St. Jude the Apostle School

School Handbook

St. Jude the Apostle School Staff
2026 - 2027

Administration

Pastor: Fr. Jude Umeobi
Principal: Mr. Martin Freel
Assistant Principal: Ms. Jilian Vitelli

Elementary Grades

Teachers		Teachers Aide	
Kindergarten:	Mrs. Angelica Arisohn	Kindergarten:	Mrs. MaryAnn Irvine
Grade 1:	Mrs. Cheryl Bartell	Grade 1:	Mrs. Laura Lauer
Grade 2:	Mrs. Kaitlyn Theodoulou	Grade 2:	Mrs. Jill Marshall
Grade 3:	Mrs. Emily Beutner	Grade 3:	Mrs. Kim Cummings
Grade 3:	Mrs. Priscilla Traylor	Grade 4&5:	Ms. Kim Chiappetta
Grade 4:	Miss Grace Teague		
Grade 5:	Mrs. Carey Novak		
STEP Coordinator:	Mrs. Sarah Andrea		
K-8 Music:	Mrs. Marilyn Enos		
K-8 PE:	Mr. William Wyatt		
K-5th Spanish:	Mrs. Carmen Weigl		
Band Teacher:	Mr. Taylor Murphy		

Middle School

Grade 6 Homeroom, 6-7 ELA, 4&6 Religion	Mr. Bo Caviezel
Grade 7 Homeroom, 6-8 Soc. Studies & Spanish	Mr. Jared Lopez
Grade. 8 Homeroom, 6-8 Math, 8 ELA	Miss Jilian Vitelli
Grade 4-8 Advanced Math	Mr. Jay Fremed
Grade 4- 8 Science, K-3 Science Enrichment	Mrs. Sandra Williamson

Support Staff

Office Manager	Mrs. Jennifer Clothier
Guidance Counselor	Mrs. Suzie Schultze
After School Care Director	Ms. JoAnn King
Librarian	Ms. Joan Doyle
Plant Manager	Mr. Carlos Hernandez

St. Jude School Mission Statement

St. Jude the Apostle School embraces a Catholic vision of education rooted in the teachings of Jesus Christ and inspired by the faithful example of St. Jude the Apostle. In partnership with parents, the primary educators of their children, we provide an environment that is guided by our faith in every action we take. Rooted in the belief that every student can be successful and grow in their knowledge every day. With a commitment to our students' faith and growth, each child will know that they are loved by Christ and their community. Guided by the Gospel and Christ's invitation to "Love one another" (John 13:34), we strive to reflect His loving presence in every classroom, relationship, and learning experience. Our mission is to form joyful disciples, lifelong learners, and servant leaders who embody the Ignatian virtues of leadership: joyfulness, adaptability, attentiveness, hope, and humility.

We are dedicated to forming young people in the image of Christ. The formation of young disciples to have a collective core belief that ***God is in all things*** is our primary objective. With this belief as our guiding virtue, we strive for excellence in virtuous development of young people through faith, knowledge, and love.

To achieve virtue in life, we must be...

Guided by Faith, Growing in Knowledge, Grounded in Love

Accreditation

St. Jude the Apostle School is accredited by WCEA (Western Catholic Education Association) in conjunction with WASC (Western Association of Schools and Colleges). Re-accreditation occurs on a six-year cycle. We are currently in the final year of our current accreditation term and will undergo a full re-accreditation visit during the next school year.

Since our last full accreditation, when St. Jude was granted a full six-year term—the highest granted—we have addressed major goals from that review, including transitioning to the Common Core Standards for ELA (English Language Arts) and Mathematics, and focusing on students who achieve in the top 25% on standardized tests to ensure they reach their full individual growth potential each year. Integration of technology into the curriculum has also been an essential part of this plan, allowing for greater individualization of skills.

As part of the ongoing accreditation process, the school submits an Annual Report of Progress each June to the Department of Catholic Schools (DCS) of the Archdiocese of Los Angeles. This report is an opportunity for the school to self-reflect on its progress toward stated goals, while the DCS provides ongoing professional development and support to strengthen this work.

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide information about St. Jude the Apostle School and to delineate procedures and policies. The handbook was prepared in order that parents and staff can work together in the best interest of students. **Please keep this handbook available for reference throughout the school year**. At times, additions to these guidelines will be necessary. Further interpretation and regulations can and will be communicated by the administration (v*ia the weekly newsletter and school website)*. Hard copies of the handbook are available by request in the school office.

ADMISSION POLICIES

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

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs,

although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

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

- Preferences shall be given to active members of either St. Jude the Apostle parish and have current siblings attending St. Jude the Apostle.
- The required age for kindergarten students is five (5) years of age on or before September 1st.
- The required age for first grade students is six (6) years of age on or before September 1st.
- All students must comply with current California immunization and health requirements prior to enrollment. *Please note that personal or religious belief exemptions are no longer allowed in California.*
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school

APPOINTMENTS & OFFICE BUSINESS

Office Hours are 7:30 a.m. until 3:30 p.m. Appointments can be made with school staff through email or by contacting the school office. Except in an emergency, sufficient notice should be given when an appointment needs to be made or canceled. So that teaching staff can be fully present and prepared for a parent meeting, please schedule a time to talk to your child's teacher rather than "dropping in." Staff members should not be called at home unless a staff member has given consent

ATTENDANCE

School begins with the 8:00 a.m. bell. Ensuring that your child attends school daily and arrives on time is a serious parental responsibility. Supervision in the school begins at 7:30am. Students may arrive at 7:30am., but not earlier, and must stand outside their classroom door. Under no circumstances may students leave the school grounds without

being checked out from the school office by parent, guardian, or other adult authorized in writing on the emergency card.

Tardiness: Students are expected to arrive at school on time and ready to learn every day. The 7:55 a.m. bell signals time to line up. A student is tardy if he/she is not with his/her class at the 8:00 a.m. bell. When a student is late, he/she goes directly to the school office accompanied by a parent and receives a late slip. A half-day absence will be recorded when a student arrives to school after morning recess. A written medical note from the physician's office justifies a tardy as a medical absence. If a student is tardy 5 times in one trimester, a warning notice will be sent out to the family. *Please see the discipline section for tardies for students in grades 5-8th below.* If a student is tardy 10 times, the parents must have a conference with the principal, and the student is placed on probation. If a student is tardy in excess of thirty (30) minutes on each of four (4) days or more in one (1) school year, without a medical excuse, the student is considered to be truant per state law.

Absence: The State of California requires written documentation that includes the dates of the absences signed by the parent or legal guardian when a student has been absent from school**.** In cases of communicable diseases or to secure an excused medical absence, a note from the treating physician is required. Please report a student absent by calling the school office (818-889-9483) between 7:30 a.m. and 8:30 a.m. <u>each day</u> of the absence. If a student is absent more than 3 days in a row due to illness, a doctor's note may be required to return to school and a conference with the teacher is also required. If a student is absent for six (6) or more days during a trimester, a conference will be scheduled by the teacher(s) to plan for lost student learning and work completion. Excessive absence or tardiness jeopardizes re-registration for the coming school year.

Long-Term Absences: Extended vacations compromise student learning and achievement and should be avoided. It is impossible for a student to make up the instruction that is missed. Assignments, projects and exams will not be given in advance except in extreme circumstances. For these situations, parents must request an appointment and meet with teachers at least two weeks in advance of the extended absence. Students will receive all classroom assignments and homework upon their return to campus and will be responsible for completing this work within one week of their return. Additionally, students may be required to attend tutoring with teachers to make up missed instructional time. Excessive absences due to vacations as determined by the school administration may jeopardize a student's continued enrollment at St. Jude the Apostle School.

Independent Study: Under the approval from the school principal, a student may be eligible for Independent Study through St. Jude the Apostle School staff and curriculum. This option is only eligible for students who have needs that require them to be away from school for an extended period of time and cannot be at school for more than a week. This option does include a tuition fee raise and will need prior approval from the school principal before being an option for any student.

Completing work when absent: Student work will be collected during the course of the school day. Parents who notify the school office by 11:00am, may pick up their child's

classwork at or after 3:15pm in the school office. Students will have the number of days absent plus one day to make up any homework or assignments that were missed during the course of an absence.

Student Appointments: Doctor and dental appointments need to be made outside of school hours. When this does not occur, please send a note to inform the teacher. Without exception, only persons on the student's emergency card list may sign out the student from school in the office. Adults may NOT go to the classroom nor will students be permitted to meet parents at the car. Upon return from the student's medical appointment, the parent or designated adult must sign the student back into school in the office. Medical appointments with a written note from the treating physician will be recorded as a medical absence.

CARE OF BOOKS AND SCHOOL PROPERTY

Students are responsible for the proper care of desks, textbooks and all other books loaned to them during the school year. Textbooks must be covered and kept free of all writing and drawing. Lost or damaged textbooks will be paid for by the family at current prices.

CHILD PROTECTION POLICES

In accord with Archdiocesan policy and California state law, school staff members are obligated under penalty of fine and imprisonment to report the reasonable suspicion of physical and/or emotional abuse, emotional deprivation, physical neglect, physical endangerment, inadequate supervision, or sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities (contrary to the procedure followed in most other matters). The clear intent of the law, based on the seriousness of the items listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Custody Issues: Parents who are divorced or never married must file court papers with the office or there is an assumption of shared custody. The school will NOT be held responsible for failing to honor agreements that have not been made known in writing. Parents or legal guardians must furnish the school with copies of court documents that verify the legal custody directives. These documents are confidential. Without such documentation, the school is unable to honor alternative requests made by parents or legal guardians and will honor the rights of both parents in an equitable manner. The school cannot and will not be placed in the middle of custody cases or issues.

Parent/Guardian Right of Visitation at School

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, unless the school has received a legal order prohibiting such visit. Prior to taking any action, the principal must:

a) Identify the parent, and

b) Determine whether or not he/she has visitation rights.

The parent/guardian who has custody should be given the opportunity to present legal evidence regarding the extent of the other parent's visitation rights.

Visitation rights are usually limited to specified days of the week and to specified hours. The principal must be aware of these restrictions. If a parent without visitation rights attempts to visit a student at school, the principal shall inform the custodial parent/guardian.

Child in Foster Care

When a parent whose child is in a foster home makes a request to visit with the child at school, the school shall inform the agency which was responsible for placing the child in the foster home.

In all of the above cases, it is preferable that the principal and the parent(s) work out a mutually agreeable alternative to interrupting the student's schedule at school.

COMMUNICATION

Parent Square
Student work packets
Anchor Splash
Progress Reports, Report Cards
Standardized Test Results
Awards and Recognition

Open House, Academic Fairs and Programs
Parent-Teacher Conferences or Appointments
School Calendar, Flyers, Letters
School Web Site: www.stjudeschool.org
Phone: Office, 818-889-9483
Email (response within 48 business hours)

COUNSELING POLICY

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

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

- Provide advice regarding academic subjects and student progress in school;

- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Assist parents in the retention, where necessary, of appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.
- Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high schools, college and university catalogs and information sessions.

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

DAILY SCHEDULE

Mon-Fri (Except Wednesday's)		**Enrichment Wednesday's**	
7:30 – 7:55 a.m.	School Drop-Off	7:30 – 7:55 a.m.	School Drop-Off
7:55 a.m.	First Bell	7:55 a.m.	First Bell
8:00 a.m.	School Begins	8:00 a.m.	School Begins
9:40 – 10:00 a.m.	3-5th Morning Recess	9:40 – 10:00 a.m.	3-5th Morning Recess
10:00 – 10:20 a.m.	K-2nd Morning Recess	10:00 – 10:20 a.m.	K-2nd Morning Recess
10:25-10:40 a.m.	JAG Period	10:55 – 11:25 a.m.	5th - 8th Lunch
11:45 – 12:25 p.m.	K – 4th Lunch	11:45 – 12:25 p.m.	K – 4th Lunch
12:20 – 1:00 p.m.	5th – 8th Lunch	1:00 p.m.	Dismissal (Classroom Pickup)
2:45 p.m.	Dismissal	1:30 p.m. -2:30 p.m.	Enrichment classes (Optional)
(Early Dismissal is at 12pm.)			

EXTENDED DAY PROGRAM

Students of parents/guardians who cannot make arrangements to have them picked up by 3:00 **must be checked in to the After School Care Program (ASC).** Our program is designed for students in grades K through eighth grade. ASC hours are from dismissal until 5:30 p.m. on days when school is in session and includes homework time, a snack, and free play. Fees are accrued on a daily basis at $8.00 per hour for one student.

You do not need to sign your child up for this service. Any student that is present after 3:00p.m. (12:15p.m. on half days) are automatically enrolled into ASC.

DISCIPLINE/BEHAVIOR

Our goal at St. Jude the Apostle is for our students to become self-disciplined in all aspects of their lives. To meet this goal, classroom teachers establish a structured learning environment within which their students can learn and work effectively. Through direct teaching, modeling, reinforcing and/or redirecting behavior, our teachers consistently and continuously teach the necessary skills. The model for a disciplined life is Jesus Christ, and we integrate his actions and teachings into the context of the learning day.

We must safeguard the rights of every member of our community – students, teachers and parents alike:

- The right to learn in a safe positive environment;
- The right to teach and be supported;
- The right to be respected;
- The right to expect responsibility and accountability from all.

Discipline in a Catholic school provides the structure within which a moral compass develops. Teaching moral responsibility rests first with the parents and is supported and extended by the school. St. Jude the Apostle provides a school environment that is conducive to learning, that promotes character development, and that practices Gospel values.

Application of the Behavior/Discipline Plan: The primary focus in our policy toward discipline is to provide opportunities for the student to reflect and analyze their behavior. Teachers will provide opportunity for reflection, understanding, and goal setting for future choices. Through this teaching process students are empowered and are accountable to make responsible behavior choices.

BEHAVIOR MODIFICATION PLAN

St. Jude the Apostle School believes in the principle of living lives that are witness to our shared faith and values. Empowering students to make positive choices throughout the day is a process that requires collaboration among the student, the school, and the home. In an effort to help each student reach their full potential and be the best possible member of our school community, the following procedures are in place for behavior expectations.

K – 2nd grades

- The students will use a clip chart to give in the moment feedback about choices they make, both positive and negative
- Following five separate incidents, a parent – teacher conference will be held to discuss behavior and identify target goals for improvement.
- This conference may result in a behavior improvement plan based on the student's unique needs and behaviors.
- If behavior is not improved following the parent – teacher conference, a second conference will be scheduled which includes the school principal.
- This conference may result in a behavior contract based on the recommendations of the teacher and principal.

3rd – 4th grades

- Stop and think forms will be used to document the behaviors that demonstrate poor choices.
- Following three separate incidents, a parent – teacher conference will be held to discuss behavior and identify target goals for improvement.
- Following five separate incidents, a parent – teacher conference will be scheduled which will include the school principal.
- This conference may result in a behavior improvement plan based on the student's unique needs and behaviors.
- Upon the following incident, a follow up conference will be schedule with the parent, teacher, and principal.
- This conference may result in a behavior contract based on the recommendations of the teacher and principal.

5th – 8th grades

- Gold Slips are given to students for minor behavior infractions.
- All students who receive a Gold Slip will conference with the assistant principal to discuss behaviors and to determine a plan for improved behavior.
- A first Gold Slip serves as a warning to change his/her behavior.
- If a student receives two Gold Slips in a two week period, they automatically receive a detention after school. A school detention is 45 minutes.
- Students receiving three Gold Slips in a two week period will serve an in-school suspension.
- Following two detentions in a trimester, a parent-teacher conference will be scheduled which will include the school principal.
- This conference may result in a behavior contract for the remainder of the school year

Student behavior tracking resets with the beginning of each year; however, a behavior contract will carry from one trimester to the next until the end of the school year. The process may be modified at the discretion of the principal.

Classroom Behavior/Discipline Plans: Every classroom teacher establishes a behavior and discipline plan consistent with the school expectations. Parents and teachers are partners in children's development of self-discipline.

Truancy & Tardies: St. Jude School wants to actively promote a healthy educational experience for children, and a large impact on this goal is a child's attendance at school. Any student with 18 or more absences in the school year is considered by the State of California to be *Habitually Truant* and can have severe consequences for a student's admission status for the following school year. If a student has 18 or more tardies in the school year, it will be mandatory for the parents, school principal, school guidance counselor and homeroom teacher to meet to discuss what loss of learning may have resulted from the habitual truancies.

Beginning with the 2026–27 school year, students in grades 5–8 who accumulate five unexcused tardies during a trimester will receive a Gold Slip for the fifth tardy. A Gold Slip will be issued for each additional unexcused tardy during that trimester. Parents will be notified when a student reaches three tardies so that the family has an opportunity to correct the pattern before disciplinary consequences begin. Gold Slips are formal disciplinary write-ups, and two Gold Slips issued within a 14-day period will result in an after-school detention. Tardy totals will reset at the end of each trimester.

Severe Misbehavior: Severe misbehavior involves a meeting with the principal and parent contact. Consequences may include a behavior contract, suspension, or expulsion. Some reasons for suspension or expulsion are the following:

- Profanity and vulgarity
- Assault, battery or any threat of force/violence directed toward any member of the school community
- Actions affecting the moral or spiritual welfare of students
- Defiance of authority figures
- Harassment (see Archdiocesan Harassment Policy)
- Use, possession or sale of non-prescription drugs, tobacco or alcohol on or near school property
- Stealing, vandalism or possession of weapons
- Truancy
- Consistent disregard of school policies
- Any other action deemed serious by the pastor or principal

The maximum number of days for suspension is three days. Suspensions involve a conference attended by student, parent, teachers and principal. In order for a student to be readmitted from a suspension, they must also meet with the principal and their parents.

EMERGENCY PROCEDURES

School Staff

- Has knowledge that the school's primary role in an emergency is to care for the safety and welfare of children during school hours.
- Instructs and prepares students in emergency procedures - FIRE, EARTHQUAKE, and LOCKDOWN.
- Implements procedures during an emergency and provides instructions and guidance to

pupils.
- Secures students in the school environment until they can be reunited with their families.

Students
- Are informed of all emergency procedures for fire, earthquake, and lockdown. that are developed to avoid confusion, prevent injury, and save lives in case of disaster.
- Follow instructions of school staff members at all times.
- Know the person's names designated on the emergency card for student pick up.
- Take their responsibilities seriously in an emergency.

Parents
- Update contact information via Parent Square as information changes. Make sure to add ANYONE who may pick up your child.
- Make a broad family emergency plan with your children.
- Support and reinforce the school's emergency procedures.
- Pay attention to Parent Square updates and information.

FIELD TRIPS

Field trips may be scheduled to extend the classroom learning. Participation in class field trips is jeopardized by inappropriate classroom behavior. All drivers must provide proof of required insurance ($100,000/300,000 liability) and will be listed as the primary insurance carrier. Virtus Training and fingerprinting certification are required for all parent volunteers. As dictated by state law, all passengers must wear a seatbelt. Children under the age of 8 must be secured in a car seat or booster seat in the back seat.

Children over the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. Students are to be dressed in uniform unless otherwise notified

GRADING SYSTEM

St Jude the Apostle uses the Jupiter Grades software program for its report card, attendance for grades 1st – 8th and also discipline for grades 5th – 8th.

Jupiter Grades allows Parents and Students in 5th through 8th grades to monitor their child's progress from any device with a login and password. On the site there is a calendar for upcoming assignments, a discipline section where you can see any infractions. Parents can have alerts sent to their devices if anything is logged in by a teacher that the parent has requested.

Report cards and Progress reports are generated by Jupiter Grades each trimester and are sent home. These grades can also be seen online for the parent and student.

Grading Scale
Kindergarten uses a developmental scale.

1st and 2nd grades use the scale below:
E = Exceeds grade Level Expectations
M = Meets grade Level Expectations
T = Time needed to meet Grade Level Expectations Subjects

The grading scale below is a directive from the Archdiocese of Los Angeles as the standard grading rubric for all schools in the Archdiocese.

3rd through 8th uses the scale below:

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

ACADEMIC PROBATION

St. Jude the Apostle School believes in the principle of academic excellence, and as such is committed to the concept that this is best achieved through collaboration among the student, the school, and the home. In an effort to meet the academic needs of our student population and maximize each student's potential for success, any student who receives the following grades (or their equivalent) on any report card, will be placed on Academic Probation for the following trimester.

- 1 F (Math, English, Reading, Social Studies, Science, Religion)
- 2 D's (Math, English, Reading, Social Studies, Science, Religion)

The following protocol will be implemented by St. Jude the Apostle School, if a student is placed on Academic Probation during the school year:

1st Academic Probation:
The homeroom teacher will lead the creation of an individualized action plan generated by the student's parents and teachers. This plan is designed to list recommendations for improvement in the affected area while providing assistance in helping to maintain all subject areas.

2nd Academic Probation:
A Parent-Teacher Conference, in conjunction with the principal, will review the student's progress in implementing the recommendations outlined in the action plan. Revisions may be made to the original action plan, as well as additional requirements may be added. At this

point, the student will remain at St. Jude the Apostle School on a conditional basis, pending improvement during the following trimester.

3rd Academic Probation:
A Parent-Teacher Conference, in conjunction with the principal, will be held following 3rd Trimester Progress Reports, in order to again review the student's progress and determine if the student has made sufficient progress to meet the standards for their current grade level.

Academic Probation may cause the student's status at St. Jude the Apostle School to be placed in jeopardy, unless progress as well as collaboration between home and school is clearly evident.

St. Jude the Apostle School may not issue a diploma to any student who fails to meet these academic requirements. That student may therefore need to fulfill summer school requirements.

A student in grades K-7 who meets the criteria for Academic Probation at the end of the third trimester may need to fulfill specific requirements during the summer as outlined by the school, in order to be promoted to the next grade level at St. Jude the Apostle School, and may be promoted "conditionally". The process above may be implemented/modified at the discretion of the principal.

ACADEMIC INTEGRITY

A student's work should always be a reflection of a students' understanding and mastery of a concept, incidences of cheating and plagiarism are taken very seriously. Upon the first offense, the student will receive a "0" on the assignment and a parent – teacher conference will be scheduled. If the "0" is on a major assessment, a makeup may be assigned with the highest possible grade of 80%. The student will also be placed on 1st Academic Probation with further incidences of cheating or plagiarism moving the student along the progression of academic probations.

HOMEWORK

Homework Policy

Rationale: Homework is an important piece of the student learning cycle as it allows for several goals to be met on a nightly basis. Homework can provide students with opportunities for practice and reinforcement for the instruction they received in class that day. It also can be a vehicle by which they can apply the skills they learned in class to the world around them. Another important element of homework is that it allows students to build their level of independence and responsibility as they take ownership of their own learning and educational development. As parents check homework assignments and talk to their children about what they are working on, homework provides another bridge of parent partnership. Finally, homework assignments provide teachers with another tool they can use for assessment to tailor their instruction to individual students.

Missing Homework Policy: At St. Jude the Apostle School we believe that homework is essential to helping a child grow academically. If a student misses a day of school, they have 1 school day to make up missing assignments. Ex./ Student misses school on a Monday, they arrive to school on Tuesday, the missing work is due Wednesday. Please see attendance policies.

LUNCH

Lunch is offered Monday through Friday through the Choice Lunch program. Please contact the school office for more information. Food or drink is not allowed on the play yards and fields. Students should not bring soft drinks or energy drinks as part of their school lunches. Lunch deliveries from Doordash, Uber Eats, Grub Hub or other similar entities cannot be accepted at the school office. If a parent is dropping off a lunch we ask that you leave it on the designated tray outside the school entrance gate.

ILLNESS

If a child becomes ill during school, office personnel will take the students temperature and determine if parents are to be called and the child sent home. Students with a temperature over 100° will be sent home and must be fever free for 24 hours without medication in order to return. A parent or other adult authorized on the emergency card must pick up any student who is going home ill.

IMMUNIZATIONS

According to California Law, no student may be admitted to St. Jude the Apostle School unless he/she has been immunized against diphtheria, pertussis (whooping cough) and tetanus (DPT), also against polio and measles, mumps and rubella (MMR). Students entering Kindergarten are required to have three doses of hepatitis B vaccine and two doses of a measles-containing vaccine (usually given as MMR) and are required to present documentation of either one dose of varicella vaccine or that the student has had chickenpox disease. The Child Health and Disability Law requires that all children entering first grade must have a health screening check-up within the past year. Seventh grade students are required to have three doses of hepatitis B vaccine and two doses of a measles-containing vaccine (usually given as MMR), and a recommendation for a tetanus-diphtheria booster. All incoming 7th and 8th Graders are required to have a whooping cough booster, called a Tdap, before entering 7th grade.

MEDICATIONS

According to state law and directives of the Archdiocese, no medication other than rescue inhalers, may be administered at school without a prescription from the doctor and/or a parent's permission. Forms are available in the office. If non-prescription medication with a note from a parent is sent to the office during the week, it will be sent home every Friday.

NOTIFICATION OF ASBESTOS MANAGEMENT PLAN

Pursuant to Title 40 CFR, Part 763, Subpart E (AHERA), the local education agency is required to inform you that: 1) A copy of this school's AHERA Management Plan is available for your inspection in the school office and the office of the Archdiocese of Los Angeles, and 2) This Management Plan contains information regarding inspections, re-inspections, response actions, and post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

Should you wish to review the AHERA Management Plan, please contact the school office. An application (Form ACC-1) will be given to you to document your request. Application review and report preparation will require a maximum of five (5) working days.

PARTIES

Simple classroom parties are scheduled for Halloween, Christmas and Valentine's Day (Grades K-5 ONLY). The celebration of children's birthdays will be directed by the classroom teacher. To avoid distractions to the school day, parties must be approved by the homeroom teacher and not exceed the typical expectations of a school party. The hiring of entertainment, 3rd party hosts or any additions outside of the typical simple parent donation will not be allowed. Invitations to parties may not be distributed at school unless they are being given to an entire class or to all the girls of the class or all the boys of the class.

We do not host individual student birthday parties either in the classroom or the lunch tables. Please do not bring food, cake or other surprises to school as they are not allowed during the school day.

PETS & OTHER ANIMALS ON CAMPUS

Any student or teacher wishing to have an animal at school for a demonstration must first obtain
the consent of the principal. No animals are to be on the school grounds or classrooms without the consent of the principal. Guide dogs, signal dogs, and service dogs properly trained to provide assistance to individuals with a disability may accompany these individuals at school as provided by California Penal Code Section 365.5 (a).

REPORT CARDS & PROGRESS REPORTS

Kindergarten through 8th grade will receive a Progress Report midway through each trimester. Student work will be sent home regularly. Report cards will be distributed at the end of each trimester to Kindergarten through eighth grades.

RETENTION

The decision to retain a pupil is a serious matter. Communication about student progress will be based upon written, oral and class projects and will be ongoing. A recommendation will be based upon a consideration of the overall welfare of the pupil. Parents will be involved in the process and notified of possible retention.

SPORTS PROGRAMS

Participation in "A" level sports is open to every qualifying sixth, seventh and eighth grade student. Participation in "B" level sports is open to every qualifying fourth, fifth and sixth grade student. To qualify, all students must maintain a C average with no failing grades and satisfactory conduct and effort. To help defray the cost of equipment and referee fees, a fee will be charged per student per sport.

STUDENT COUNCIL

St. Jude Student Council develops initiative, responsibility, and leadership skills, particularly in the area of service to school, church, and our global community. Eligible students may run for office in the Spring. To qualify for elected office, students must maintain behavior and work habit grades of a B or higher, a B average for all subjects with no grade lower than a C- throughout the school year.

STUDENT IMAGES / STUDENT WORK

The school reserves the right to use student images or student work on the school web-site unless parents send in a written notice to the school office prior to the beginning of the school year. Photo release waivers are a part of the Packet Day paperwork each summer.

TELEPHONE MESSAGE / USE OF CELL PHONES

Students may not use the school phone without permission. Cell phones must be turned off and stored in student backpacks for off campus purposes only. Cell phones that are misused will be kept in the school office and returned to parents.

TESTING PROGRAM

The STAR Assessments are administered to all students three times over the course of the year. These tests provides teachers and parents with consistent benchmarks to assess student growth and areas for improvement. Likewise, the Assessment of Religious Knowledge (ARK) is administered to all students in grades 2nd-8th in the Spring. These assessments inform our decision-making and drive the instruction. It is imperative that all medical appointments be scheduled outside the testing window.

TRANSPORTAION –DROP-OFF AND PICK-UP

Please Note: Parents at no time should park their cars in the staff parking lot for either pick-up or drop-off. This significantly slows down each line and is a danger to the students and parents.

Morning: Drop-off: For drop-off, there are two lanes open for families to drop off. We ask that families do not drive their car through the cones and remain in one of the two lanes they choose to drop off. Parents are welcome to walk their child into school but cannot go past the front steps of the school.

Afternoon: Pick-up: Students are seated at designated spots at the end of each day. Parents can make the big loop around the parish into the school parking lot and need to make two lanes once they enter the school/parish property. Two lanes is required so that we do not back up traffic onto Lindero Canyon Rd. A staff member will tell each parent which number they can park to pick up their child(ren) and will exit through the staff parking lot gate.

Junior High Release Form: Students in grades 6-8th grade are allowed to leave campus at the end of the day without a parent signing them out or picking them up ONLY if they have a prior consent form releasing them to do so. Please contact the front office for this form.

Walk-In's: Parents who choose to park off the school property and walk in to get their child(ren) may do so by lining up at the entrance gate nearest the staff parking lot. A staff member will gather your name and bring the students to you. Pick-up is a very busy time for our staff so we ask that you do not ask to go to the office at this time and walk on campus.

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.

UNIFORMS

The standard uniform MUST ONLY be purchased from Tommy Hilfiger Uniform Store. Uniforms may also be purchased at Luke's Closet (Some older uniforms may still be from Dennis, which is permitted to wear). Students are to wear the school uniform every day and for all school activities, unless otherwise directed. The administration is the final authority in the interpretation of extreme styles and any other uniform or dress code violations. The administration reserves the right to either remove the student from the classroom or to send a student home who comes to school dressed immodestly.

Girls

School Plain Jumpers, skirts or skorts

Black or khaki twill flat and pleated front pants (no holes)

Black or khaki pleated front walking shorts

White, maroon or gray short-sleeved shirts with the St. Jude the Apostle logo screen

White, maroon or gray long-sleeved shirts with the St. Jude the Apostle logo screen

(Grades 6th, 7th, 8th) Black short-sleeved shirts with the St. Jude the Apostle logo screen

Heather gray and maroon cardigan with the St. Jude the Apostle logo screen Oxford gray crew neck sweatshirt with the St. Jude the Apostle logo screen

Gray or maroon quarter-zip sweatshirt with the St. Jude the Apostle logo screen

Gray or maroon hooded sweatshirt with the St. Jude the Apostle logo screen

Black hooded microfiber jacket with the St. Jude the Apostle logo screen

Matching solid socks (black, gray or white), logos ok, solid white or natural nylon/tights under skirts

Leggings/Tights (black, gray or white): solid to the ankle, no patterns, no holes, no logos, and no lace.

No yoga pants.

Hair accessories must appropriately match the school uniform in color and style .

Jewelry should be limited to one (1) necklace, one (1) bracelet, one (1) ring and one (1) earring on each ear.

Watches are okay but Apple Watches are NOT allowed. Any smart watch device must only show the time and nothing else. Any messages, calculator or additional features must be turned off or the watch will be confiscated by the student's teacher.

Girls may wear small, non-dangling/non-fancy gold or silver earrings (no more than one (1) earring per earlobe)**

Make-up and colored nail polish may not be worn to school for students in K-5th

Shoes must be black, gray, maroon or white tennis shoes. Shoes must also have laces or Velcro closure (no slip-on shoes).

There may be accent colors on the shoes but only in white, gray, maroon or black.

Girls in grades 6th-8th are permitted to wear any color shoe they would like. Shoes must still have laces and meet the requirements for safe footwear.

The complexity of shoes can be difficult to monitor. We understand that some logos, trim lines and other small areas of the shoe may not fall within the school dress code. We ask that outside of small logos or trims, that the student's shoe is matching the black, gray, maroon or white dress code.

Girls are allowed to have a Jaguar print accent color (i.e. logo or lining) on their shoes as this matches our school mascot.

**Length of skirts, jumpers and shorts must not be higher than three (3) inches above the knee.*
***Accessories should be kept to a minimum for safety. If the item being worn is determined to be a distraction, staff will ask the student to remove that item and take home. The administration reserves the right to determine the appropriateness of uniform standards, proper compliance, and to designate casual dress days during the school year.*

Boys

Black, gray or khaki pants (worn at the waist – no holes)

Black, gray or khaki shorts (worn at the waist)

Black, gray or white leggings may be worn but must reach the ankle and have no designs on the material. The leggings must have no holes.

White, maroon or gray short-sleeved shirts with the St. Jude the Apostle logo screen

White, maroon or gray long-sleeved shirts with the St. Jude the Apostle logo screen

Heather gray and maroon cardigan with the St. Jude the Apostle logo screen

Oxford gray crew neck sweatshirt with the St. Jude the Apostle logo screen

Gray or maroon quarter-zip sweatshirt with the St. Jude the Apostle logo screen

Gray or maroon hooded sweatshirt with the St. Jude the Apostle logo screen

Matching solid socks (black, gray or white) , logos ok.

Boys may wear a watch, one (1) ring and/or a small chain with a medallion**

Boys may not wear earrings. Boys may not wear make-up or nail polish

Boys DO NOT need to wear belts…belts only needed if pants/ shorts are too loose

Watches are okay but Apple Watches are NOT allowed. Any smart watch device must only show the time and nothing else. Any messages, calculator or additional features must be turned off or the watch will be confiscated by the student's teacher.

Boys in grades 6th-8th are permitted to wear any color shoe they would like. Shoes must still have laces and meet the requirements for safe footwear.

Shoes must be black, gray or white tennis shoes; shoes must also have laces or Velcro closure (no slip-on shoes). There may be accent colors on the shoes but only in white, gray or black.

The complexity of shoes can be difficult to monitor. We understand that some logos, trim lines and other small areas of the shoe may not fall within the school dress code. We ask that outside of small logos or trims, that the student's shoe is matching the black, gray or white dress code.

Students are required to wear a uniform with items purchased through Tommy Hilfiger Uniform Company with the exception of some sweatshirts approved by administration.
If you have any questions, please send a picture to Mr. Freel or Miss Vitelli for approval.

**Accessories should be kept to a minimum for safety. If the item being worn is determined to be a distraction, staff will ask the student to remove that item and take home. The administration reserves the right to determine the appropriateness of uniform standards, proper compliance, and to designate casual dress days during the school year.*

PE Uniforms are required for students in grades 5th-8th on PE days. PE Uniforms are sold at the school and are available for purchase all year long. Uniforms must have the SJS logo on them and cannot be purchased outside of school.

Grooming - Students must be neat and clean at all times. **Girls**: No make-up is allowed for elementary students. Girls in Junior High may have modest, skin tone makeup. Hair may not be artificially colored or have any non-natural additions including, but not limited to feathers, glitter, or hair dye; only clear nail polish can be worn. Shirt collars must show above the neckline of sweaters and sweatshirts. The length of all shorts, skorts, skirts and jumpers should be from the top of the knee to no higher than 3" above the top of the knee. Short sleeve undershirts must be solid white. **Boys**: Hair must be cut in such a way as to be out of eyes; above brow line, above the ear, and above the collar. It may not be cut in any exaggerated style, no mohawks, no spikes longer than one inch in length. Hair should also be nature in color, bleaching is not permitted. If hair does not meet the requirements, the student will be given two days to change as needed. Short sleeve undershirts must be solid white. Junior High boys must be clean-shaven. Grooming articles such as mirrors, pencil cases with mirrors built in, brushes, and combs are not permitted in the classroom.

Shoes (Boys and Girls) – Safe, sensible, durable, with laces, buckles or velcro. Shoes must be properly tied/fixed. Shoes must be conservative with solid matching color, including laces, (white, black, maroon, gray). Patterns, checkerboards, lights, etc. on shoes or laces are NOT permitted for school. Soles cannot be higher than a half inch. Slippers, UGGS, or Doc Martens style boots are not permitted. No colors other than those stated above should be visible on the shoe for elementary students. Junior High students are permitted to wear any color and design on their shoes as long as it is deemed appropriate by school administration, some exceptions may apply.

****VIOLATIONS****

Each violation of the uniform code results in Gold Slip for students in 5-8th. If a student receives more than 2 Gold Slips, within one given trimester, for uniform infractions, could lead to a meeting between the principal and parents. Students out of uniform in grades K-4th will result in a homeroom teacher contacting home and if it is a repeated occurrence, the principal will have to conference with parents to discuss uniform policy.

Dress Code for Non-Uniform Days

Regular Free Dress Days - All clothing must fit appropriately, be neat, clean and modest. Check general "grooming" rules as these do apply on free dress days.

Girls: Clean jeans, no holes and no baggy clothing. Yoga pants, leggings, workout pants, dance pants, tights, jeggings and any clothing made from similar stretchy materials are not allowed. Tights or leggings may be worn under a dress, long shirt or skirt, but the bottom of this top layer must be no more than 3 inches above the knee. There are no midriff baring shirts allowed. Dresses, skirts, walking shorts (knee to 3" rule) and dress pants are okay. No casual, strapless footwear, flip flops, or slippers allowed. Socks, tights, or sheer skin tone nylons (no colors) must be worn with shoes. All students must wear closed toed shoes.

Boys: Clean jeans with no holes or tears. No baggy clothing, corduroy, dress pants, walking shorts, (no oversized items), shirts designated for sportswear. Students may not wear short-cropped waist tops, tank tops, muscle tees or T-shirts with unacceptable images or writing.

VISITORS ON CAMPUS

All visitors, including parents, must sign in at the main office (California State Law). Forgotten lunches, books, messages, etc., are to be brought to the school office, whereby they will be delivered to the student. **No parent may go directly to the classroom during school hours.**

VOLUNTEERS

Volunteers are critical to the success of our teaching-learning environment. Parents assist teachers in classroom activities and lunch and playground supervision. Room mothers are selected at the beginning of each year to assist teachers in coordinating classroom activities. All volunteers are required to be fingerprinted and Virtus trained. So that complete focus can be given to supervision of all students, younger siblings may not accompany parents on yard duty or other volunteer opportunities that involve the supervision or direction of students.

WEDNESDAY AFTER-SCHOOL ENRICHMENT PROGRAM

St. Jude School may offer optional Wednesday after-school enrichment programs in partnership with outside organizations, independent instructors, local businesses, and other third-party providers. These programs are intended to provide students with additional opportunities to explore interests, develop skills, and participate in educational, artistic, recreational, and other enrichment activities.

While St. Jude School coordinates the availability and scheduling of these programs, certain enrichment activities may be instructed, managed, or operated by independent third-party providers. Participation is voluntary and may be subject to separate registration requirements, permissions, eligibility guidelines, space limitations, and program-specific rules.

St. Jude School reserves the right to modify, cancel, suspend, or discontinue any enrichment program based on enrollment, staffing, provider availability, student conduct, safety considerations, scheduling needs, or other circumstances.

Funding provided by the Parent Teacher Group (PTG), the school, or other organizations may offset or cover program costs but does not guarantee the continued availability of any particular enrichment program or funding arrangement in future school years.

ARCHDIOCESAN POLICIES AND PROCEDURES

1. GENERAL INFORMATION

1.1. 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 the **Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety *(Mandated September 1, 2006)***.

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and school to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe. **VIRTUS® Teaching Touching Safety** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents,

teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them.
The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

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 CACE/NABE Governance

Task Force, NCEA, 1998).

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

2 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, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

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

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.

2.3 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1.
- The recommended age for first grade students is six (6) 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 a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

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 Non-Commercial 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.

2.6 Work Permits

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

A copy of the signed work permit must be kept in the student's file. For additional information and forms see http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html

2.7 Student Accident Insurance

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

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

3.1 Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources. Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance. All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

3.2 Counseling Policy

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

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

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations

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

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

4 DISCIPLINE

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

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

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of all 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 student may not exclude school officials if the school
official has a reasonable suspicion that a law or school rule has been violated.

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

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

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

5 ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS ["ARCHDIOCESAN AUP"]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

5.1 Definitions

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

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

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

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

5.3 Ownership and Control of Communications

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

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

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

5.4 Guidelines for Email Correspondence and Other Electronic

Communications

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

j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

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

a. Violate any federal, state or local laws or regulations.
b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of
information.
c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
e. Engage in improper fraternizing or socializing between adults and minors.
f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted
materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.

g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).

h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.

i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.

j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.

k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.

l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (*e.g.* by unauthorized use or disclosure of passwords).

m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.

n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.

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

p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.

q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.

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

5.6 Consequences of Violations of Electronic Communications Policy

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

6. HEALTH AND SAFETY

6.1 Emergency 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 non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

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

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 arrangement

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
- 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