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A. GENERAL INFORMATION

1. SCHOOL AND CHURCH MISSION STATEMENT

Mission Statement of Our Lady of the Assumption School

Our Lady of the Assumption School, an education ministry of Our Lady of the Assumption Parish Community, is a parish-based JK-8 grade Catholic Elementary School.

Our Lady of the Assumption School provides an education for children who incorporate strong, academic skills, social awareness and personal responsibility, and ethical and moral values as taught in the Catholic faith. The School administration and faculty, in collaboration with parents, promote a learning environment, which fosters academic excellence, integrity, cooperation, and mutual respect.

Mission Statement of Our Lady of the Assumption Parish

We, the People of God, under the patronage of Our Lady of the Assumption, are called to be disciples of Jesus Christ. As members of the Body of Christ, gathering for worship around the table of the Word and Sacrament, we commit ourselves to live and support one another in faith, hope, and love. We are sent forth as apostles, in the power of the Holy Spirit, to make the good news of Jesus Christ present and alive in our world through evangelization and hospitality, healing and service, education and the establishment of justice.

School Philosophy

We, the faculty, staff and clergy of Our Lady of the Assumption School, believe that the aim of Catholic education is to demonstrate the importance of the Life and Message of Christ believed and taught by the Catholic Church. We strive to instill in our children a respect for their families, their faith, their community, and the society in which they live. In partnership with their parents, who are the primary educators of their children, we maintain a supportive role.

We believe that Catholic education will impart a body of knowledge, grounded in the faith and knowledge of the Catholic Church that will give children an opportunity to grow in a fashion that will prepare them to live each day fully with Christ. We provide a safe and positive environment for our diverse student body. We offer a challenging, integrated curriculum in grades K-8 for students who attend our school from Claremont and surrounding communities.
We seek to meet the needs of the whole child: spiritually, intellectually, socially, physically, and psychologically. We believe our children must be given opportunities to learn how to love the Lord and others. We foster human compassion and responsibility. We teach our students to respect life, to seek truth and knowledge, to strive for justice, and to appreciate the environment. Consistent with these beliefs, we are dedicated to serve students who strive to realize academic success according to their individual potential. It is through these means that we aim to help our students become productive members of society who exercise Christian values throughout their lives.
2. SCHOOL ORGANIZATION, PERSONNEL, STAFF ROLES AND RESPONSIBILITIES

A. **Administration:** The administration is responsible for ensuring the spiritual character of the school, affecting and maintaining the school’s educational program and policies, and managing all finances. The administration is composed of the following:
   - Pastor – Fr. Charles Ramirez
   - Principal – Ms. Bernadette Boyle
   - Vice Principal – Mrs. Cynthia Corrales
   - Vice Principal of Curriculum & Instruction – Dr. Yvonne Araujo
   - Director of Parish Administration – Mrs. Neomi Torres

B. **Faculty:** The faculty is composed of the Principal and teachers. The faculty provides academic instruction and moral guidance to the students.

C. **Authorized Personnel (Staff)**

The authorized personnel in the school includes the Principal, teachers, priests, school secretary, office aide, Health Coordinator, classroom assistants, substitute teachers, yard supervisors, extended day care staff, lunch staff and custodians.

A full faculty and staff directory is published on the school website. [https://www.ola-ca.org/apps/staff/](https://www.ola-ca.org/apps/staff/)

3. CONSULTATIVE SCHOOL BOARD AND PARENT-TEACHER ORGANIZATION

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school’s viability, but they have very different functions.

**Parent Organizations**

The main functions of the Parent-Teacher Organization are to raise funds for the school’s current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the Parent-Teacher Organization shall include the Pastor, the Principal, the parents or legal guardians, and the faculty of the school.
Financial operation of a Parent-Teacher Organization shall be governed by the regulations for financial operations as found in the Parent-Teacher Organization Bylaws.

Our Lady of the Assumption School’s Parent-Teacher Organization is called the Parent Faculty Association.

**Consultative School Board**

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

The membership of the Consultative School Board should include the Pastor, Principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan Guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (Pastor and Principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.
4. STUDENT LEARNING EXPECTATIONS

Be a faithful Catholic who

- Participates faithfully in memorized and spontaneous prayers
- Knows right from wrong and always tries to make good choices
- Shows the love of God in daily words and actions
- Knows and understands basic Catholic teachings and the Bible
- Identifies and uses their individual God given talents

Be a lifelong learner who

- Demonstrates success in basic subject areas
- Demonstrates skills in the fine arts
- Finds strengths and improves weaknesses
- Demonstrates problem-solving skills
- Is prepared to succeed in future academic work
- Uses technology to gather, organize and express ideas

A responsible citizen who

- Is polite and respectful of all
- Has developed skills to successfully and positively resolve conflicts
- Displays kindness to all and develops lasting friendships
- Is informed and aware of people’s needs
- Is committed and willing to serving all
- Uses technology appropriately
- Understands the value and importance of following rules and laws

Revised 2009
5. HISTORY OF OUR LADY OF THE ASSUMPTION SCHOOL

Many years ago, Claremont was a part of the vast San Gabriel Mission. Following the Edict of Secularization in 1834, Spanish missionaries from nearby La Verne served the Catholic population of the area. In 1934, the formation of the community that would become Our Lady of the Assumption Parish began with the construction of the Sacred Heart Chapel at the corner of what is now First Street and Claremont Boulevard.

In 1945, Father Tanyanne was sent to Claremont to lay out the groundwork for establishing a parish, which was finally accomplished in 1947 by Father John Rengers. In 1948, the site of the present church at the corner of Berkeley Avenue and Bonita Avenue was purchased, and Father Donald Strange, who served as Pastor for almost fifteen years, replaced Father Rengers. Construction of the church was completed in the fall of 1950. The parish community experienced considerable growth in the early fifties with an influx of management, professional, and academic personnel because of the development of aerospace and manufacturing industries as well as the several local colleges. Father Strange lost no time in building a school and securing the Benedictine Sisters to staff it. In 1955, Our Lady of the Assumption School opened its doors to 200 children in Grades one through six. The following year, two more grades were added, completing the eight grades, with a total enrollment of 285 students. Very soon thereafter, the parish auditorium was completed, creating space for meeting and large group events for both parish and school.

In 1963, Father William Barry became Pastor, and very soon the school facilities were expanded with construction of the Berkeley Building, doubling the school’s capacity. Enrollment reached 630 students in 1965. At this time, the Benedictine Sisters withdrew from the school and were replaced by the Felician Sisters who, along with a large lay faculty, continued to staff the school until 1996. A Parish School Board was formed in 1972 to facilitate a closer relationship between the school and the broader OLA and Claremont communities as well as to assist in the financial development of the school. A decline in enrollment in the 1970s necessitated closing several classrooms, but the 1980s saw the enrollment increasing again. In 1987, the two-story building which houses the Kindergarten on the first floor and the faculty room on the second floor was built. The first Kindergarten classes were opened that year. In 1994, an expansion of facilities for parish meeting and classroom space was built, including a computer lab, religious education offices, and multi-purpose rooms. In 1994, Monsignor William Barry retired and Father Thomas Welbers was appointed Pastor. He continued the tradition of active interest and support for the school for the
next 15 years. In 2009, Father Charles Ramirez was assigned to Our Lady of the Assumption. The first lay Principal was hired in 1996 with an alllay faculty and staff. Continuing the legacy and building upon the solid foundations laid by the religious sisters, Our Lady of the Assumption School has enjoyed renewed growth and stability into the twenty first century with solid academic and financial development under each subsequent administration supported by well-qualified and committed faculty and staff.

The first decade of the 21st century saw significant investment in the use of technology for teaching and learning. In 2007 (again in 2015), recognizing the need to respond to the challenges of the technological advances, and thanks to the very successful fundraising of the PFA, the school was able to completely update the Computer Lab, as well as equipping most of the classrooms with new interactive hardware and supportive software.

The 2005 accreditation Action Plan, major goal, was accomplished in 2008 when the Kindergarten program was expanded to offer full time placement. This program is now an established and critical part of the school. Responding to the wealth of research indicating early childhood development, in 2012, the school opened a Junior (transitional) Kindergarten.

The OLA community worked together to launch our first ever Strategic Planning Process in August of 2014. The committee was comprised of faculty, administration, alumni, community representatives, parents, and parishioners. Catholic School Management led this process establishing goals, objectives, and an action plan. The official Strategic Plan will be published during the 2017-2018 school year giving clear direction for the OLA Consultative School Board. This significant achievement coincides with the celebrations for the school’s 60th anniversary.

The 2015-2016 school focused on the celebration of the 60th anniversary and continued advancements on the strategic plan and the OLA Consultative School Board. OLA was awarded the C3: Ignite Grant from Sprint and the Los Angeles Archdiocese Department of Catholic Schools, which included 150 iPads with ongoing professional development to be installed in the 2017-2018 school year. The teachers attended a series of professional development sessions on core instructional practices. The school celebrated their first CYO championship game and placed 2nd place in girls basketball. In the last three years, the OLA community was able to raise sufficient funds to update the school library and advance the technology access for all students. The library remodel and technical upgrades began at the end of the 2015-2016 school year.
The 2016-2017 school year was a remarkable year with many shining moments for our school and community. The OLA school parents, students, faculty, and staff prepared and successfully completed our WASC/WCEA accreditation review with “highly effective” marks. The school is again, fully accredited through June of 2023. The sports program, once again boasts of CYO championships, this time in boys soccer and second place in girls soccer, a first in OLA history. The campus underwent renovations in the “old library”, now the Felician Room, to make a more useful space for the daycare homework room and additional meeting space for the school and parish. The Los Angeles Archdiocese C3:ignite program brought 150 iPads to the hands of teachers and students.

The 2017-2018 school year brought our sports program to another high point with girls and boys soccer again playing in the CYO championship game, as well as, the track team. The PFA continues to work hard with bringing families together and providing fundraising to the school academic programs. This year the funds will be used to upgrade the technological needs of the classrooms. The parish capital campaign construction will begin this summer and should be completed in the 2018-2019 school year. The school safety committee continues to grow and is adding a parish safety committee as well.
6. SCHOOL MAP/MASCOT/ETC.

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<tr>
<th>Media Library</th>
<th>Boys’ Restroom</th>
<th>Girls’ Restroom</th>
<th>Rm. #3</th>
<th>Rm. #5</th>
<th>Rm. #7</th>
<th>Rm. #9</th>
<th>Mural/Driveway exit to Bonita Avenue</th>
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<td>Rm. #1 JK</td>
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School Offices (Bonita Building)

611 W. Bonita Avenue
Claremont, CA 91711

Church Offices (Berkeley Building)

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<th>Rm. #17</th>
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<td>Rm. #15</td>
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<td>Rm. #14</td>
<td>Rm. #12</td>
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<tr>
<td>Women’s Restroom</td>
<td>Men’s Restroom</td>
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<td>Rm. #13</td>
<td>Rm. #10</td>
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<tr>
<td>6A</td>
<td>Computer Lab #10</td>
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<td>Rm. #11</td>
<td>Sapienza Room</td>
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Auditorium and Faith Formation Offices (Berkeley Building)

Patio Breezeway

OLA Church

*Map not to scale

The OLA mascot is a raider. The school logo, mascot, etc. may not be used without permission by the administration.
7. SCHOOL SCHEDULE AND CALENDAR

School Hours:

Grades 1 – 8
   Monday – Thursday  7:45 a.m. – 3:00 p.m.
   Friday 7:45 a.m. – 12:30 p.m.

Kindergarten and Junior Kindergarten
   Monday – Thursday  7:45 a.m. – 2:00 p.m.
   Friday  7:45 a.m. – 12:30 p.m.

On Minimum Days school dismissal is 12:30 p.m.
Lunch available to those children attending Daycare ONLY.

2018-2019 School Year – School Calendar

The school calendar, www.ola-ca.org, is published online. The school calendar is updated regularly and should be reviewed often. Parents can subscribe to the school calendar through google. If assistance is needed, please call the school office.

DRESS / UNIFORM CODE

Personal Appearance

Children are expected to come to school neat and clean. If a child frequently offends against normal standards of dress or hygiene and the violation has not been corrected, parents will be contacted. Lack of improvement in personal appearance is grounds for dismissal of a child during the school day by the Principal.

• Girls’ hairstyles should be simple, easy to care for, and away from the eyes.
• Boys’ hairstyles should be away from the eyes, no longer than the shirt collar, and cut above the ears.
• Girls may wear one pair of earrings; stud variety only. No hoop earrings or dangle earrings are allowed.
• Boys may not wear earrings.
• The only other form of jewelry is a simple cross or crucifix on a small, neat, lightweight chain, no longer than 18" long. The cross may not be larger than one inch by one inch.
• A simple wristwatch may be worn.
• Make-up, dyed or bleached hair, and other extreme hairstyles are not permitted.
• Tattoos and body piercings are not permitted.
• No artificial nails may be worn. Nails should be clean and neat and only clear polish may be worn.

Uniform

The school uniform is an expression of pride and unity. Children dress with good taste, decency, cleanliness, and modesty setting an example for the younger ones and peers in appearance and presentation. It has the advantage of an equalizing effect on impressionable children. It allows the children to concentrate on their studies, rather than what others think of their fashion sense. We do not respond to nor follow the fashion trends of the day.

Uniforms are obtained from the Dennis Uniform Company. P.E. uniforms are sold from the school office at Orientation or on Fridays only. No other type of uniform clothing is permitted. All uniforms must be of correct size and fit and worn correctly.

Shorts, skirts, skorts, jumpers, and shifts must be a length that is both modest and conservative, and must no more than three inches above the knee. Shirts must be tucked-in with the waistband showing (unless otherwise stated in this policy). Waistbands must fit comfortably but be no more than two inches bigger than the actual waist size – not a “baggy” style. Jackets and sweaters must not be tied around the waist. Eighth Graders are allowed to wear their approved jacket as an expression of pride.

Girls (Grade JK – 8)

• Blue plaid jumper or shift
• Blue plaid skort or skirt
• Navy or pinfeather blue shorts or navy slacks
• White short sleeve blouse*
• Navy/white/powder blue polo shirt
• Navy or white plain turtlenecks worn under blouse
• Navy V-neck sweater
• Our Lady of the Assumption sweatshirt
• Our Lady of the Assumption hooded jacket
• Our Lady of the Assumption school jacket
• White, navy or black bobby socks, knee high socks, tights or crew length socks (no leggings, no patterns)

Boys (Grades K – 8)

• Navy shorts or pants
• Boys in Grades 5 – 8 must wear a black, brown or navy belt with a standard plain buckle – no decorative belts or buckles are allowed

• Blue pinfeather shirts*
• Navy/white/powder blue polo shirt
• Navy or white plain turtlenecks worn under shirt
• Navy V-neck sweater
• Our Lady of the Assumption sweatshirt
• Our Lady of the Assumption hooded jacket
• Our Lady of the Assumption school jacket
• White, navy, or black crew length socks (no patterns)

*Does not need to be worn tucked. Otherwise, all shirts listed above are tucked.

Shoes       Athletic shoes must be gray, black and/or white with black or white laces only. Decorative laces are not allowed. A small logo is permitted. All shoes must be tied correctly on the outside of the shoe. Black dress shoes may be worn. Black and white saddle shoes may be worn. For the safety and health of all children backless/open heeled tennis shoes and/or sandals, clogs, boots, or open-toed shoes are not permitted. No shoes with wheels, such as Heelys, are allowed. The sole and heel of any shoes must be no more than one inch high. For health and safety reasons, slip-on shoes must cover the top of the foot, such as the traditional standard “VANS” so they are similar to the regular tied lace ups. No "ballet style" flat shoes may be worn. No “Toms” as the lightweight canvas make them unsuitable for everyday wear for school. Regulation school shoes must be worn on ‘free dress’ and picture days.

PE Uniform   PE uniforms are obtained through Our Lady of the Assumption School Office. All students wear OLA PE shorts or sweatpants. The Dennis Uniforms Company also carries a nylon mini-mesh short with OLA logo that may be worn. The white or gray OLA PE shirt may be worn. Shoes must be tied firmly for the safety of both the individual and their classmates. PE shoes must be appropriate for athletic activity. PE Shirts may be worn untucked.
Non-Uniform days  “Free dress” is a privilege granted to students at different times during the year. As with the school uniform, children are expected to dress with good taste, decency, cleanliness, and modesty setting an example for the younger ones and peers in appearance and presentation. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school. Free dress privileges for subsequent events may be revoked for individuals who do not follow the free dress regulations. On days when free dress is allowed, the following rules apply:

- **The regulation school shoes must be worn.**
- **Shorts, skirts, skorts, jumpers, and shifts must be no more than three inches above the knee.**
- No tank tops or bare midriffs are allowed.
- No spaghetti straps on dresses or tops are allowed.
- T-shirts with a logo must reflect the ideas of a Catholic school. Any images or designs that could be understood as derogatory or having any meaning contrary to Christian beliefs or morality will not be allowed.
- All clothing must be the correct size and fit.
- No hats will be worn.
- **No ripped jeans/clothing.**
- **Leggings may only be worn with a top/skirt that is no more than three inches above the knee.**

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

Issues relating to dress or appearance of a student that are not specifically mentioned in the Parent/Student Handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the Principal.

**B. ADMISSION AND ATTENDANCE**

When a child is enrolled, it is assumed that both parents are committed to supporting the school and its policies. Parents must inform the administration regarding any custody arrangements and agreements.
9. ABSENCE, TARDINESS AND TRUANCY

Absences have an impact on a child’s ability to learn and a teacher’s ability to teach. In order for each child to benefit from the experience provided, a child’s attendance must be consistent. Excessive absences and tardiness are detrimental to a child’s progress and may result in lower grades due to poor performance, retention, and/or discontinuation in school.

The responsibility for attendance and/or tardiness lies with parents. For the health and well-being of all the other children in the class, if your child is ill at the beginning of the day, please keep him or her home until they are well.

Attendance

- It is the responsibility of the parents/guardians to notify the school office before 9:00 a.m. on the day or days on which their child will be absent by calling (909) 626-7135 option 2 or ext. 207.

In case of long-term absences (more than three days), parents should call and/or leave a message at the office to notify the Principal and their child’s teacher(s).

- A written excuse from the parent must be presented to the child’s homeroom teacher at the beginning of the next school day after every absence. These must be signed and dated and explain why the child was absent, specifying if it is for particular illness and indicating communicable infections, or if it is for personal reasons. If a child does not bring a note explaining the absence, they must report to the school office. Parents will be contacted by phone that day and the school office issues an admittance slip for that day only. If a child is sent to school without a note on the second day, parents will be called and the child must be picked up. Notes explaining absences and illnesses may also be faxed to the school office: (909) 398-1395 or emailed to mrs.diego@ola-ca.org.

- Medical and dental appointments: Please cooperate with the school so that these appointments do not conflict with dates of standardized testing. Whenever possible, appointments should be made before or after school hours.

- If a child has been experiencing symptoms within 24 hours (e.g. fever, diarrhea, vomiting) or has been diagnosed with a contagious disease (e.g. chicken pox, strep throat, pink eye/conjunctivitis) the child must be kept at home and the school office must be notified so that precautions can be taken.
taken and notification sent home with the other students who may have been exposed.

• Children are not allowed to leave the school grounds when school is in session including lunch and recess.

• If a child is to be picked up during school hours, the parent or guardian must go to the school office (not the classroom) and complete the Dismissal Log. The office staff will call or collect the child from the classroom.

• If someone other than the parent or legal guardian is picking up the child, parents/legal guardians must speak to office staff prior to pick-up. The child must present a signed, dated note from the parent or guardian before the child will be released.

• Assignments, tests, etc. have to be made up once the student returns. Teachers will make every effort to ensure continuity of progress, but it is the child’s responsibility to ask the teacher(s) for their makeup assignments. Children are given the number of days equal to the number of days absent to complete homework and missed class work. For extended illnesses, parents must schedule a conference with the teacher(s) to receive a homework plan.

**Tardiness/Leaving early**

Punctuality is very important. In the morning the students need time at the beginning of the day before formal instruction begins to unpack and prepare for the day. Tardiness can cause tremendous disruption and interruption to both individual students and the whole class. Please make every effort to ensure your student arrives on time. The continual disruption to the individual student and their classmates of repeated tardiness is cause for discontinuation of a student’s education at Our Lady of the Assumption School.

**Arrival Procedures**

Classrooms open at 7:30 a.m. to allow the students to unpack and prepare for the day. The OLA school day starts at 7:45 a.m. A final bell rings at 7:50 a.m. Morning arrival supervision ends promptly at 7:50 a.m.

• Students are expected to be in their place for morning announcements, prayer, and the Pledge of Allegiance at 7:50 a.m.

**Late Arrival**

• A student is considered tardy if he or she is not in the classroom by the bell at 7:50 a.m.
• All students who arrive after 7:50 am *MUST BE SIGNED IN by their parent/guardian at the school office.

• If a student comes to school after 8:20 a.m. he/she is marked absent half a day.

• Students will only be admitted to class with a tardy slip which is issued at the school office.

• A student who is tardy in excess of thirty minutes on each of four days or more in one school year, without a valid excuse, is considered a truant and parents may be reported to authorities. (Refer to the Archdiocesan Policies and Procedures in the OLA Handbook Section 2.6.)

**Early Dismissal**

• Regular dismissal is at 3:00 p.m. Monday – Thursday, 12:30 p.m. on Friday, 12:30 p.m. on Early Dismissal Days.

• If a student leaves within thirty minutes of dismissal he/she is recorded as having left early in the class attendance register.

• Should a student leave more than thirty minutes prior to dismissal he/she is recorded as being absent for a half day.

At the end of the school year, all absences, late arrivals, and early dismissals are transferred from the attendance register to the student’s permanent record.

**Truancy – absence and tardiness without a valid excuse**

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any thirty-minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. Parents/guardians will be contacted in any case of suspected truancy (absent from school without an acceptable excuse). When and if all resources at the school level have been exhausted, the Principal will notify the local public Child Welfare and Attendance authorities. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.
## 10. COMMUNICATIONS PROCEDURES

<table>
<thead>
<tr>
<th>Office</th>
<th>Hours</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Office</strong></td>
<td>Monday – Thursday 7:30 a.m. – 3:30 p.m.</td>
<td>909-626-7135, <a href="http://www.ola-ca.org">www.ola-ca.org</a></td>
</tr>
<tr>
<td><strong>School Fax</strong></td>
<td>Friday 7:30 a.m. – 2:30 p.m.</td>
<td>909-398-1395</td>
</tr>
<tr>
<td><strong>Principal</strong></td>
<td>909-626-7135 ext. 206</td>
<td><a href="mailto:ms.boyle@ola-ca.org">ms.boyle@ola-ca.org</a></td>
</tr>
<tr>
<td><strong>Vice Principal</strong></td>
<td>909-626-7135 ext. 239</td>
<td><a href="mailto:mrs.corrales@ola-ca.org">mrs.corrales@ola-ca.org</a></td>
</tr>
<tr>
<td><strong>School Secretary</strong></td>
<td>909-626-7135 ext. 207</td>
<td><a href="mailto:mrs.diego@ola-ca.org">mrs.diego@ola-ca.org</a></td>
</tr>
<tr>
<td><strong>SCRIP Office</strong></td>
<td>909-626-7135 ext. 208</td>
<td><a href="mailto:scrip@ola-ca.org">scrip@ola-ca.org</a></td>
</tr>
<tr>
<td><strong>Health Coordinator</strong></td>
<td>909-626-7135 ext. 241</td>
<td><a href="mailto:mrs.reymundo@ola-ca.org">mrs.reymundo@ola-ca.org</a></td>
</tr>
<tr>
<td><strong>Daycare Director</strong></td>
<td>909-626-7135 ext. 227 or ext. 225 after 3:30 p.m.</td>
<td>909-626-3596, <a href="http://www.olaclaremont.org">www.olaclaremont.org</a></td>
</tr>
</tbody>
</table>

The main channel of communication is the “Electronic Brown Envelope” which is sent to each family and contains school news, a monthly calendar, and letters from the Principal and/or Pastor. Parents receive this electronically by submitting a current email address to the school office. Parents are then responsible for printing out any relevant return slips on the flyers. Special memos may be sent out separately as the need arises. Further information may be found on the school website and in the parish bulletin. The school also employs the Gradelink communication system for email, text messaging, and voicemail messaging to families to announce and remind families of upcoming events and opportunities, such as PFA activities, field trips, emergency drills, etc.

Gradelink is the school's online grading program. Teachers post information and homework through Gradelink. Parents and students are given a username and password to access this information. Parents will use the “Family Login” credentials to view all of their children in one location by toggling between their accounts. Also,
the parents will be able to view the “billing tab” to view their Scrip balance and the “service hours tab” to log their hours.

Conferences

Informal parent-teacher conferences take place as necessary during the school year. Parents and teachers are encouraged to write or phone to request conferences throughout the year regarding student academic progress and behavior. Teachers will respond to all contacts, letters, calls from parents. Due to the informal nature of email, our teachers are instructed not to reply by email as a means of communication.

The scheduled formal annual conferences are held during the second trimester. Parent-Teacher Conferences will be scheduled using www.PTCfast.com. Parents are expected to sign up for a convenient time to discuss student progress. The link will be sent out via email prior to the scheduled dates.

Parents must not approach teachers or administration for impromptu conferences, particularly when teachers are on supervision duty, at recess, or during carpools. They are responsible for monitoring the safe arrival, departure, and behavior of students at these times, so it is dangerous to distract them from these duties and teachers may refuse to conference at this time. Parents should call or send a note to set a mutually convenient time to conference when teachers can dedicate the appropriate time and focus to any concerns and problems. Informal talks may only generate unreliable “all is well” responses, particularly in public when other parents and children may be present and teachers may not be at liberty to talk freely about a child to the parent.

Outgoing Messages

In the event of an emergency, students may use the school office phone during school hours and may not use the church office phone, except in emergencies. Forgotten homework, assignments, lunches, or PE clothing are not considered an emergency.

Incoming Messages

All incoming calls to the school and parish require the caller to select an extension (see page 22). Every effort is made to answer calls immediately or to respond quickly to messages. Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages
about after-school pick-up arrangements will not be delivered to class. Students will be called to the office to retrieve items.

**Cell Phones and Electronic Communications Devices**

Cell phones and other portable communication devices (pagers, iPhones®, iPods®, Blackberries®, walkie talkies, etc.) may be brought to school with parental permission. However, all portable communication devices **must be turned “OFF”** and stored in a backpack, book bag, locker, or other place where the device is not visible.

Portable communication devices may **NOT** be turned on at any time during the regular school day for any reason, except to call 911 in emergencies, or with the express permission of a responsible adult in authority.

This prohibition includes, but is not limited to, study hall, lunch breaks, class changes and any other scheduled or non-scheduled activity that occurs during normal school hours.

Before and after the end of school, students may use portable communication devices, but not inside school buildings that are still being used for school related activities or on school buses.

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations.

If a student uses a portable communication device or any of its functions for any reason during the school day without express adult permission, the following measures may be taken:

- The device will be confiscated from the student
- The device will be returned only to the student’s parent or legal guardian
- Depending on the circumstances, the student may be denied the right to bring the device to school
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken
The school is NOT responsible for lost, misplaced, stolen broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

11. ARRIVAL AND DISMISSAL PROCEDURES

Our greatest concern is for the safety and supervision of the children at these times. Parents are responsible for ensuring their children arrive and leave the school grounds safely under supervision. Children who remain on site after school has been dismissed are sent to Daycare until parents arrive. Daycare fees will apply.

Carpool System

Drivers should enter only from Harrison Avenue and exit onto Berkeley Avenue during morning drop-off and both Berkeley and Bonita Avenues during after school pick-up. Morning drop-off times are 7:30 a.m. – 7:45 a.m.; afternoon pickups begin promptly at the dismissal bell. If children arrive before 7:30 a.m. they are to report to Daycare. Classroom doors open at 7:30 a.m. for all students.

Carpool Instructions:

- Vehicles enter from Harrison Avenue only and exit to Berkeley Avenue during morning carpool and onto Berkeley Avenue and Bonita Avenue during after school carpool. Right turn only on exit. As a courtesy to other families and to other road users, keep the carpool lines moving.
- Please pull forward in lines as far as possible. If necessary, drive around the block (Berkeley Avenue-Bonita Avenue-Mountain Avenue-Harrison Avenue) and re-enter on Harrison Avenue.
- Bonita Carpool (grass): Carpools with students in grades 1-8 line-up on the benches along the field.
- Berkeley Carpool (flagpole): Carpools with students in grades 5-8, without younger carpool members, meet at the blue benches by the flagpole.
- Drivers picking up children need to have a surname sign (Appendix E) visible in the windshield so that the teachers can identify and call out the name. Children must be seated facing forward during this time.
- Stay in the carpool lines. Do not pull out of line, cut through, or move ahead of other cars. This is a safety hazard and will also cause further delays in the carpool lines.
• Teachers are positioned to help supervise the flow of carpools before and after school. **This is not a time for conferences.** Do not approach teachers at this time. Please keep the lines moving.

• Children must be picked up by an adult at dismissal. Children walking home unaccompanied must have a note signed and dated on file at the school office which explains the circumstances.

• Walkers must **not** use these carpool exits. Children and parents who are walking in or out to cars must use the exit via the patio breezeway between the church and auditorium. Teachers will direct all walkers to the patio breezeway.

• Children may not wait in front of or inside the church. These locations are not a place to pick-up or drop off children. Please obey curbside laws for parking. Claremont PD will cite drivers.

• Children must not be dropped off or picked up on Harrison Avenue, Berkeley Avenue, or Bonita Avenue unless under the supervision of parents who are walking them in or out of parked cars.

• There is restricted vehicular access to the grounds from Harrison Avenue, Berkeley Avenue or Bonita Avenue during the following times:

<table>
<thead>
<tr>
<th></th>
<th>Harrison to Berkeley Ave.</th>
<th>Harrison to Bonita Ave.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday-Thursday</strong></td>
<td>8:00 a.m. – 2:00 p.m.</td>
<td>7:30 a.m. – 3:00 p.m.</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>8:00 a.m. – 12:30 p.m.</td>
<td>7:30 a.m. – 12:30 p.m.</td>
</tr>
<tr>
<td><strong>Early Dismissal</strong></td>
<td>8:00 a.m. – 12:30 p.m.</td>
<td>7:30 a.m. – 12:30 p.m.</td>
</tr>
</tbody>
</table>

Kindergarten Dismissal

• At 2:00 p.m. the Kindergarten teacher and a member of the staff will accompany the children to the upper parking lot to dismiss in a “Kindergarten only” carpool.

• Drivers enter on Harrison Avenue and exit on Berkeley Avenue.

• Children who go to Daycare at 2:00 p.m. and who will be picked up at 3:00 p.m. with siblings will be escorted by Daycare personnel to their correct carpools for collection in the regular carpool lines.

Rainy Day Arrival and Dismissal

*Arrival –* On rainy day arrivals, parents are to drop-off students as usual and students report straight to their homeroom classroom, no earlier than 7:30 a.m. Students are not permitted to linger in the hallways or in other classrooms.
**Dismissal** – It is important that rainy day dismissal instructions are followed by all families in order to maintain a smooth, calm and safe pick-up transition.

- **No after-school sports events on rainy days.** The Athletic Director and coaches may reschedule events. Children go to extended daycare or are picked up at carpool.
- **PLEASE display the family surname sign** in the front windshield, so that teachers can easily identify the carpool and call for the children without delay.
- **There is NO BREEZEWAY pick up on rainy days. DO NOT walk in to collect children.** This is dangerous and causes delays and confusion.

On rainy days, the two carpool lines follow the usual routes in the parking lot. Children will be ready promptly at the dismissal bell in the areas outlined below. For the safety of the children, please follow these instructions to pick up your children.

**Berkeley Building**
Children who have no siblings or carpool in Bonita building are dismissed from rooms 11, 13, 15 and 17. Teachers announce which cars are ready to load, at which time these children will be allowed to exit the building to go to their cars. Berkeley building students will go to the classroom of their youngest sibling/carpool member and when their name is called will go out to the carpool line to meet their carpool vehicle.

Children who have siblings in the Bonita building are escorted across before dismissal to join the youngest sibling/carpool. Families/carpools are gathered together and dismissed from the hallway for loading. Teachers use walkie talkies to announce which cars are ready to load, at which time these children will be allowed to go to their cars.

**Bonita Building**
Children will wait in their classroom until their family/carpool name is called, at which time these children will be allowed to go to their cars.

**Kindergarten and Junior Kindergarten**
The teachers will walk the students to the end of the Bonita building and carpool will be loaded from there.
Daycare
Bonita children go to Junior Kindergarten to meet daycare personnel. Berkeley children go to room 12.

Parents/Guardians
If you prefer to pick-up from the classroom, please wait at the benches outside the Bonita Building until 3:15 p.m. The purpose in waiting is to expedite the carpool line and to maintain the safety of the students. Crossing families between cars is difficult in the rain. Thank you for complying with these procedures. No children may leave unaccompanied on rainy days. If children are not collected at carpool, they are sent to Daycare and normal charges will apply.
MORNING CARPOOL

Please pull all the way forward and unload ONLY in the area below the yellow line.
AFTERNOON CARPOOL

Grades 1-4
Older (5-8 gr.) carpool will join younger family/members carpool on the benches.
Kindergarten Afternoon Pick-up
Teachers will walk the students to the front of the library. Students will be loaded into the cars.

Rainy Day
Monday - Thursday
Students will be loaded into cars at the crosswalk.
RAINY DAY DISMISSAL CARPOOL

Rainy Day Dismissal
All students wait in the classroom until their carpool/family name is called on the radio. Students load at the end of the benches and Bonita Building. NO BREEZEWAY PICK-UP.

Grades 5-8 Dismissed from the classrooms. Older siblings/carpool will join their younger members in the Bonita Building 10 minutes prior to dismissal.

EXIT Right Turn Only

ENTER

EXIT ONLY

Our Lady of the Assumption Parent-Student Handbook 2018 - 2019
12. SECURITY PROCEDURES

Security is of great concern and priority. All school and parish employees are identified by an official OLA badge. Visitors to the school, including parents or other family members, must check in at the school office to sign-in and sign-out of the Visitor Log and to receive a Visitor Badge. Anyone not identified by an official visitor badge will be questioned and required to check in at the school office, however brief the visit or its purpose.

Siblings of OLA children, other children who are not of school age and children who attend other schools are not allowed on campus during the school day unless accompanied by a parent at all times and with the express permission of the Principal or Pastor. During the school day, parents/guardians who need to collect the children before dismissal must do so from the school office.

All employees AND all volunteers in the classroom or chaperoning trips and events of Our Lady of the Assumption Parish and School must

• be fingerprinted by OLA or at a parish or school site by the Los Angeles Archdiocese Livescan (more information at www.la-archdiocese.org)
• have completed the VIRTUS training and be able to provide verification of attendance of all mandated training, AND
• have signed the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events” (see Section 1.4 also).

Third party vendors and their employees at schools are generally required by the State of California to have a criminal clearance through fingerprinting or otherwise, before they commence activities at the school. At Our Lady of the Assumption, Claremont, third party vendors and their employees, including school photographers, who interact with the children must provide written confirmation that they have criminal clearance through fingerprinting before they commence activities at the school.

Safeguard the Children Program (VIRTUS) Training

In 2004, the Archdiocese of Los Angeles mandated that all schools and parishes in the Archdiocese introduce a "Safeguard the Children" program with the express mission of preventing the abuse of children. All ministries at Our Lady of the Assumption, including School, Faith Formation, Youth Ministry (HOG, HOG JR) and all weekend activities, are required to follow this mandate. In June 2007, all parishes and schools were required to submit information for an Archdiocesan-wide audit of this mandate, and each year since then. As well as a “Safeguard the Children” committee at each parish which oversees parish compliance, training programs for
adults have been developed by the company “VIRTUS,” and have been adopted throughout the Archdiocese. Further information is available at www.virtus.org.

The two-part training program is mandated for all volunteers and all employees. An initial three-hour training class is required, called “Protecting God’s Children”. This class is offered at the start of each school year, and again through the year as necessary. After four years, all employees and volunteers must attend a further one-and-one-half hour recertification class, called “Keeping the Promise Alive.” The training for this is also offered each year.

All employees and volunteers in the classroom and/or chaperoning field trips and school activities must have completed all appropriate training sessions “Protecting God’s Children” and “Keeping the Promise Alive” as directed by the Archdiocese of Los Angeles and be able to produce the certificate of attendance.

All volunteers and parents who work with the children in school or offsite must also have fingerprint Livescan background clearance through the Los Angeles Archdiocese. Various parishes and school sites host this service throughout the year including OLA. Schedules are published through the Brown Envelope and at www.la-archdiocese.org. Alternatively, if a nearby session is not available, parents preferring to expedite their fingerprint clearance the Livescan forms may be picked up at the school office. Payment is the responsibility of the individual. Proof of submission must be brought to the school office.

13. PARENT/GUARDIAN RIGHT OF VISITATION

Parents/guardians have the primary responsibility for the education of their children. The school supports, enhances and complements their role. Parents/guardians are allowed to visit their children during the school day, but must comply with all school rules at all times. Parents/guardians may not interrupt, disturb or distract the teaching and learning. Parents/guardians must check in at the school office to sign in and sign out of the Visitor Log and to receive a Visitor Badge, and may not simply “show up” at a classroom or the playground, however brief the visit or its purpose. (See also Archdiocese of Los Angeles, Code of Christian Conduct)

A non-custodial parent may visit, subject to the school’s visitation policy, unless the school has received a legal order prohibiting such a visit.
14. **EXTENDED SCHOOL DAY PROGRAM - DAYCARE**

Our Lady of the Assumption School is fortunate to offer an extended day care program, before and after school, to serve those students presently enrolled in the formal school program. The policies, guidelines and procedures are consistent with the school’s philosophy and mission, as well as the policy and rules of the school and Archdiocese of Los Angeles under the direction of the Principal. 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. Operations and organization for extended care at Our Lady of the Assumption is overseen by the Principal and in full consultation with the Daycare Director.

The children are supervised appropriately at all times with no more than fourteen children to each adult staff member. For younger children, this figure is 1:10. Two staff employees are available at all times in the event of an emergency and no child is left unattended. Archdiocesan student insurance covers students while enrolled in the Daycare program.

The Daycare program is required to maintain up-to-date family information, emergency contacts, and maintains a record of arrivals and departures. The school requires an extended school day agreement with participating parents.

Full information on the cost, times and availability is published annually in the Daycare Handbook. This is available from the Daycare Director, who may be contacted at 909-626-7135 ext. 227 and/or ext. 225 after 3:30 p.m. The fees charged to parents cover the total cost of the extended school day program.

15. **HEALTH, ILLNESS, ACCIDENT PROCEDURES**

An emergency card for each student must be complete, current, and readily available to authorized employees. If a parent cannot be reached in an emergency, the authorized adults listed on the form will be called to collect the child(ren).

- If a child is to be picked up during school hours, the parent or guardian must go to the school office (not the classroom) and complete the Dismissal Log. The office staff will call or collect the child from the classroom.
• If someone other than the parent or legal guardian is picking up the child, parents/legal guardians must speak to office staff prior to pick-up. The child must present a **signed, dated note** from the parent or guardian before the child will be released.

Our Lady of the Assumption employs a Health Coordinator. In case of illness and/or accident, students onsite are taken to the health office. The Health Coordinator or office staff will make a phone call to inform parents. Only minor and very basic first aid will be administered by school employees; no secondary treatment, such as changing or removing bandages, will be administered. In a serious emergency, 911 will be called.

All accidents or illnesses occurring at school or at a school sponsored event must be reported immediately to the school office. A written report of the circumstances, witnesses, and action taken shall be made by the Principal or other responsible employee and filed with the Department of Catholic Schools. Student accident insurance program is provided for all full-time students in Archdiocesan schools/parish. The insurance supplements insurance maintained by the parents.

Students must report illness and/or accidents to teachers and supervisors who will inform the office, so immediate care can be taken. Students must not use their own cell phones or electronic devices to alert parents from the classroom or to report illness or accidents as this could be potentially dangerous.

**NO medicine of any kind, including aspirin, may be given to students without written permission from parents or guardians and a current, completed medication form held on file in the office.**

*(See also section 6 “Health and Safety” in the Los Angeles Archdiocese policies section of the handbook)*
C. ACADEMICS AND CO-CURRICULUM ACTIVITIES

16. CURRICULUM OFFERINGS

Our Lady of the Assumption offers a curriculum that follows Archdiocesan core curriculum guidelines for all students. Religious Studies form the heart of our program, and we are committed to promoting our children’s Catholic identity with daily, systematic instruction in all aspects of the Catholic Faith. Our curriculum is characterized by a focus on thinking skills, responsibility, and a vision of excellence that will offer children the chance to develop their minds, hearts and bodies. Academic subjects include Language Arts (English, Reading, Spelling or Vocabulary, and Handwriting), Math (including Algebra), Science, Social Studies, Art, Physical Education (PE), Computers, and Music. In seeking to meet the needs of the whole child, OLA has adopted a social emotional learning program, SecondStep, used in all grades. The current textbooks are:

Religion:
- RCL Benziger “Family Life” Language Arts:
- Zaner-Bloser “Superkids” K – 2nd Grade, 2017 edition
- Sadlier “Grammar for Writing” 6th – 8th Grade, 2014 edition

Mathematics:
- Scott Foresman/Addison Wesley “enVision Math” K-5th Grade 2015
- Holt/McDougal “Common Core Mathematics” 6th & 7th Grade 2012 edition
- Holt/McDougal “Algebra concepts and skills” 8th Grade, 2010 edition

Social Studies:
- Scott Foresman K 2003 edition
- Social Studies Weekly (California standards) 1st – 5th grade 2018 edition
- National Geographic Learning Cengage - National Geographic History 6th – 8th grade

Science:
- Scott Foresman K – 5th Grade, 2003 edition
All textbooks are purchased by the school and issued to individual students at the start of the school year for that school year only. Students are responsible for their books throughout the year and must return the books at the end of the year. Lost and damaged books must be replaced by the parent/guardian including the cost of tax and shipping, if applicable.

17. RELIGION PROGRAM AND EXPECTATIONS

Faith and spirituality are at the core of everything we do at OLA. We are proud of our many and varied opportunities for the students, staff, and parents to improve their faith and spirituality through prayer and sacraments throughout the school year. In response to the call for community service and outreach and in embracing our Catholic faith, OLA students, staff, and parents are called to action. Teachers and parents serve regularly as Extraordinary Ministers of the Eucharist and participate in the music ministry. Students participate in sacramental preparations and celebrations. Liturgical celebrations are led each week by students in different grades where the students are given the opportunity to serve as lectors, cantors, altar servers, gift bearers, and ushers.

The Religion curriculum standards established by the Archdiocese of Los Angeles are met by student workbooks published by Resources for Christian Living (RCL) Legacy Edition. The grade level workbooks have been successful in promoting Catholic doctrine and practices. The publisher offers a website, http://aliveinchrist.osv.com/family, which is accessible to teachers and students for enrichment, chapter reviews, and lesson planning. The Religion curriculum also includes units on family life (RCL Benziger “FamilyLife” and child abuse prevention and awareness Virtus “Teaching Touching Safety”). Online sites, such as the Catholic Telemedia Network (CTNBA) and California Streaming, are additional resources that teachers utilize to enhance religion curriculum.

Students participate in semi-annual Prayer and Reconciliation services during Advent and Lent. Stations of the Cross are presented by students in Grades 4 - 8 on every Friday of Lent. A school-wide Living Rosary is presented in the month of October as well as the May Crowning and Rosary to honor the Blessed Mother. The students in Grades 5–8 participate as altar servers in school Masses and parish funerals. Eighth grade students are required to complete a service project called, “Imago Dei,” where they give their individual time and energy to the community, such as volunteering in OLA summer school classes and OLA’s Summer Day Camp, make blankets for “Binky Patrol” and/or give time to support or raise money for various organizations.

In response to national and international crises, the School community responds with Mass, prayer, and monetary donations such as collections for victims of natural disasters,
Catholic Relief Services, and the Missionary Childhood Association during both the Advent and Lenten Seasons. The funds reach global communities such as Ecuador, Tanzania, Nigeria, Nepal, Senegal, Bangladesh, 2004 Tsunami victims, Nepal, and many others. Eighth grade students attend the annual Missionary Childhood Association Mass at Our Lady of the Angels Cathedral each year and serve as lectors and altar servers, participate in the multi-cultural entrance procession, as well as in the choir.

OLA’s outreach through various service projects is evident throughout the year, including the OLA Fiesta (one of the four largest Claremont City events), Pennies for Priests, and Shoes that Fit, reaching out to the elderly residents at Claremont Manor, raising funds and collecting toiletry items by student members of the California Junior Scholastic Federation (CJSF) in support of Damien High School’s Tijuana Mission project, and supporting the Parish food drive efforts.

Parents at Our Lady of the Assumption School serve as Extraordinary Ministers of the Eucharist, and help to train and organize 4th through 8th Grade altar servers for both parish and school liturgies. They are involved in sacramental preparation, have weekly opportunities to attend school Masses, chair and participate in the OLA Fiesta, deliver donations of books, food, and/or Christmas baskets, train as Sacristans, and support the various organizations sponsored by our school program. Parents can attend the annual 8th Grade spiritual retreat. Parents attend the annual Missionary Childhood Association Mass at Our Lady of the Angels Cathedral each year and serve as Extraordinary Ministers of the Eucharist and ushers.

18. **GRADUATION REQUIREMENTS**

When students have satisfactorily completed the approved course of study prescribed by the Archdiocese of Los Angeles for Elementary Grades, they are recommended to the administration for graduation. Satisfactory is defined as having a cumulative average of “C” and no average “F” in any subject area. If the student has an average grade of “F” in Language Arts or Mathematics, the student will be retained and required to repeat grade. If grades are not satisfactory, but retention does not apply, the student will receive a diploma after they have attended Summer School in an approved course and after presenting the Principal with documentation of passing grades in any subject previously graded “F”. 


19. **ACADEMIC PROBATION/RETENTION/TRANSFER**

New students are considered to be on academic probation for the first ninety days after enrollment. The decision to have a student continue is based on the overall welfare of the student. If the student has “D’s” and/or “F’s” in any academic subject or “NI” in conduct and/or work habits, they may be required to withdraw.

The decision to promote a student to the next grade or to retain him/her in the present grade is based upon a consideration of the overall welfare of the student. The decision will be made in consultation with parents and by carefully weighing academic, emotional, and social factors. But, at the end of the year, if a student has an average grade of “F” in Language Arts or Mathematics, the student may be retained and required to repeat the grade.

Whenever a student transfers, the former school shall provide a copy of the Cumulative Pupil Record form and the original health records to the intended school when the intended school requests the information and the student’s parents/guardians submit a release. The original Cumulative Pupil Record form will remain at the school.

On the original Cumulative Pupil Record form and in the attendance register, the former school shall record the transfer, reason for the transfer, and name of the school where the student is transferring or entering after graduation.

A school will not give official transcripts to students or parents/guardians.

Principals may be required by the county office of education to report the transfer, withdrawal, or expulsion of any student.

The school grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

20. **TESTING AND ASSESSMENT**

Teachers use a variety of curricula-based tests to determine progress, achievement and ability. The Department of Catholic Schools is responsible for a comprehensive testing program in all Archdiocesan Catholic schools which ensures a constant evaluation of pupil’s progress. These tests are as follows:

- Achievement tests are administered in Junior Kindergarten – 8th Grade. The Archdiocese utilizes the Renaissance Learning Star Assessments, an online
There will be four testing sessions throughout the school year in the areas of Mathematics and English Language Arts. The testing schedule is determined by the Archdiocese.

- Assessment of Catholic Religious Education (ACRE). This test is administered in January each year to 5th and 8th Grade.
21. HOMEWORK
Our Lady of the Assumption follows Archdiocesan guidelines for homework. The purpose of homework is to reinforce material already taught and to foster habits of independent study and organization. The following guidelines apply:

- Assignment of written homework is limited to days on which the school is in session, unless make-up work or long-range assignments are required.
- Homework may not be assigned as a punishment.
- Exceptions may be made for compassionate reasons upon request of the parent or guardian.
- Suggested homework schedules are as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Suggested Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>15 – 20 minutes per night</td>
</tr>
<tr>
<td>Grades 1 – 2</td>
<td>not to exceed one half hour per night</td>
</tr>
<tr>
<td>Grades 3 – 6</td>
<td>not to exceed one hour per night</td>
</tr>
<tr>
<td>Grades 7 – 8</td>
<td>not to exceed two hours per night</td>
</tr>
</tbody>
</table>

Homework Help

For 2nd – 4th Grades on Monday – Thursday 3:00 p.m. – 3:45 p.m., homework help is held in room 9 for these grades and for 5th graders who do not attend sports. There is no homework help on Friday or other early dismissal days. Space is limited. An attendance form must be completed for each week or day that a child attends. Children may not attend without this form. Parents must send a written note to excuse a child if they sign up for the week. A roster is taken each day. Children who leave early must be signed-out. Children who are not collected by 3:45 p.m. are sent to Daycare.

Junior High Math/Algebra Support

For 7th and 8th Grades on Monday – Thursday 3:00 p.m. – 3:30 p.m., math support is held in room 14. This is not held on early dismissal days. Space is limited. An attendance form signed by the parent must be submitted each day that a child attends. Children may not attend without this form. Faxed forms are not acceptable. A roster is taken each day. Children may not come late or leave early. Students who are not picked up by 3:30 p.m. are sent to Daycare.
22. GRADING

The Archdiocesan Grade Scale has been very slightly modified for use at Our Lady of the Assumption School in 3rd – 8th Grades:

A   = 94 -100%  A- = 90 - 93%
B+ = 88 - 89%  B   = 84 - 87%  B- = 80 - 83%
C+ = 78 - 79%  C   = 74 - 77%  C- = 70 - 73%
D   = 60 - 69%  F   = 59% and below

Grades 1-8 Marking Codes
O = Outstanding     G = Good
S = Satisfactory    NI = Needs Improvement

Junior Kindergarten – Kindergarten Marking Codes
M= Demonstrates Expected Development   X = Demonstrates Emerging Skill
T = Needs more time to develop               No mark = Not expected at this time

Official report cards are issued to parents at the end of each trimester, with the exception of Kindergarten teachers who issue progress reports for the first trimester and report cards for each trimester thereafter. Parents also receive progress reports (viewed on Gradelink) midway through each trimester indicating both academic and behavioral progress. Official report cards are sent home in hardcopy at the end of each trimester.

Junior Kindergarten students are issued with progress reports during the second and third trimester indicating their progress toward transitional kindergarten standards.

Behavior/Conduct (all grades)
O = Outstanding     G = Good
S = Satisfactory    NI = Needs Improvement
Academic Honesty

Academic honesty is expected of all students. Any behavior that violates academic standards, such as cheating, plagiarism, copying homework or misuse of technology carries a consequence. For each child involved in dishonesty, the usual punishment is to receive zero credit on the test or assignment. In some cases, further disciplinary measures become necessary, up to and including suspension and expulsion.

23. HONORS AND AWARDS

Learning is what matters! Grades are simply a reflection of progress made by students in a class and teachers record the grades the children earn. The pressure of “Honor Roll” does not take precedence over the accurate assessment and determination of a student’s grade.

All classes and subjects count toward Honor Roll for 5th through 8th Grades. Honor Roll students are those who have achieved a grade point average (GPA) of 3.0 or above on their report card with no Ds or Fs, and no Ns in a given trimester. Other awards given by teachers for 5th – 8th Grades include two from each classroom in each of the following categories: Most Improved Student, Outstanding Effort, Citizenship, and commitment to their faith in spirit and practice called the “Cool Catholic” Award. Scholar Athlete Awards are awarded for each season and are presented at the end of the year.

Awards for Grades Kindergarten – 4th are presented by teachers on the last day of the school year. Teachers in each class use their discretion to present each child with an award to recognize individual achievement, which may include Citizenship, Outstanding Effort, Most Improved, the “Cool Catholic,” and subject specific awards. Children in 3rd and 4th Grades may be eligible for the Scholar Athlete Award at the end of the year.

Accelerated Reader awards are earned when students meet the comprehension and points goals each trimester for their grade. Criteria are published at the start of the year.

There is one awards assembly for 5th – 7th Grades at the end of the school year.
Awards for 8th Grade are presented after the Baccalaureate Mass. High School Scholarships, if available, are awarded to the 8th Grade at the Graduation Ceremony. A complete list of the 8th Grade awards is available on request.

24. FIELD TRIP AND EXCURSIONS POLICY

Field Trips MUST be of educational or cultural value and directly related to the curriculum and/or mission of the school. The field trip policies listed below apply to class trips, school group trips (Decathlon, CJSF, etc.) and trips for school sport teams. The school may plan field trips for one or more days, including overnight field trips. The school may decide not to offer overnight field trips. All field trips, whether day or overnight, must comply with the following requirements:

- Teachers must obtain written prior permission for all trips from the Principal and are responsible for the preparation, follow-up activities, and specific educational/learning goals.
- Parents must submit all original, completed, signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations for their child before the day of the trip. Copies of the forms are attached as Appendix B and C. These forms may not be faxed to the school, nor can a separate note be used instead of the original forms. Children will not be allowed to attend a trip unless completed forms are submitted.
- All Permission and Authorization Forms must be in the possession of the supervising adult during the trip, with copies of all emergency contacts left in the school office.
- 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.
- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
• 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](http://www.CPUC.ca.gov). In addition, schools must verify insurance coverage of the transportation company.

• Parents are responsible for ensuring the transportation of their child/children to all off-site school events (e.g. athletics, Decathlon) which occur outside regular school hours.

• Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and cocurricular 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.

• For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.

• State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.
Chaperones

Chaperones are a vital part of the supervision of children during field trips and are required to work closely with and follow the directions of the teacher. Teachers arrange the appropriate ratio of one chaperone to ten children for each trip. Parents should contact teachers in advance of any trip to sign up to chaperone. In the event that not enough parents are available, room parents may be asked to chaperone. The chaperones must be 25 years of age or older. Chaperones must carry a cell phone on the trip and submit the number as a contact to the school office and teachers. All chaperones must have:

- completed the VIRTUS “Protecting God’s Children” and “Keeping the Promise Alive” training classes and submit the certificate to the school office,
- have fingerprint clearance through the Archdiocese of Los Angeles,
- have signed the “Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events” and submitted this to the office (see Section 1.4 also)

Parents may be credited for a maximum of six service hours per trip as chaperones. Teachers may not assign children to a parent who attends a trip with any siblings or other children. This disqualifies the parent as a chaperone and service hours. Parents are welcome to attend trips to public venues separately but are not considered as chaperones and are responsible for their own travel arrangements and any expenses that may be incurred. For some trips, special arrangements are made for the students, which includes teachers and official chaperones only. The number of chaperones will be determined by the teacher. Parents must not assume eligibility for service hours simply by being present on a trip.

Funding and Budgets for Field Trips

When planning trips teachers must budget for entrance fees and buses and know the expected cost per child. Teachers must consider and weigh the ability of parents to incur costs, the financial impact of the trip on other fundraising activities and class work missed by the students. Parents are expected to fund all field trips. Parents are responsible for the field trip fees, even if a child does not attend. This is necessary as reservations and costs are budgeted and paid in advance of the trip.
25. SUMMER PROGRAMS

The Principal is responsible for the over-all administration of all summer programs and may delegate the day-to-day operations of the summer programs. All Archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the Principal and, in the case of parish schools, the Pastor. Consideration for implementing a summer program must include financial feasibility, purpose and demand for the summer programs.

Information about upcoming Summer Camp (Daycare) and/or Summer School and fees is published in the spring of each year. Every effort is made to limit class size. Children who attend other schools are invited to attend. In addition to the charges made for summer school classes, children who do not attend Our Lady of the Assumption are charged an additional insurance fee. Limited financial aid is available each year and may be made available only after written application and interview of the parents by the Principal.

The following practices are observed in Our Lady of the Assumption School summer program:

- A budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities. These are then saved and kept on record with the school's budget and finances.
- 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.
- The summer program is staffed by Our Lady of the Assumption faculty who 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.
  - Safety and health procedures, i.e., first aid and CPR
  - Supervision of students
  - Emergency/Disaster plans
26. ATHLETICS

All children in 3rd – 8th Grades are encouraged to support and play in the after school sports program. Students in 2nd Grade may be invited to participate on various “mighty mites” teams. The after school sports program of events, including hiring coaches and referees are coordinated by the school’s Athletics Director. A $75.00 fee is charged per child per sport per season. The “After School Athletics Handbook” is made available to all athletes and their families each year, which outlines specific policies and guidelines. The program operates under the guidance and support of the Catholic Youth Organization (CYO). All coaches must be trained and certified by the CYO, be fingerprinted by the Los Angeles Archdiocese, provide proof of clearance from TB, and have completed all necessary VIRTUS training.

Each year, with parent and student support, we offer the:

FALL Flag Football, Volleyball (Girls’), Cross Country, and Cheerleading
WINTER Basketball, and Cheerleading
SPRING Softball, Track, Volleyball (Boys’), Soccer and Cheerleading

After School Sports Eligibility

All students involved in after school sports must have and maintain a “C” average with no “F” Grades. Students also must maintain “Satisfactory” or better in conduct and work habits.

**Varsity Athletes:** Grades are checked for eligibility from the previous report card by the A.D. before the start of the sport season. – • Fall Sports: June report cards of previous year
  • Winter Sports: November report cards
  • Spring Sports: March report cards When a varsity athlete falls below the standards (academic, conduct or work habits) on a trimester report card, this immediately makes the student ineligible to compete for the upcoming sports season.

**B/C Athletes:** B and C level athletes not meeting the grade in conduct or work habit expectations are placed on week to week probation and cannot practice
or participate in any team activities until the grades and/or behavior improves. Eligibility is reviewed each Monday of the following week.

**All Cheer Athletes:** As cheer is a full year sport, eligibility is determined by the previous school year. If a cheer student does not pass 2 out of 3 trimesters with a “C” average with no “F” grades, they will be immediately ineligible for the next school year. No exceptions.

Fees are not returned if a student is dropped for academic or behavioral reasons.

**27. CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)**

This program is a statewide honor society available by application to 7th and 8th Grade students maintaining high academic averages. In addition to demonstrating consistently high achievement of rigorous academic standards, students demonstrate good citizenship by fully participating and supporting social outreach and community involvement. The CJSF Moderator is Mrs. Debbie Buffum.

**28. ARCHDIOCESE OF LOS ANGELES JUNIOR HIGH ACADEMIC DECATHLON TEAM COMPETITION**

This annual competition is held in early spring and is open to schools with students in Grades 6th – 8th in the Archdiocese of Los Angeles. A team of ten students and alternates are chosen based on their ITBS scores, report cards and teacher recommendations. The members compete in the following subject areas: Religion, Mathematics, Logic, Literature, English/Spelling, Science, Social Studies, Fine Arts, Current Events, and a team Super Quiz. Coaching and preparation take place before, during and after school hours from September through the competition date (TBD). The moderator is Mrs. Debbie Buffum, supported by many teachers and parents who serve as coaches.
29. **SCHOOL ALTAR SERVERS**

Altar servers are those who assist the priests in the Liturgy of the Word and the Liturgy of the Table. A child is eligible to serve at the start of the 5th Grade. Children interested in becoming servers receive training through the parish and then may serve at the regular school Masses. Children become eligible to train towards the end of 4th Grade. Additional training is offered each year for those interested in serving at funerals and weddings. Most training takes place outside regular school hours. Please inquire at the parish office for details.

30. **STUDENT COUNCIL**

Participation in Student Council develops leadership, a sense of responsibility and good citizenship. The goals of student government are to:

- Develop the student’s understanding of the philosophy, goals and objectives of the school.
- Encourage the students to become active members of the school community by accepting the various opportunities for the personal interaction with peers, staff and parents.
- Under the direction of a moderator, Our Lady of the Assumption School Student Council organizes social and fundraising activities.
- The Student Council consists of 7th and 8th Graders elected by the student body to serve one academic school year as officers and commissioners.
- All Student Council Officers must have and maintain a “B” grade average, no grade lower than a “C” and must maintain a Satisfactory or better in Participation and Conduct.
- Student Council Commissioners and Representatives must have and maintain a “C” average with no grade lower than a “C -” and must maintain a Satisfactory or better in Participation and Conduct.
- Class Representatives are elected to serve one academic year by each class and consist of two students for 2nd - 8th Grades.
- If a student does not maintain these grades in a trimester, they will become ineligible to serve on Student Council.
- Failure to attend all Student Council meetings and functions may result in being ineligible for Student Council for the remainder of the year.

The student council moderator is Ms. Debbie Kay.
D. TUITION AND FEES

31. TUITION AND GENERAL FEES

Our Lady of the Assumption School is an educational ministry of Our Lady of the Assumption Church. We provide a Catholic education primarily for families who are members of the parish. Tuition is the principal source for funding and vital to the continuation and support of all programs and instruction. The school receives no direct funding from the parish, so our bookkeeping, maintenance, utilities and certain other day-to-day running costs are shared expenses. For those families who actively participate in and contribute weekly or monthly to the Our Lady of the Assumption Parish, we offer “supporting parishioner” tuition rates. A full explanation is available at the school office.

SUPPORTING PARISHIONERS
As an education ministry of Our Lady of Assumption community, our families are served by Our Lady of Assumption parish. All school families are expected to be contributing financially and participating regularly in community events and Mass at Our Lady of Assumption parish.

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NON-PARISHIONERS
We understand that our families live in many of the surrounding communities. However, we are a parish school sharing the parish facilities with many other parish ministries. It is expected that all OLA school families make regular Sunday contributions to support Our Lady of Assumption parish operations. Proof of contributions at another parish allows you to apply for Our Lady of Assumption parishioner rate.
Financial Obligations per child

Registration Fee
Payment of the registration fee guarantees a student’s placement for the upcoming school year. The money must be paid in full by the end of May each year in order to guarantee that a child’s name be placed on the new class lists. Registration for both new and returning families opens in February each year.

Fees are as follows:

- $250.00 “early bird” registration for returning families before **February 28**
- $300.00 for returning families who register before **March 31**
- $350.00 per child for new families and for returning families who register on or after **April 1**

The following fees are collected up to the following due dates:

- **First Communion Fee** $50.00 (where applicable) due **2/28/2019**
- **Graduation Fee (8th Grade)** $180.00 – due **5/4/2019** and *does not include the end of year day-away field trip*

Additional Financial obligations per family

- **Service Hours** 25 hours required or $500.00 buyout – due **4/30/2019** Scrip
  $300.00 in commission or buyout of $300.00 on or before **10/30/2018**

  *(A $50.00 penalty will apply if commission is not met by **05/31/2019**).*

- **Raffle Tickets** $275.00 due **03/30/2019**.
OLA school families are obliged to buy/sell $275.00 tickets (55 x $5.00 each) by **03/31/2019**. These tickets will be included in the Fiesta raffle drawing to win a car (or $10,000.00) plus the chance for other Fiesta raffle prizes. The raffle will be **drawn will take place on 05/13/2019**.

- **Returned checks**, including but not limited to those received for PFA events, field trips and sports fees, are subject to a $35.00 fee per check. More than one returned check during the school year may void all check writing privileges at Our Lady of Assumption School.
TUITION COLLECTION, PAYMENT PLANS AND AUTOMATIC DEDUCTIONS

Tuition is collected through FACTS Tuition Management Company

- All families need to sign up with FACTS Tuition Management Company either on the twelve month schedule (July - June) or the ten month schedule (July – April)
- Choose from two due dates - either 5th or 20th of each month.
- Checking or savings accounts can be used as a form of automatic payment.
- FACTS also accept Mastercard, American Express and Discover for a 2.75% convenience fee on the balance.
- Families may opt to make two payments per month though FACTS – on both 5th and 20th. The twelve month schedule will, therefore, be twenty four payments, the ten month schedule would be twenty payments. A fee of $45.00 will be paid to set up this service.
- Existing families - If there are no changes in your existing account, you will be automatically enrolled and will be notified by FACTS when your payment will start.
- New families are to turn in the FACTS application form, together with a voided check, to the school office immediately in order to start processing of your account indicating on the form the due date preferred. For joint accounts, please make sure that the responsible party and the person signing at the bottom is the same.
- For credit card payments, please call Mrs. Diego (ext. 207) at the school office to obtain the school account number for FACTS to credit your payments.

If debit payments to FACTS do not clear on the due date, the account holder is charged $30.00 for each missed payment. FACTS will reattempt to collect on the money owed three more times on each following 5th and 20th of the month. Each time a $30.00 fee is debited from their checking account and reminder notices are mailed out. **If payments do not clear after being presented twice the accountholders child(ren) may not attend school until payments are made or arrangements have been made with the principal to clear the debt.**

- If an account is due on the 5th of the month and does not clear, it is represented on the 20th (now incurring the $60 charge). If it does not clear by the 27th of the month the child(ren) cannot attend from 28th of the month.
- If an account is due on the 20th of the month and does not clear, it is represented on the 5th of the next month (now incurring the $60 charge).
If it does not clear by the 12th of the month the child(ren) cannot attend from 13th of the month.

If a student is withdrawn during the school year, tuition must be paid for the whole year, as the school budget is based on the expectation of the student being present, covering the cost of all materials, teacher and staff salaries, facilities expenses, etc. In exceptional circumstances, the Principal, in consultation with the Pastor, may allow the tuition to be calculated to reflect the full amount for each month that the child was present, based on ten equal monthly payments. In this circumstance, parents must submit a letter explaining the circumstances and any supporting documentation.

Outstanding balances on any financial obligations at June 30 each year preclude enrollment for the following school year. Children’s names are excluded from new class lists. Any registration monies previously paid must be applied to the balance. Once the debt is cleared, parents may register for the next year and the $300 registration fee will apply. Only the names of those registered may be placed on the new class lists.

Financial Assistance

Any family in need of tuition assistance must complete an application and submit supporting documentation. OLA uses the Archdiocese of Los Angeles Catholic Education Foundation applications to make the determination of need. These forms are available in January each year for the following school year. For more information please check their website www.cefdn.org. The parish finance council sub-committee reviews and determines the in-house financial awards.

32. TUITION ASSISTANCE

Any family that anticipates serious difficulty making tuition payments on time should contact the Principal immediately. Families must complete a written application form available in the school office on which they must indicate the amount of assistance they feel they need and a brief explanation of the circumstances. The application deadline is March 31 each year. Supporting documentation such as W2s and tax returns, along with mortgage, credit and loan information must also be provided to support the application for assistance.
All applications for assistance are referred in confidence to the school financial assistance committee, a subcommittee of the Our Lady of the Assumption Parish Finance Council. The subcommittee meets to review all the applications for the following school year. The Principal, in consultation with this subcommittee, makes the final determination as to the amount of assistance that can be offered.

Our Lady of the Assumption School families are also eligible to apply for assistance through the Catholic Education Foundation of the Archdiocese of Los Angeles. Application forms are available online at www.cefdn.org and in the school office from mid-January through the end of March each year. Applications for 8th Graders who plan to attend Catholic High Schools in 9th Grade are available in October – November of their 8th Grade year.

33. PARENT SERVICE AND FUNDRAISING REQUIREMENTS

To supplement and further support the school program, all families are required to participate in the following:

1. **Parent-Faculty Association (PFA).** All current parents, faculty and staff are automatically members of the PFA. This organization runs a variety of events and activities, both “fun-raisers” and “fundraisers” throughout the year. Monies raised in the past have supported the Computer and Technology programs, facilities upgrades, such as playground equipment, and the PE and After-School Sports programs.

2. **SCRIP.** This program allows parents to purchase gift certificates for a wide variety of local stores, gas stations, restaurants, movies, bookstores, etc. This is a dollar-for-dollar arrangement. Our Lady of Assumption reaps the benefit by getting a percentage reduction from the vendor on the cost of the certificates – the “commission” or “amount earned”. Each family is required to generate $300.00 in commission. Alternatively, families may “Buy Out” the $300.00 by 10/30/2018. If commission is not met by 5/31/19 or bought out by 10/30/18, a $50 penalty will apply.

3. **Service Hours.** This program is in place to invite parents to give their time to be directly involved and provide support and encouragement for the children to learn and the teachers to teach. Parents are encouraged to contact
teachers to join in classroom activities such as field trip and to contact PFA committees to assist with all the events and activities. Alternatively, parents may contact teachers and PFA to “earn” their hours by direct donations of goods for their child’s classroom and/or the wider school community. Donations are only accepted or given service hour credit if arranged with prior approval of teachers or PFA committee chairs. Parents are responsible for reporting to teachers and PFA committee chairs to have their hours counted and authorized each time they help with an event. Teachers and committee chairs are responsible for keeping accurate logs of helpers and their hours. This count is due at the school office on or before April 30th. PFA events are advertised at Orientation. Flyers and information on opportunities for service in our community are posted on the school website. These hours or equivalent donations are to be completed by April 30th each year. Service Hours must be recorded by parents using Gradelink.

4. Raffle Tickets. Each family is required to purchase or sell $275.00 in raffle tickets each year. The money is due at the school office by 3/31/19. The prizes will be drawn at Fiesta on 05/13/19. This money is budgeted to support student activities, specifically books and classroom equipment.

34. COSTS/FEES

Costs and fees for field trips, labs, sports etc. are collected periodically to maintain the programs, events and activities of Our Lady of the Assumption School. While we are conscious of keeping these incidental costs and fees to a minimal during the year, parents should be aware of the possibility of the following expenses, including but not limited to:

- Student supplies: Parents are responsible for ensuring their children have the correct everyday supplies and equipment, including, but not limited to, pens, pencils, crayons, markers, paper, binders and folders etc.
- Classroom equipment such as board markers, paper, staplers, sharpeners, Clorox and/or wet wipes, boxes and other organizational items
- Sports fees for after-school events and activities including coach and referee fees, CYO registration each season, equipment, tournament entry fees, awards, and/or hiring venues
- Cheerleading uniforms are custom fit and, therefore, are purchased by the parents for an individual child. The school does not pay for cheerleaders’ uniforms.
• Equipment for Science labs
• After-school programs such as Art classes or Mad Science
• Charitable support
• Field Trips

E. DISCIPLINE and BEHAVIOR

The students’ interest in receiving a quality, morally based education can be best served if students, parents and school officials work together. Normally differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It is an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to the policies or procedures set forth in this handbook.

35. RULES AND REGULATIONS

Rules are made to promote the exercise of self-control and to show respect for people and property. It is required that:

**Children** know and follow all school and classroom rules. They are to display age-appropriate acceptable moral behavior at all times. No unnecessary public displays of affection are allowed, such as kissing, holding hands, or inappropriate hugging.

**Parents** obey and enforce all school and classroom rules, thus modeling respect for authority and teaching responsibility for one’s own actions and concern for other’s rights.

**Teachers** reinforce positive behavior with rewards and incentives. They handle infractions as they arise. Penalties may be assigned to teach the children that every choice has a consequence.

**Principal** will handle serious infractions and more severe penalties such as probation, suspension, and expulsion in accordance with Archdiocesan regulations.
There are general rules that will be developed within each individual classroom. Following of these rules will result in a positive and healthy academic experience.

36. **CONSEQUENCES**

Teachers operate a variety of rewards programs in their classrooms, recognizing that in the course of the usual activities and events that positive reinforcement and motivation are keys to success. However, on occasion, it is necessary to enforce consequences for repeated and continual infractions of school and class rules. The following consequences are not listed in any order and may be combined at the Principal's or teacher's discretion, depending on the individual and the incident. They include but are not limited to:

- Talking to the individual student(s)
- Calling or writing a note to the parents
- Requiring parents to conference as soon as possible
- Removing the individual from the classroom or the incident for a short time (up to ten minutes) to another class or place under supervision
- “Benching” an individual for a short time (up to five minutes) at recess, where the individual is required to remain seated at a place specified during playtime
- Sending the individual student(s) to the team leaders, Vice Principal and/or Principal
- Sending a “Student Referral Notice” to parents
- Sending a “Detention Notice” to parents
- Creating a daily or weekly behavior chart
- Create a “contract” agreement indicating the unacceptable behavior and a promise to desist and improve behavior
- Create a probation contract indicating unacceptable behavior and providing a time limit for improvement after which suspension and/or expulsion may be warranted
ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION

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

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools are different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

   • Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school’s academic, moral and behavioral expectations.

   • Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

   • Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

   • Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).
The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

1.2 Zero Tolerance Policy

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

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

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

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

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

1.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).

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

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

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

### 1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

*Revised August 20, 2007*

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties.
• Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful

• Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only

• Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors

• Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities

• When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them

• When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows

• Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others

• Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian

• Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors

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

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

Revised August 20, 2007

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

1.6 Parent/Student Complaint Review Process

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

1.6.a School Level

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

1.6.b Department of Catholic Schools Level

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

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

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

1.7.a Parent or Parent-Teacher Organizations

The main functions of a parent or parent-teacher teacher organization are to raise funds for the school’s current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the Parent-Teacher Organization shall include the Pastor, the Principal, the
parents or legal guardians, and the faculty of the school, where applicable.
Financial operation of a parent or parent-teacher organization shall be
governed by the regulations for financial operations as found in the
parent or parent-teacher organization bylaws.

1.7.b Consultative School Council

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

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

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

2. ADMISSION AND ATTENDANCE

2.1 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.

2.2 Inclusion Procedures

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

The STEP coordinator for OLA is Ms. Bernadette Boyle
(909) 626 7135; ms.boyle@ola-ca.org

2.3 Guidelines for Admission to Elementary Schools

• Preferences shall be given to active members of the parish
• Under archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35
• The recommended age for kindergarten students is five years of age on or before September 1
• The recommended age for first grade students is six years of age on or before September 1
• All students must comply with current California immunization and health requirements prior to enrollment
• The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
The pastor and principal will review students’ continued eligibility for enrollment in the parish school.

2.4 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.

2.4.a 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.

2.4.b Directory Information

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

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

2.4.c Parent Authorization to Use Child’s Personal Information

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

See Appendix B, Parent’s Authorization to Use Child’s Image, Name, Voice and/or Work for Non-Commercial Purposes.

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

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

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

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

2.5.b Withholding of Records

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

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

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

2.6. Absence

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

2.6.a Absences with Acceptable Excuse

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

When, for family reasons, parents wish to take their children out of school temporarily, the Principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the Appendix.

2.6.d  Leaving School Early

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

2.6.e  Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Note: The times fixed by the school are provided to parents and students in the Parent-Student Handbook.

2.6.f  Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

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

A student who has been reported once as a truant and who is absent
again from school one or more days, or is tardy on one or more days,
without an acceptable excuse, will be reported again as a truant to
the attendance office of the local public school district. A student who
has been reported as truant three or more times is considered a
habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to
contact the parent or guardian within 24 hours after repeated
attempts, the attendance office of the local public school district, the
local police department, Child Protective Services or all of those
agencies will be notified.

2.7 Work Permits

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

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

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

For additional information and forms see
2.8 Student Accident Insurance

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

3. ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 Tutoring

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

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

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

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

3.2 Counseling Policy

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

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

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

4. DISCIPLINE

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

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

Effective discipline is maintained when there is:

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

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

4.3 Detention

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

4.4 Suspension

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

4.5 Expulsion

4.5.a Reasons for Expulsion

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

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

4.5.b Procedure for Expulsion

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

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

4.5.c Written Record

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

4.5.d Cases Involving Grave Offenses

• In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the
conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-Principal conference

- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

4.5.e Time of Expulsion

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

4.5.f Reporting of Expulsions

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

4.5.g Right to Make Exceptions

The Principal, in consultation with the Pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.
4.5.h Home Study

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

4.6 Harassment, Bullying And Hazing Policy

The school is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

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

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

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

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

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

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

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the Principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.
4.7 Student Threats

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

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

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

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

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

4.8 School Searches

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

School officials do not need a warrant or a parent’s permission to conduct a search of the student and/or the school’s or a student’s personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a
A student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

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

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

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student’s parents and/or the police may be called for assistance or referral.
5. ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS ["ARCHDIOCESAN AUP"]

Acceptable Use and Responsibility Policy for Electronic Devices ("Archdiocesan AUP") - Definitions and Coverage

The Acceptable Use and Responsibility Policy for Electronic Devices ("Archdiocesan AUP") applies to all archdiocesan users of technology, whether adults, children, or youth, and whether they are students, parents, paid staff or volunteers, clergy, or members of religious orders in the Archdiocese or at any Location. All users are expected to adhere to the morals and values of the Catholic Church, to respect others, to consider the potential audience and their expectations, and to follow the Archdiocesan AUP and the other policies, standards and procedures of the Archdiocese. Electronic information and communications require particular safeguards and impose unique responsibilities on all users.

The Archdiocesan AUP covers:

- using devices appropriately from a social and moral perspective
- maintaining data confidentiality
- protecting proprietary, confidential, and privileged data, and personally identifiable information
- maintaining the integrity of security controls and passwords
- immediately reporting any suspicious conduct or actual violations, and
- other activities implicated in the use of electronic devices.

The Archdiocese prohibits the improper use or alteration of data and/or information technology. Systems of information security are required to protect proprietary data. All users must adhere to the Archdiocesan AUP.

All materials and information created and used, in any medium, in the course of activities for or on behalf of the Archdiocese or an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit ("Location") are assets of the Archdiocese and/or the Location, as appropriate.

The complete Archdiocesan AUP text is comprised of this section page and all topic pages under this section.
5.1 Definitions

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 storage or transmission systems (including "the cloud" or cloud-based services) that may be created in the future.

Electronic communication devices include but are not limited to wired and wireless telephones, smartphones, computers, laptops, tablets, photographic, audio and video equipment, flash drives, memory sticks, media players, facsimile machines, scanners, copiers, printers, two-way radios, and other communications equipment that may be created in the future.

Electronic communication materials include but are not limited to emails, text messages, instant messages, postings on social media, audio and visual recordings, photographs, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer and web applications, and all other electronic content that is created, downloaded, uploaded, retrieved, opened, shared, saved, forwarded, printed or otherwise accessed or stored.

Person in charge refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor/parish administrator, parish life director, pastoral associate, or business manager at a parish; the principal or president of a school.

Location refers to an archdiocesan school, a parish, the seminary, a cemetery or mortuary, the Archdiocesan Catholic Center, or another archdiocesan department or operating unit.

5.2 Electronic Communication Systems, Devices, and Materials and the Users Covered

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

- All electronic communication systems, devices, and materials used at any Location
• All electronic communication devices and materials taken from a Location for use away from the Location
• All personal devices and materials brought from home and used at a Location
• All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or a 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, parents, employees, staff, or contractors in connection with any activity of the Archdiocese and/or the Location

5.3 Ownership and Control

All electronic communication systems, devices, and materials, provided to users by the Archdiocese or the Location, are to be used primarily to conduct official Location and/or Archdiocese business, not personal business, whether during or outside regular business hours.

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. The Archdiocesan AUP applies to all uses.

The Archdiocese and Locations, as applicable, reserve the right to monitor, access, retrieve, read, edit, redact, remove and/or disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices, and materials (including connections made and sites visited). The Archdiocese also cooperates with law enforcement officials or others, without prior notice. Users can have no reasonable expectation of privacy in use of archdiocesan systems, devices or materials. The Archdiocese reserves these rights with respect to systems, devices and materials not owned by the Archdiocese when they are used under circumstances that implicate the Archdiocese.

Revised 10-10-2017 and 3-2-2018 and 3-15-2018

5.4 General Security and Use Policies for 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.

- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable. See Document Retention.
- Postings to groups such as "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.
- 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.
- Do not disclose User IDs and passwords to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.
- Change Passwords to user accounts regularly. Avoid using the same password for user accounts with different providers.
- All information systems that create, store, transmit, or otherwise publish data or information (e.g., a website) must have authentication (ability to verify the identity of the user) and authorization systems (e.g., individualized user accounts) to prevent unauthorized use, access, and modification of data and applications.
- Any electronic medium that is intended for use by the general public may allow access as long as the medium does not allow unauthorized posting and modification of the official 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, malware, tampering, or other system breaches to the person in charge of the Location.
- Back up critical information periodically onto backup storage. Store backed up information in a safe place that is 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.
• Protect computer networks and physical hardware from unauthorized use. Both local physical access and remote access must be controlled.
• Complete archdiocesan information is accessible exclusively through ACES and all employees, clergy and similar users are encouraged to obtain and use an ACES account as their preferred business account.

5.5 Internet Safety Policy (Compliant with the Children’s Internet Protection Act)

The Children's Internet Protection Act applies to the use of any device accessed or used by minors at a school or library. All schools and libraries must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the person in charge at the school or library.

No unauthorized personal identifying information regarding minors may be disclosed, used, or disseminated without proper authorization by the person in charge at the school or library.

Minors’ use of email, chat rooms, social networks, applications, and other forms of direct electronic communication on electronic devices at the school or library must be monitored.

No person may engage in unlawful activities online, including hacking any system while using Archdiocese or Location devices or while at any school or library.

Revised 9-14-2017 and 10-10-2017

5.6 Prohibited Practices for All Users

Users of all electronic communication systems, devices, or materials covered by the Archdiocesan AUP shall NOT:
• Access or manipulate devices, services, or networks without permission or express authority
• Create any internet presence (e.g. website, social media page -- Twitter, Snapchat, Instagram, Facebook) that uses the name of the Location or the Archdiocese unless the presence is owned or controlled by the Location or 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 media in such a manner that readers/viewers are lead to believe that the website or social media are official sites or media controlled by the Location itself
• Post or cause public distribution of any personally identifying information without authority, permission of or review by a responsible adult person (in the case of information about a minor), or without permission or review of a person in charge. Personally 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, harassing, disruptive, derogatory, or bullying
• Knowingly access, view, post or distribute pornographic, indecent or brutally violent materials
• Post or distribute sexual comments or images, racial or ethnic slurs, or other comments or images that would offend a reasonable person 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, sexting, shaming, or other abusive online behavior
• 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
• Engage in "pirating" or unauthorized use, copying, acquisition, or distribution of copyrighted materials, music, videos, film or software (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy)
• Upload, download, view, or otherwise receive or transmit trademarked, patented, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights
• 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
• Damage, alter, disrupt, or gain unauthorized access to devices or 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)

- When conducting business for a Location or the Archdiocese, use any email service, file storage/file-sharing services, or other communications and collaboration services that has not been explicitly approved and contracted by the Archdiocese or Location (e.g. do not use personal Yahoo, Gmail, Hotmail accounts for official Location or Archdiocesan business)

- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system

- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters

- Allow any minor to access the Internet on Archdiocese or Location communication devices that do not have active, monitored filtering of prohibited materials (See Internet Safety Policy)

- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring (See Internet Safety Policy)

- 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

- Violate any other applicable federal, state, or local laws or regulations

### 5.7 Consequences for Violating the Electronic Communications Policy

Violations of this policy 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 action.

### 6. HEALTH AND SAFETY

#### 6.1 Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student’s parent or guardian is required to
inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form.*

### 6.2 Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the Principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

### 6.3 Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in
California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

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

6.4 Health Records

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

6.5 Medical Appointments

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

6.6 Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

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

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

6.7 Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

6.8 Allergies

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

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

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

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

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

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

6.11 Research Projects and Rights of Parents

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

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

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

6.12 Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

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

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

6.13 Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with “proper standard of care” which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

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

• By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
• By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
• By properly identified representatives of a Child Protective Agency when taking a child into custody
Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

6.13.a Interview of a Student During School Hours by a Police Officer

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

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

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

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

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

6.13.b Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer
While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school Principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

6.14 Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

6.14.a Procedures in the Case of Suspected Possession or Use

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

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

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

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

Print Name of Youth: ____________________________________________________

Work or Volunteer Position: _______________________________________________

School or Parish: ________________________________________________________

Signature of Youth Volunteer: _____________________________________________

Date: ______________________
Name and Signature of Parent or guardian:
____________________________________________

Date: ____________________

Name and Signature and Title of Witness:
____________________________________________

Date: ________________
APPENDIX B

APPENDIX C

Fillable .pdf available at http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808
APPENDIX D

Archdiocese of Los Angeles
Medication Authorization and Permission Form

Location:
Part A to be completed by a licensed physician unless copy of prescription and original prescription bottle is provided containing the information requested in Part A.

I hereby request that my son/daughter be allowed to take the following medication(s) at the Location identified above and/or at a Location sponsored field trip, event or activity.

Last Name of Minor First Name Sex Birth Date

Name of Medication:

A. Physician’s Instructions (Complete where applicable)

Purpose of Medication or Diagnosis

Dosage Rx

Date/Time Schedule Dose Form (tablet/liquid)

Please notify this office if patient misses medication Yes No

Medication may have adverse effects (explain)

Special instructions and/or comments:

Print Name of Licensed Physician Signature of Licensed Physician Date

Physician Address and Phone Number

B. Permission for Administration of Medication and or Testing at Location and or at Location sponsored Field Trip/Event/Activity: I request that my son/daughter identified above, be permitted to carry and use emergency medication (insulin, epi-pen, insulin, etc.) and test for levels of blood sugar at the Location identified above and/or at a Location sponsored field trip/event/activity as prescribed by the physician above. I acknowledge and understand that no health care professional or other trained adult may be available at the Location or at the field trip/event/activity to assist, monitor or supervise my son/daughter’s self-administration of medication or testing unless arrangements have been made in advance. In the event that my son/daughter is unable to self-administer or self-test, I agree that Location staff/chaperones may assist my son/daughter to the extent possible under the circumstances, but neither they nor the Location shall be liable for any adverse consequences or injury. I hereby give the Location staff/chaperones permission to call paramedics to render treatment to my son/daughter should that be necessary and to release medical information to first responders for that purpose. For all other medications, my son/daughter and I will comply with the Location’s policies and procedures and will provide the Location with any medication my son/daughter requires in its original prescription bottle.

Our Lady of the Assumption School    Parent/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

The Our Lady of the Assumption School Parent/Student Handbook is available online on the school website at www.ola-ca.org under the ‘program’ dropdown menu. Our family has read the Our Lady of the Assumption School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

Father’s or Guardian’s Signature ____________________________ Date: ________
Mother’s or Guardian’s Signature ____________________________ Date: ________

Print student names and grades:

Student’s First Name _______________   Student’s First Name _______________
Grade _____                      Grade _____

Student’s First Name _______________   Student’s First Name _______________
Grade _____                      Grade _____

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

http://www.ola-ca.org/Content/ParentStudentHandbook.htm