65 = D  
64 and below = F

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

Parents/Guardians will be notified of their child's progress by a report card issued after each trimester. Student's progress can be monitored throughout the year by regularly logging onto Gradelink to review assignment and overall subject grades. Dates for report cards issuance are scheduled on the school calendar. Notification of grades will be sent home to parents when deemed necessary.

### **Honor Roll**

Students in grades 5 through 8 are eligible for the Honor Roll. Honors are recognized at the completion of each trimester report period. Honors are received for having a Grade Point Average of 3.4 or above. The following core subjects will be considered in the Honor Roll calculation; Religion, Literature, Science, Math, Social Studies and English. Students must have a B or above in work habits and cooperation in all subject areas to qualify for Honors. A "D" or "F" in any subject disqualifies any student for Honors. Students with any grade less than a "C-" in any elective class will receive their Honor's Certificate but will not be recognized at the Honor's Assembly.

### **Valedictorian**

Eighth grade will honor those students who maintain a 4.0 GPA throughout their school year. If there are multiple candidates, the prior school year's GPA, through Middle School years 6<sup>th</sup> – 8<sup>th</sup> will be considered.

### **Parent/Teacher Conference**

Formal parent/teacher conferences are scheduled at the end of the first and second trimesters (see the school calendar). Conference appointments outside of the scheduled dates can be made directly with the teacher.

## **Summer School**

Summer school will be required for those students who have earned a “D” or “F” (3rd-8th grade) or “NI” or “P” (Kinder-2nd) in any two of the three trimesters for any subject. Summer school may be recommended by a student’s teacher if they deem necessary. Prior notice will be given to the parents if summer school is either recommended or required. Regular Summer School and Camp are offered for four weeks after the regular school year.

## **Eligibility**

Students are required to maintain a “C-” or better in all subject areas as well as in Effort and Behavior. A “D” or “F” in any subject, effort, and/or behavior will automatically qualify a student as ineligible. Students who are determined to be ineligible by administration must step out of their sport or activity until the grade has been improved to a “C-” or above. Students may not practice, participate, or attend an activity during that time. At the end of the four weeks, administration, along with the teacher, will determine whether the student may resume participation in the activity. This policy assists in instilling the value of education, commitment and the importance of academic responsibility.

## **Homework**

Homework is an integral part of the educational process, reinforcing classroom learning. To accomplish this successfully, full cooperation between parents and the school is necessary. Expectations will be explained thoroughly at the beginning of the year and at Back-to-School Night. Daily time spent on homework can vary. Class projects, studying, and daily reading logs and absent work will likely add additional time to regular scheduled homework time. Approximations for grade levels are as follows:

Grades TK & K = 30 minutes

Grades 1 & 2 = 45 minutes

Grades 3, 4, 5 = 1 hour

Grades 6, 7, 8 = 2 hours

If a student takes longer than the allotted time, parents are asked to sign the homework and state the time started and stopped. All classwork and homework assignments are to be made up within one day for each day absent (i.e. two days absent = two days to make up missed assignments). Tests missed due to absence need to be made up promptly.

## **Tutoring**

### **De La Salle School Teacher-Lead Tutoring:**

1. If a student requires additional tutoring/support outside of classroom instruction time, the student and parent will be notified by the teacher.
2. Classroom teachers will provide after-school tutoring for 30-45 minutes 1 day a week.
3. After-school tutoring will be by invitation only. Classroom teachers will notify you if he/she is requesting/requiring your student to attend after-school tutoring
4. All school/classroom rules, policies and procedures are to be followed. Failure to comply will result in dismissal from after-school tutoring sessions (this is at the discretion of the classroom teacher and administration).

### **Private Tutoring:**

1. 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.
2. 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. This tutoring must take place off school campus.

3. 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.
4. 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.

### **ACRE (Assessment of Catholic Religious Education)**

This test is administered to grades 5 and 8; the test is traditionally administered during the month of January. This assessment assists the teachers and administration in better understanding where students are in terms of knowledge, perceptions, attitudes, and practices of our Catholic faith.

**\*\*We ask that parents/guardians review the school calendar and take note when these tests are scheduled and are asked to avoid making medical appointments at the times these tests are being administered\*\***

### **STAR (Standardized Test for the Assessment of Reading)**

STAR Tests are administered 4 times throughout the school year to students in grades TK-8<sup>th</sup>. The STAR assessments are used to screen students for their early literacy, reading and math achievement levels. STAR assessments are also used to monitor student growth throughout the year, to estimate students' understanding of state standards, and can help teachers determine appropriate instructional levels and skills that students are ready to learn. The following tests are taken during each testing window

**STAR Early Literacy (TK-3):** diagnostic assessment of early literacy skills. Students in grade 3 can "test out" of STAR Early Literacy after achieving a Scaled Score of 850

**STAR Reading (2-8):** assessment of reading comprehension and skills for independent readers; Students in grades K-1 can attempt STAR Reading if they have at least 100 sight words

**STAR Math (2-8):** assessment of math achievement. Students in grades K-1 can attempt STAR Reading if they have at least 100 sight words

### **Retention Policy**

Grade retention is sometimes necessary in elementary school. The decision to retain a student is based on a review of the level competence achieved by the student. If a certain level is not reached in order for a student to be successful at the next level, the student is retained. Sufficient reason to retain a student is evidenced by the following:

- Grades 3 - 8 = Consistent grade of "F" in three major subject areas, including Math and English Language Arts (documented by test/assignment grades).
- Grades Kinder-2nd = Consistent grade of "P" in three major subject areas, including English Language Arts and Math (documented by test/assignment grades)
- Transitional Kindergarten = Serious evidence of immaturity and inability to participate in activities is obvious and documented.

Teachers will notify the principal if retention appears to be necessary. The principal and the classroom teacher will meet with the parents to discuss what is in the best interest of the student. The principal has the final say in the matter of grade retention.

### **Instructional Supplies/Textbooks**

Parents/Guardians will be given a list of basic supplies needed for the school year. Additional supplies may be required during the school year depending on individual classes. Efforts will be made to keep these items to a minimum. Textbooks are purchased by the school through general fees collected.

Students are responsible for the care and condition of all books given to them for the duration of the school year. Parents/Guardians will be expected to cover the cost of replacement if a book is lost or damaged due to student negligence.

## **Technology Lab**

Students may utilize the technology lab which consists of desktop computers, internet capabilities, Microsoft, and an interactive board for technology lessons. Students also have an area for research and writing in the lab. The technology lab will be utilized by teachers with updated technology curriculum.

## **Lost and Found**

All uniform items, books, lunch pails and book bags should be clearly marked with the student's name. Found items without names are kept in the lost and found cabinets (under the stairs across from the upper grade boys' bathroom). Uniform items will be recycled if not claimed. Other lost and found items may be donated to local charities at the end of the year. The lost and found cabinets will be cleared out every six weeks in order to minimize clutter.

## **Lunch/Snacks**

Children have the option of buying hot lunch at school. If a child is absent the paid lunch money will be credited. If your child is not buying hot lunch, please send a complete lunch (i.e. thermos, meal, snacks and drink) to school with him/her. In order to protect our environment at school and the world, it is **recommended** that children use recyclable cloth bag or lunch boxes--no coolers. Only boxed or thermos container drinks are permitted. **NO GLASS BOTTLES** are allowed. Sodas, energy drinks, coffee, etc. are not permitted. Healthy snacks are recommended.

## **Forgotten Items (Lunches/Books/Homework)**

To minimize classroom interruption, any forgotten items such as lunches, books, and homework brought to school during class time must be dropped off in the School Office. The children will be called to the office to collect their items at recess or lunch. Students who wish to get books or other items left in the classroom after school is dismissed may do so only if the teacher is present or he/she has received specific permission from the principal or vice principal. Students may not be released from their class to call parents to bring any forgotten items. Students must wait until recess or lunch to make phone calls to parents.

**\*Note: The cleaning crew is not permitted to allow anyone into the building after school hours.**

## **Parties/Special Treats**

Parents/Guardians must contact the classroom teacher regarding birthday celebrations. Only small items such as cupcakes, cookies etc. are permitted. No breakfast or lunch items are allowed, this includes pizza and other similar heavier lunch items. Invitations to private parties may not be distributed at school unless it is an open invitation to the entire class, or a gender specific party (i.e. open to all boys or all girls).

**\*\*Please consider students with allergies when making any plans for treats or parties\*\***

## **Play Yard**

All students are expected to behave in an appropriate manner on the playground. Teachers will discuss "appropriate behavior" specific to each grade level with his/her class. Students will be assigned specific areas for play during recess and lunch--these areas will be announced each week.

## **Student Activities**

### **Liturgy**

School wide mass is celebrated on the first Friday of each month. Grade level classes are designated to plan school masses. In this way, students learn different aspects of Mass and have the opportunity to participate. Various other paraliturgies are held throughout the school year.

### **Altar Servers**

Students in grades three through eight are provided the opportunity to serve their parish and school and community through participation as an altar server. Altar servers serve all masses, during school, on weekends and on special occasions; this may include funerals and weddings. Please contact the Parish Office for more details.

### **Athletics**

Our school provides a full program of sports for both boys and girls in Grades 4 through 8. Boys have the opportunity to participate in flag football, basketball and volleyball. Girls have the opportunity to participate in basketball, volleyball and softball. Both boys and girls are eligible to play soccer. The purpose of the athletic program is to develop skills, sportsmanship and enjoyment. All athletes must be eligible in order to participate in a sport. Students participating in sports sign a contract and pay fees for each sport. There are specific regulations for participating in after school activities and/or practices on campus:

- Students may not leave campus between the end of school and the start of practice or until the practice or activity ends
- Students must have a transportation slip on file
- Students **MAY NOT** come or participate in sports or school activity if he/she was absent from school for half a school day.

Parents/guardians providing transportation for students must have a car insurance information sheet on file with the school office.

### **Student Council**

Students in grades 6, 7 and 8 have the opportunity to participate in Student Council. Information about student leadership opportunities are published each May. Students wishing to run for class office must meet eligibility requirements and must maintain a “B” in all subject areas. All Student Council Members must continue to be eligible in order to remain in office.

### **Academic Decathlon**

The Archdiocese of Los Angeles Department of Catholic Schools conducts an annual Academic Decathlon event for students in 6 thru 8 grades. De La Salle School decathletes compete as a team in the subjects of Religion, English, Literature, Math, Science, Social Studies, Current Events and Fine Arts. Students are required to have 3.4 or higher in subject areas and a minimum of “B” in effort and behavior to be eligible. Meetings and review days are scheduled after school, weekends and sometimes during vacation week. Competition day attendance for all decathletes and alternates is mandatory.

## **Field Trips and Transportation**

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon) and trips for school sport teams. Schools may plan field trips for one or more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants should have appropriate identification and travel documents.
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snake bite kit must be included in any area where there may be poisonous snakes.
- Appropriate number of chaperones. Only teachers, students, and designated chaperones will be provided transportation by bus.
- K-4<sup>th</sup> : 1 adult chaperone per 6 students
- 5<sup>th</sup>-8<sup>th</sup> : 1 adult chaperone per 10 students
- Parents who are NOT designated chaperones are asked not to attend the field trip destinations as this deters the major objective of a “class field trip.” If a parent still chooses to attend the field trip destination without the consent of the school, please be advised that your child MUST stay with their assigned chaperone. Parents are not allowed to remove their child from the group. If a parent does so, the child will not be allowed to attend any future field trips.

### **Transportation Policies**

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

Field trips taken during school hours must have an educational or cultural value. Parents/Guardians will be notified when a teacher is planning a class field trip in advance of the scheduled date. Signed

permission slips are necessary. If students do not return a signed permission slip he/she will not be able to go on the field trip. Field trip expenses must be paid by the date requested by the teacher.

Teachers will determine who will chaperone students on the field trips. Chaperones must be over 21 years-old, must be VIRTUS trained and fingerprinted. Parents/Guardians chaperoning may not bring any other children. Every student must leave and return on the bus with their class. Students are required to remain with the class for the duration of the scheduled field trip time. If the class returns to school before the school dismissal time students cannot be released before then.

## **Summer Programs**

The principal is responsible for the overall administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day to-day operations of the summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed all summer programs:

- All summer 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. 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.
- All summer program finances shall be posted in the school ledger. The summer program staff shall participate in an orientation that includes:
  - The mission of the Catholic school
  - Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors
  - Field trip policies
  - Safety and health procedures, i.e., first aid and CPR
  - Supervision of students
  - Emergency/Disaster plans

## **Counseling Policy**

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

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

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

refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.

- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools, college and university catalogs and information sessions.

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

De La Salle School and Counseling Partners of Los Angeles is a partnership that provides counseling service to De La Salle students with properly signed consent forms. Parents, teachers, and/or administration may refer students for counseling services.

## **Electronic Communications Policy**

### ***1. Systems, Devices and Materials***

Electronic communication systems include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data transmission systems that may be created in the future.

Electronic communication devices include but are not limited to regular and mobile telephones, two-way radios, facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players, and other communications equipment that may be created in the future.

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

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

Electronic communication systems, devices, and materials and the users covered include:

- All electronic communication systems, devices, and materials in the schools, parishes, seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises")
- All electronic communication 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 communication 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

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

All electronic communication systems, devices, and materials located on Archdiocesan premises, and all work performed on them, are the property of the 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 Location, individuals may use Archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. All users shall conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and 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.

#### ***4. Guidelines for Email Correspondence, Cloud-based Services and Other Electronic Communications***

All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it 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, texts, 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/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

Use of personal electronic communication 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.

User IDs and passwords are intended to enhance system security, not to provide users with personal privacy.

User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the 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.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with 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 periodically copied onto backup storage. Information that is backed up 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.

The use of any email services, file storage/file sharing services or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location for official communications is prohibited. All electronic work product and official correspondence must use services either owned by the Archdiocese or Location or explicitly contracted by the same to provide services. Do not use your personal email accounts to conduct business in the name of the Archdiocese.

All hosted services that provide line-of-business support to the Archdiocese or Locations or that publish publicly-accessible information on the Internet must be approved and under contract by the Archdiocese or Location.

Domain name registrations must be in the name of the Archdiocese or the Location. The registrant and administrative contacts for all domain names must use an official business street address and the phone number and email address of a person authorized to manage domain name registrations. The Archdiocesan Administrative Offices offers Locations delegated domain management services for free.

### ***5. Prohibited Practices:***

Users of Archdiocese and or 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 rules of conduct, codes of ethics, or safe environment or any educational policies, including but not limited to those that apply to communications or the use of information
- Host any website on a domain that is not owned by the Archdiocese or, if the domain is owned by a third party, is not under contract with the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social medium in such a manner that readers/viewers are lead to believe that the website or social medium is an official site or medium controlled by the Location itself
- Post or cause distribution of any personally identifying information about the user or others without permission of 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; or web addresses/URLs of social networking sites or blogs)
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory,

offensive, harassment, disruptive, derogatory, or bullying; these include but are 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 cyberbullying or other abusive online behavior
- Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials, music, videos, or film
- 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 in the conversation or communication, except where allowed by law
- 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 the Archdiocese of Los Angeles Copyright and Video Screening Policy)
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication 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 the assignment as given 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 communication devices without active, monitored filtering of prohibited materials
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
- Access or manipulate services, networks, or hardware without express authority
- Violate any other applicable federal, state, or local laws or regulations

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

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

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

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school-related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should

incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected; appropriate language for email response to email or text messages that raise questions or concerns *Sample: "Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence."*

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

### **D. Tuition and Fees**

#### **Tuition/Fees/ Payments Fundraising/Donation Obligation (Refer to your 2018-2019 Enrollment Agreement for Details)**

De La Salle School is a Catholic parochial school dependent on the financial support of parents in order to operate. The tuition needs to cover the salaries and benefits of the teachers and staff. The additional expenses and improvements are covered through the fundraising program.

**Tuition Plan A:** Fulfillment of a minimum 27 Hours of Service. *Please see section on Service Hours below.*

**Tuition Plan B:** No Service hours required.

#### **2018-2019 Tuition Breakdown**

	<b>Catholic Families</b>		<b>Non-Catholic Families</b>	
	<b>Plan A</b>	<b>Plan B</b>	<b>Plan A</b>	<b>Plan B</b>
<b>1 Child</b>	\$4,850	\$6,227	\$5,296	\$6,665
<b>2 Children</b>	\$7,735	\$9,110	\$8,615	\$9,990
<b>3 Children</b>	\$9,841	\$11,316	\$11,261	\$13,516
<b>4 Children</b>	\$10,785	\$12,160	\$12,545	\$16,780

### **Re-Registration**

Parents/Guardians must register each year to have their student readmitted. Readmission of current students is dependent upon:

- Satisfactory student academic progress and cooperation
- Parental support of the school
- Payment of the registration fee by the required date
- On-going parish support
- Completion of parent commitment through hours and/or payment
- Up-to-date tuition and fee records. Students leaving De La Salle School with the intent of returning at a later time will have to apply as a new student. Submitted forms must be accompanied by the re-registration fee of \$80. A late fee of \$20 will be applied every week

thereafter from the original due date. Parents/Guardians are asked to update all changes in information as they relate to health records, physicians and emergency contact numbers.

### **Fundraising Obligation**

As a Catholic school, we rely on fundraising and donations in order to keep our tuition rates competitive and affordable for families. De La Salle has a variety of fundraisers each year to help families meet this obligation. Many of the fundraising opportunities are credited dollar for dollar while others are credited at 40% of your total sales.

Each family is required to raise \$600 for the 2018-2019 school year. Of this \$600 fundraising obligation, \$200 of raffle tickets are paid in the general fee, thereby leaving \$400 remaining to fulfill the fundraising obligation through the various events.

### **Fundraising Options**

1. Make a one-time payment of \$400 to the school by Monday, August 13, 2018
1. Have the \$400 added to your FACTS tuition account for the 2018-2019 school year
1. Raise \$400 through various fundraising opportunities.
  - School-sponsored events (i.e. casino night, Einstein and Wine) = 100% towards fundraising obligation
  - Non-school sponsored events (i.e. chocolate sales, cookie dough, etc.) = 40% towards fundraising obligation

\*Fundraising events are subject to change. Additional information regarding fundraising obligations will be provided at the time of each event.

### **Tuition, Fees, and Payment Plans**

De La Salle School accepts tuition payment only through the FACTS tuition system. All families are required to be registered through FACTS. No monthly tuition payments will be accepted in the main office. No other payment options are available.

FACTS charges an annual enrollment fee of \$45. Tuition payments must be made on-time in order to avoid a late fee of \$25 to be charged to your FACTS account. FACTS also charges an insufficient fund fee of \$30 for every attempt to withdraw payment. After the third attempt, the school will charge a \$50 fee against your FACTS tuition account to reinstate the unresolved payment.

Payment Options through FACTS tuition system:

1. Yearly tuition paid in full to the school office or through FACTS by Monday, August 13, 2018.
2. Monthly payments through FACTS can be charged on the 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> and last day of the month. Families have the option of making tuition payments over a period of ten or eleven months. The 10 month tuition plan begins August 2018 through May 2019. The 11 month tuition plan begins July 2018 through May 2019.
3. Two Payments - 1<sup>st</sup> payment due Monday, August 13, 2018 and the 2<sup>nd</sup> payment due on/before Monday, February 5, 2019. NOTE: A \$100 late fee will be added to your account after the stated due dates and \$100 every week thereafter. Arrangements for this plan must be made through the finance office.

\*Parents who are experiencing financial hardship which may affect their tuition should discuss their situation with the Principal immediately. Tuition may not be late for more than one month. If payment falls behind more than one month, the student may not attend classes until tuition has been made current. After the second month of non-payment, the child may not return to school and enrollment may be terminated.

\*\*8<sup>th</sup> Grade Parents whose fees, tuition, and/or hours are not current, will affect your child's participation in any 8<sup>th</sup> grade and/or school events.

### **2018-2019 Tuition and Fees**

- Application/Registration: Non-refundable fee of \$100 per child paid at time of Application
- General Fee: \$600\* for the first child; \$400 each for additional child, paid by Friday, April 20, 2018. Late fee of \$50 applied on Monday, April 23, 2018 and every week thereafter. \*The \$600 fee includes a \$200 mandatory raffle ticket fee per family.

\*\*\*Refunds of the General Fee will only be given until Friday, May 4, 2018 - NO EXCEPTIONS.

- Fundraising Obligation: \$400 per family paid through various fundraising events throughout the year.

#### **Service Hours Policy:**

Families who choose Tuition Plan A contractually agree to a lower tuition rate by completing 27 hours of service. These are not “volunteer” hours since they do reflect financial compensation. In order to assure that enough “person-power” is available for major functions and programs, service hour breakdown is as follows:

- Six (6) hours mandatory service will be fulfilled at the annual Parish Festival.
- Five (5) hours mandatory service will be fulfilled for parking duty.
- Sixteen (16) hours will be fulfilled through various school events/assignments.

#### **Service Hours Policy:**

Parents must submit their choices of events to fulfill their service hours by the date specified on the form to be provided to all Plan A families.

Any balance of service hours not completed by May, 2019 will be charged \$50 per hour through your FACTS tuition account. NO EXCEPTIONS

Parents who do not contact their coordinator within 48 hours before their scheduled event (to notify their unavailability due to unforeseen circumstances) and who do not show up to perform their scheduled service hours will be charged \$50 per hour through your FACTS tuition account. These hours will not be rescheduled.

Parents who choose Plan A and do not fulfill their obligation of service hours, and/or do not make use of their Sunday church envelopes during the first half of the school year (January), will automatically be placed on Plan B at the start of the second half of the school year.

#### **General Fees**

General fees are due in April. This fee is applied to the purchasing of books, party fees, supplementary classroom supplies, etc. A late fee of \$50 will be applied every week thereafter from the original due date. A refund will be given with written notice on or before the printed date on the calendar. Please see the 2018-2019 school calendar for due dates and deadlines.

## **E. DISCIPLINE**

### **DISCIPLINE**

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

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

### **MAINTENANCE OF EFFECTIVE DISCIPLINE**

Effective discipline is maintained when there is

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

### **DISAPPROVED DISCIPLINARY MEASURES**

The following disciplinary measures are disapproved:

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

### **DETENTION**

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

### **SUSPENSION**

- Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student.
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation.

- The school must give a notice of the suspension to the parents/guardians verbally by phone, in writing (hard copy or electronic), or in person during 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 school can cooperatively encourage the student to improve his or her behavior. The suspended student may be present at the conference.
- In no case will a teacher on his or her own authority suspend a student.

## **EXPULSION**

### **Reasons for Expulsion**

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are 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 student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, 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 possession of tobacco
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) 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 that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines

### **Procedure for Expulsion**

Except in cases involving grave offenses, the school must take the following steps to expel a student:

- The principal, teacher, parents/guardians, and student must attend a conference. The principal will advise the family that the student could be expelled unless there is immediate improvement in the student's 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 the student's behavior does not improve, the final decision will be communicated at a second conference attended by the principal, teacher, parents/guardians, and pastor (if applicable). If the parents/guardians fail, without cause, to attend the conference, the final decision will still apply and the parents/guardians will be notified. In a parish school, the final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his or her own authority expel a student.
- The school will give full credit for all work the student accomplished up to the moment of expulsion.

### **Written Record**

The school must keep on file a written record of the steps leading to an expulsion, with copies of all communications and reports. This record should be maintained for one year following the expulsion.

### **Cases Involving Grave Offenses**

In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended and there is no requirement to hold the initial conference. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the principal, a serious threat to the health and welfare of students, faculty, or staff.

When a student is immediately suspended and expulsion is probable, the school should clearly explain the rules and consequences of the violation to the student and his or her parents/guardians while the case is being investigated.

### **Time of Expulsion**

A school may immediately expel a student if the reasons are urgent.

Only in exceptional cases shall a school be allowed to expel a graduating student who has been in the school one or more years.

For elementary schools, if an expulsion happens during the last quarter of the school year or during the last semester in the case of a graduating student, the school needs prior approval of the Department of Catholic Schools before the expulsion can take effect. It is recommended that high schools consult with the Department of Catholic Schools before expelling a graduating student.

### **Reporting of Expulsions**

Even if they occur at the end of the school year, all expulsions are to be reported by phone to the assistant superintendent at the Department of Catholic Schools within 24 hours and subsequently submitted in writing.

The school shall immediately notify the county office of education of expulsions. A copy of the Cumulative Pupil Record should be held until requested.

### **Right to Make Exceptions**

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

### **Home Study**

Certain circumstances may dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. The school may give students tests, etc., outside school hours so that grades can be reported. A student placed on home study is expected to pay full tuition. Parents/guardians are responsible for supervising a student on home study.

At the discretion of the principal, any student who is accused of a felony may be placed on home study until the case is resolved.

### **Progressive Discipline**

De La Salle has implemented a progressive discipline policy. The discipline philosophy of De La Salle is not to punish the student but rather to teach the student how to make good/right choices and to learn how to accept the consequences of their action.

**The Progressive Discipline Policy includes:**

- A warning with an opportunity to correct his/her behavior.
- Telephone call and/or note to parent/guardian.
- Teacher conference with parent/guardian
- Principal/teacher/parent conference which can lead to :
  - A Student Contract
  - A probationary status
  - Dismissal

*The administration will determine the appropriate action that best benefits the student and De La Salle School.*

## **Disciplinary Violations**

**Destructive Behavior**

Destroying or defacing any school property, including books, furniture, walls, drinking faucets, bathroom plumbing, and any other school or personal property. The parents will be held responsible for any damage, costs for school or personal property.

**Discourteous Behavior**

Answering back, refusing to accept correction, showing a negative attitude, open or persistent defiance of the authority of the teacher or other school personnel.

**Lack of Cooperation**

- Failure to follow instructions promptly and thoroughly
- Failure to obey school rules
- Failure to obey classroom rules
- Failure to respond to school bells
- Failure to comply with safety rules and regulations

**Classroom Disruption**

Talking without permission during a lesson or quiet time

Writing and/or passing notes

Annoying another student with unacceptable behavior

Throwing objects in the classroom

Consistent unexcused tardiness

Lacking proper classroom materials

Text messaging or any other cell phone activity

**Violation of Social Habits**

- Vulgar language, calling names, bullying, physically harming and/or fighting with another student
- Failure to keep desk and materials in order
- Failure to follow uniform rules
- Failure to work cooperatively with other students inside and outside of the classroom
- Poor table manners during recess and/or lunch
- Poor hygiene
- Gum chewing
- Initiating or repeating of harmful gossip
- Use of electronic communication (e.g. e-mail, my space, etc.) at school or outside that is used as a means to hurt, insult or harm another
- Use of any gang language, clothing, signs, drawings or symbols

**Possession of:**

- Any illegal weapon or object e.g. a gun, knife, sticks, etc. that could cause injury or harm
- Illegal drugs, non-prescription drugs, alcohol, and/or cigarettes
- Spray can paint markers (outside of classroom use), lighters, matches, etc.
- iPods, laser lights, and other unauthorized electronic equipment
- Electronic games
- Skates, roller blades, skateboards, or scooters used or ridden on campus
- Cell phones are permitted for emergencies with permission and may be used outside of the school building after dismissal.

\*If any electronic device, such as a cell phone or iPod is confiscated, it will be turned in to the administration and must be picked up by a parent. If it is confiscated a second time, the device will not be returned until a conference is held with all parties involved and consequences served.

**Disciplinary Action(s)****Detention**

Students may be detained after school for up to 30 minutes in grades 1-4 and up to 60 minutes in grades 5-8 for the following:

- Misbehavior
- Ongoing unexcused tardies
- Uniform infractions
- Ongoing incomplete homework and/or assignments
- Chewing gum
- Unpreparedness for class
- Other reasons as deemed appropriate by the principal, teacher, and/or administrative staff

Parents will receive a written note notifying them of the detention date. This note must be signed and returned to the teacher immediately upon receipt. When students continually test the disciplinary measures of the school, it is necessary to implement alternative disciplinary procedure.

**In-House Suspension**

This action may be implemented for the following reasons:

- Repeated infractions of classroom and/or school rules
- Singular infractions of classroom and/or school rules which are determined by the teacher and approved by the Principal to require In-House Suspension
- Repeated detentions

**Suspension**

This action is used cautiously for very serious cases when the administrator deems it imperative to suspend a student from contact with fellow students. Parents are informed of the suspension and are requested to pick up their child from school. The principal shall schedule a conference with the suspended pupil's parent. A student may be suspended for the following reasons but not limited to only these reasons:

- Fighting
- Habitual violation of school rules and regulations
- Profanity or vulgarity
- Defiance of authority
- Continual bullying and/or harassing of other students
- Willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the school
- Habitual truancy

- Possession of a weapon or illegal substance
- Intentional misuse or inappropriate use of computer or the internet
- Any gang activity
- Use of cell phones, iPods, or other electronic devices in class

## **HARASSMENT, BULLYING AND HAZING POLICY**

It is the responsibility of the school to:

- Establish a policy, provide staff development training, and provide age-appropriate information to students that is designed to create a school environment free from discrimination, intimidation, and 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
- Inform the other person if possible that the behavior is offensive and unwelcome
- Report all incidents that may be considered discriminatory, intimidating, harassing, bullying, or hazing to the principal or teacher

Complete a formal written complaint (as appropriate and if asked) that the school will investigate thoroughly and will involve only the necessary parties; the schools will maintain confidentiality as much as possible

The school is committed to providing 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, school volunteer, or parent/guardian 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 who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in fourth through twelfth grades, the disciplinary action may include suspension or dismissal.

### **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes but is not limited to:

#### **Verbal Harassment**

- Derogatory comments and jokes; threatening words spoken to another person

#### **Physical Harassment**

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

#### **Visual Harassment**

- Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos

\*Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)

### Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

### **Bullying**

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.

Cyberbullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

### **Hazing**

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

## **STUDENT THREATS**

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, the principal, or a teacher. The principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should 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 by the school. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending.

On a case-by-case basis, the pastor and principal will make any decision to re-admit a student who has made a threat.

This student threat policy shall be communicated clearly to students, parents/guardians, faculty, staff, and volunteers.

### **Points to Remember:**

Harassment/bullying, by definition, involve more than one occurrence of an offense. It is important for students and/or parents to report act(s) that lead to a situation of harassment or bullying as they happen. Following specific steps allows for documentation and aids in resolving situations. The process of investigation does not start until a formal complaint is made. Someone's word that an incident has been going on for months does not constitute proof of an act of harassment or bullying. Also understand that a person has a right to face their accuser and have the inappropriate behavior brought to their attention. A request for anonymity by someone filing a complaint seriously hampers, or prevents, any attempt to resolve the issue and/or to administer any consequences. It must also be understood that any investigation means parties who are directly involved, or who may be a witness, need to be interviewed. Students alleging harassment or bullying will be asked about situations leading up to the incident in order to understand any extenuating circumstances leading to the incident. Students and parents are asked not to discuss any situation when an active investigation is ongoing to prevent possible tainting of witnesses and to avoid pre-judgments. Truth in these matters is not only essential, it is a moral obligation. Remaining objective is vital to sorting through accounts and getting to the facts, especially when it comes to a child's view of reality. \*\*\*In light of the school mission, we encourage and insist that students take an active role in promoting a positive environment. This means, when issues do arise, students work with peers (and possibly parents), and parents work with each other and the school staff to resolve matters through the use of conflict management techniques.\*\*\*

### **Disruption/Disorder by Parents/Guardians**

Any parent/guardian or other person, whose conduct in a place where a school employee is required to be in the course of his/her duties, materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills/flyers. Any parent/guardian, or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking the continuation of their child(ren) in the school. Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child(ren) in the school.

## **SCHOOL SEARCHES**

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law

enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

### **Expectations of Privacy**

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP") and Archdiocese of Los Angeles Privacy Policy of the archdiocese and school; these types of policies concern cell phones and other electronic devices, whether the devices belong to the student or the school.

### **Student Cooperation**

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

### **Confiscating a Student's Personal Property**

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## TECHNOLOGY POLICIES

*As a user of De La Salle School computer network, I agree to use our computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. I will follow the guidelines and policies listed below.*

### **General Guidelines:**

- All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies.
- Students may only use the system under the direct supervision of a staff member.
- The school may engage in routine maintenance and monitoring of its computer system.
- The school only provides limited privacy in the contents of student personal files on the school's computer system. The situation is similar to the rights students have in the privacy of lockers.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Where pertinent and approved, students should use care in creating e-mail messages. The contents of email 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.
- Parents have the right at any time to request to see the contents of your email files.
- 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 or its delegate.
- If approved by the principal, students may create personal Web pages on the school's computer system. All material placed on the web page must be pre-approved in a manner specified by the school. Material placed on the web page must relate to school and/or career preparation activities. Contents must also comply with the restrictions set forth below.
- Students will promptly inform their teacher or other school employee of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access from outside the school is the domain of the parents or guardians. We expect our parents to be equal stakeholders in the implementation of our computer system policies. Parents will monitor their child's Internet access and electronic use at home in a manner consistent and supportive of the school's policies and the Catholic Church's teachings.

### **Students using our computers and/or related systems may not:**

1. Post personal contact information about self or others. Personal contact information includes address, telephone, school address, parent/s name/s, work address, etc.
2. Agree to meet with someone they have met online without their parent's approval. A parent should accompany them to this meeting
3. Use obscene, defamatory, disruptive language
4. Harass, insult or attack others
1. Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability
2. Upload, download, view, or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information
3. Engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, etc.
4. Employ the network for commercial and/or or political lobbying purposes

5. Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people
6. Damage, alter, disrupt or gain unauthorized access to computers or other systems
7. Alter the startup screen or the desktop or download applications that will subvert this
8. Introduce a virus, attempt to breach system security or tamper with the school's computer system
9. Use others' passwords
10. Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems
11. Trespass on other's folders, work or files
12. Repost a message that was sent privately without permission of the person who sent the message
13. Waste intentionally limited resources
14. Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used
15. Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people)

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

- 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

***Limited Liability***

The school makes no guarantee that the functions or the services provided by or through the school's computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user's own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system. In granting permission for their student to use the computers, parents/guardians are releasing the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from the 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.

## **F. LAW ENFORCEMENT**

### **Student Interviews by Law Enforcement**

In performing their official duties and upon presenting proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and Child Protective Services shall be allowed to interview students in those cases where an interview outside of school hours is impossible or impractical or would duly interfere with the enforcement of law. Law enforcement officers have the right during the school day to interview students who are suspects or witnesses. Child Protective Services representatives may conduct interviews to investigate reported child abuse or neglect.

Before releasing a student for an interview, the person in charge must confirm that the person seeking the interview is properly authorized and presents appropriate identification as well as confirm that the interview is being conducted as part of the interviewer's professional duties.

In the Archdiocese it is the policy that the person in charge should inform the parents/guardians that such an interview will take place, except when law enforcement or the agency has a specific reason to not inform the parents/guardians. In all events, it is the policy of the Archdiocese that an adult, either a parent/guardian or a school staff member, will be present for any interview unless the student being interviewed elects otherwise.

### **Student Removal by Law Enforcement**

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements.

The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

### **Informing Parents/Guardians About Removal**

While it is primarily the role of the law enforcement officer to notify the parents/guardians that a student has been taken into custody, the person in charge shall also take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student has reportedly been taken. However, the person in charge shall not notify the parents/guardians when a student has been removed from school as a victim of suspected child abuse or the officer has specifically requested that the student's parents/guardians not be notified. In the case of suspected child abuse, the officer will determine whether to notify the parents/guardians that the student has been removed from school. The person in charge shall provide the officer with the address and phone number of the student's parents/guardians. The person in charge should always obtain the following information:

- The name of the law enforcement officer or Child Protective Services representative
- The officer's badge or ID number
- The phone number of the police station
- Instructions from the officer regarding parent/guardian inquiries concerning the whereabouts of the student

**Right to Amend**

***The school administration reserves the right to amend the Student/Parent Handbook for just cause. Parents/Guardians will be notified through the De La Salle Newsletter and/or in written correspondence from the principal.***

**De La Salle School  
Student/Parent Policies Agreement Form  
2018-2019**

**ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has viewed and read the De La Salle School Student/Parent Handbook on the school website [www.sjbdls.org](http://www.sjbdls.org) 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.

**Please sign and return this form to your student's homeroom teacher (one per student).**

Father or Guardian Name \_\_\_\_\_

Father or Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Mother or Guardian Name \_\_\_\_\_

Mother or Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Name & Class \_\_\_\_\_

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