



**St. James - Holy Redeemer School**

**Parent - Student Handbook**

**2016 - 2017**

### Right to Amend

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

### Waiver of Policies

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

# **St James-Holy Redeemer School**

## **Mission**

St. James -Holy Redeemer School provide excellence in Catholic education, welcoming families from all backgrounds and embraces cultural diversity. We collaborate with parents in the formation of their child's religious, academic, physical, and creative education. Recognizing the dignity and uniqueness of each student, our staff develops curricular programs and instructional activities that address the various learning styles of our students. St. James - Holy Redeemer promote in each child the skills necessary for life as a productive follower of Jesus Christ.

## **Philosophy**

St. James - Holy Redeemer School form a family centered community based on the teachings of Jesus Christ. We recognize parents as the primary educators of their children and teachers as facilitators in the process of learning. We develop in each student a personal relationship with God and each other in a commitment to our Catholic faith through service and worship.

## **Student Learning Expectations**

- **We demonstrate faith in action**
- **We achieve academic success**
- **We respect our bodies**
- **We are curious and creative**
- **We are effective communicators**
- **We use today's technology**

*St. James – Holy Redeemer School is first and foremost a Catholic School. Our mission statement and Philosophy emphasize our belief that families and teachers work together to help our students become faith-filled adults. The mission of the parish is as a unified catholic community to share faith, celebrate traditions, and serve others to the praise and glory of God. These ideas are reflected in the school's Mission Statement and Philosophy.*

## Monthly Prayers 2016-2017

Our prayer life is an important part of our lives as Catholics. As a Catholic community it is important to know a variety of prayers that are integral to our faith lives. Each day at morning assembly we pray together as a faith community. This is a list of the prayers we will be praying together at morning assembly. They will be said each day for the month.

|           |                                  |
|-----------|----------------------------------|
| August    | Morning Offering                 |
| September | Rosary                           |
| October   | Hail Holy Queen                  |
| November  | Confiteor from Mass              |
| December  | Gloria                           |
| January   | Prayer of St. Francis            |
| February  | Act of Contrition                |
| March     | Apostles' Creed                  |
| April     | Prayer of St. Ignatius of Loyola |
| May       | Memorare                         |
| June      | Holy Redeemer Prayer             |

## 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.

### **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.

### **Parent or Parent-Teacher Organizations**

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, 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.

FACULTY & STAFF – 2017-2018

Administration

Rev. Edward Dover  
Mrs. Susan Romero

Pastor  
Principal

Teachers and Assistants

|                        |   |
|------------------------|---|
| Ms. Ashley Wedekind    | TK -Kinder  |
| Ms. Robin Momboisse    | 1 <sup>st</sup> Grade   |
| Ms. Lidia Gallegos     | 2 <sup>nd</sup> Grade   |
| Mrs. Teresa Denton     | 3 <sup>rd</sup> Grade   |
| Mrs. Tyler Longpre     | 4 <sup>th</sup> Grade   |
| Mrs. Maureen Moran     | 5 <sup>th</sup> Grade   |
| Mr. Christopher Currer | 6 <sup>th</sup> Grade Homeroom, Language Arts                       |
| Ms. Claudia Olmedo     | 7 <sup>th</sup> Grade Homeroom , Math and Science                   |
| Mrs. Lisa Knatcal      | 8 <sup>th</sup> Grade Homeroom, Social Studies,<br>Religion and Art |
| Ms. Cynthia Ceja       | P.E.  |
| Ms. Erika Fraire       | Spanish   |

Office:

Mrs. Chris Chisholm  
Mrs. Deidre Cascelli

School Secretary,  
Controller

Daycare:

Ms. Cynthia Ceja

Lunch and Daycare Aide

## SCHOOL SCHEDULE

### WEEKLY SCHEDULE

|                                    |                      |
|------------------------------------|----------------------|
| Transitional Kindergarten / Kinder | 7:55 am to 2:30 pm   |
| Grades 1-8                         | 7:55 am to 2:50 pm   |
| Lunch Daily (K)                    | 12:00 pm to 12:55 pm |
| Lunch Daily (1-8)                  | 12:15 pm to 12:55 pm |
| Every Wednesday K-8                | 12:50 pm Dismissal   |

The first morning bell rings at 7:50 am. Students are considered tardy if they are not in line in the hall for morning prayers by 7:55 am. If a student is tardy, he/she must report to the hall for a tardy slip. If a student arrives after 8:00 am they must report to the school office to sign in and get a late pass to return to class.

Students may not arrive at school before 7:30 am. All students are requested to leave the school grounds immediately after dismissal unless they are involved in a supervised activity. There is no yard supervision after 3:00 pm (1:05 pm on Wednesdays). Your cooperation is essential for the safety of your children. If a student remains after school and is NOT involved in a properly supervised school activity, he/she will automatically be sent to daycare where you, the parent/guardian, must pick him/her up. Another student may NOT pick him/her up for you. There will be a fee for this daycare service that is outlined in the rate sheet for the daycare program that is available in the school office.

### **Early Dismissal Days and Faculty Articulation**

We will have a 12:50 pm dismissal every Wednesday for faculty articulation. All students who are not in after school care or a school-sponsored activity must be picked up by 1:05 pm or will be taken to after school care and the regular daily fee will be charged.

## **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.

## **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 VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

The Archdiocese of Los Angeles teaching Touching Safety 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.

**Teaching Touching Safety®** 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. ***Our school requires that our parents are Virtus trained.*** 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.

## **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

## **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*.

### **CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS**

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

As a student volunteer I will:

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

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

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

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

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

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

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

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

Name and Signature of Parent or guardian:  
\_\_\_\_\_

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

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

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

## **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.

### **School Level**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).

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

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

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

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

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **Admission and Attendance**

### **School Student Non-Discrimination Policy**

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

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

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

### **Inclusion Procedures**

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

### **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 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

## **Tardies**

**Pupils are considered tardy if they are not in line by the 7:55 am bell.** If a student is tardy THREE (3) times in a trimester, those in Grades 2-8 will have a detention. Parents will be notified of the date and time of this detention. Students must go to the office to sign in if they are tardy. 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.

## **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.

## **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.

## **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.

## **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.

## **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.

### **Health and Safety**

#### **Legal Responsibility to Report Child Abuse/Neglect**

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone.

#### **Examinations and Inoculations**

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

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

#### **Immunization**

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

## **Health Records**

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

## **Medical Appointments**

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

## **Medications**

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

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

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

## **Communicable Diseases**

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

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

## **Allergies**

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

## **Student Sexual Conduct and Pregnancy**

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

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

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

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

### **Charitable Communication**

All members of the St. James -Holy Redeemer School family (students, teachers, staff, parents and volunteers) should strive to be charitable and honest in all that they say to one another. At all times gossip, slander and detraction (i.e., sharing information about someone that is true but damaging to their reputation) should be avoided.

A Christian community such as St. James-Holy Redeemer School relies upon open communication between all members of the school family. If a parent has a question for, concern about, or complaint against an individual, he or she should go directly to the person involved and attempt to resolve the matter with honesty and charity.

### **Contacting Teachers/Administration**

If a parent wishes to make an appointment to consult with a teacher, please leave a note for the teacher or a telephone message with the school secretary. Private telephone numbers of the faculty will not be given out. Teachers should not be contacted at home. Appointments with the principal should be made with the school secretary in person or by telephone.

### **Internet and Websites**

All students and their parents are required to sign and return to school a copy of the school's acceptable use policy for computers and the internet. Students who fail to return this signed form to school will not be allowed to use school computers. Students who fail to comply with the terms of the acceptable use policy will be subject to disciplinary action that may include loss of computer privileges at the school as well as other disciplinary actions.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

These policies apply to all users of technology, whether adult, child, employee or volunteer for St. James – Holy Redeemer School. As stated below technology is a part of the educational process for our students to make sure they have a foundation of technologically to build upon.

#### **Technology Vision**

St. James – Holy Redeemer School technology vision embraces digital-age learning for all our students. Technology serves as a tool for creative and innovative thinking allowing our students to experience deep understanding of concepts and the ability to expand their learning.

Technology prepares our students to be global citizens and serves as a method to be at the edge of new technology and it evolves. Recognizing the dignity and uniqueness of each student, our faculty develops technology instructional activities that address the various learning styles of our students.

Our vision includes sufficient funding, infrastructure, and devices that allows our learners to utilize all forms of technology learning be available and integrated into the classroom. Teachers will experience ongoing development of use of technology and the strategies to create learning activities that allow students to discover information.

## **Internet and Websites**

All students and their parents are required to sign and return to school a copy of the school's acceptable use policy for computers and the internet. Students who fail to return this signed form to school will not be allowed to use school computers. Students who fail to comply with the terms of the acceptable use policy will be subject to disciplinary action that may include loss of computer privileges at the school as well as other disciplinary actions.

## **Acceptable Use and Responsibility Policy for Electronic Communications**

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

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

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

## **Definitions**

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

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

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

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

- 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.

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

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business. With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours. The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

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

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

### **Prohibited Practices**

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

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not

limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.

- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See Archdiocese of Los Angeles Copyright and Video Screening Policy.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

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

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

referral to law enforcement and other appropriate disciplinary action.

### **Telephone/ Cell Phone Usage**

Children and teachers will be called to the telephone during school hours only in an emergency. Students may use the telephone only when a serious need exists. An emergency does not include forgotten lunches or homework. St. James - Holy Redeemer School recommends that students not bring cell phones to school. Students will not be allowed to answer their cell phone or make calls on them during the school day. All communication with students should go through the school office. However, at the parent's discretion, students may carry cell phones in their backpacks for emergency purposes only. The cell phones must be kept turned "off" and may not be used during the school day. Students who are found using a cell phone during the day will have the phone confiscated and will be subject to disciplinary action. A confiscated cell phone may be picked up after meeting with the principal.

St. James - Holy Redeemer School is not responsible for damage to or loss of cell phones brought to school by students.

### **Personal Device Usage Guidelines and Expectations**

Middle school students at St. James – Holy Redeemer School are permitted to bring a personally owned electronic and computing device to school to support instruction. The use of student owned devices is restricted to instructional activities under the direct supervision of a staff member. Students using privately owned electronic devices must follow the policies stated in the Parent-Student Handbook and adhere to the Family Agreement for Use of Electronic Communication and Equipment while on school property.

Approved personally owned electronic and computing devices include: tablets and e-readers. St. James – Holy Redeemer School is not responsible for any device or data loss, theft, damage, or other associated costs of replacement or repair incurred during the school day as a result of participation in the program. St. James – Holy Redeemer School is also not responsible for the maintenance or configuration of personally owned electronic or computing devices. Maintenance and charging are the responsibility of the student to be completed at home and not at school during instructional time.

- All personally owned electronic devices must be pre-approved and registered with the school office
- Before being allowed to use a personal electronic device in school parents must complete a permission form.
- Use of personal devices is restricted to the owner of the device. Devices are not allowed to be shared with other students including siblings.
- Pre-approved devices shall be used solely for instructional purposes in the classroom at the teacher's discretion.
- Devices that do not have Wi-Fi capability may not be used for Internet access.
- All devices are strictly prohibited in bathrooms and on the playground during recess or lunch.
- Additional prohibited areas may be determined by the teacher or school staff.
- Students shall be responsible for adhering to the technology use expectations and their overall use of technology.
- It is a privilege for students to use their personally owned device at school and this

privilege may be taken away if students act irresponsibly or violate school policy.

#### PARENTAL/GUARDIAN'S PERMISSION FOR ACCESS TO THE INTERNET

A safe environment for all members of the community should be the hallmark of Catholic locations that engage in electronic communications. This is accomplished, in part, by fostering a climate based on Gospel values that emphasizes the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal.

This policy applies to all communications, attachments or depictions through email, text messages, social media or website postings, whether they occur on the location's network or through private communications, which:

- (1) threaten, libel, slander, malign, disparage, harass or embarrass members of the community;
- (2) are of a sexual nature; or
- (3) in the discretion of the person in charge cause harm to the location or their communities

Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences. The school principal (for school matters), the pastor, priest administrator or parish life director (for parish activities) or the person in charge (for other locations) shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct. Students, parents/guardians, members of the location staff and volunteers are expected to report promptly to the person in charge all suspected or observed instances of Inappropriate Electronic Conduct.

The location at any time may add additional rules and restrictions. The location has the right to monitor all use of electronic communications as set forth in the Archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications ("Archdiocesan AUP").

PARENTAL/GUARDIAN'S PERMISSION FOR ACCESS TO THE INTERNET

I hereby release St. James – Holy Redeemer School and the Roman Catholic Archdiocese of Los Angeles, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the internet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding Inappropriate Electronic Conduct. I will emphasize to my child the importance of following the rules for personal safety.

As the parent/guardian of this student, I have read the Archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications and any supplemental local policy, if applicable. I hereby give my permission for my child to use the internet, subject to those policies and will not hold St. James – Holy Redeemer School or the Roman Catholic Archdiocese of Los Angeles liable as a result of my child's use of the internet on school premises. I understand that my child has agreed not to access inappropriate material on the internet.

Name(s) of Child(ren):

\_\_\_\_\_  
Parent/Guardian Name:

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

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

Return this signature page to the school office

Personally Owned Computer Device  
Acceptance of Responsibility and Device Use Agreement  
Permission Form

I, \_\_\_\_\_ agree to  
let \_\_\_\_\_

(name of parent)

(Name of student)

bring their personally owned computing device for instructional use at St. James – Holy Redeemer School. I understand that the student named above will be permitted to use their personally owned device, subject to the conditions of this document.

I understand that if I agree to allow my student to use their own device that St. James – Holy Redeemer School is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at as a result of participation in this program. I understand that the St. James – Holy Redeemer staff will not be able to support or troubleshoot student owned devices. Devices may be stored in a locked closet during recess and lunch at the student’s request. The student named above will take full responsibility for the device and will appropriately secure all devices when not in use.

I understand that the purpose of allowing my student to use their own device is to participate in teacher approved activities in support of the school curriculum. Uses of these devices in unrelated activities beyond and outside the St. James- Holy Redeemer educational program are prohibited

\_\_\_\_\_  
(parent or guardian signature and date)

Student acceptance:

I agree to adhere to these guidelines as well as those outlined in the Parent-Student Handbook and the Family Agreement for Use of Electronic Communication and Equipment. I will utilize the device for instructional purposes only while at St. James-Holy Redeemer School.

\_\_\_\_\_  
(student signature and date)

Device Type \_\_\_\_\_ Device Serial  
Number \_\_\_\_\_

### **Weekly Bulletin**

Each week a written e-mail bulletin will be the regular means of communication between the school and home. It will include important information about upcoming school, parish and other events. Information to be included in the weekly letter must be received in the school office by Wednesday prior by 12:00 pm for publication in Monday's bulletin. The school principal must approve all material.

### **Telephone/ Cell Phone Usage**

Children and teachers will be called to the telephone during school hours only in an emergency. Students may use the telephone only when a serious need exists. An emergency does not include forgotten lunches or homework.

St. James-Holy Redeemer School recommends that students not bring cell phones to school. Students will not be allowed to answer their cell phone or make calls on them during the school day. All communication with students should go through the school office. However, at the parent's discretion, students may carry cell phones in their backpacks for emergency purposes only. The cell phones must be kept turned "off" and may not be used during the school day. Students who are found using a cell phone during the day will have the phone confiscated and will be subject to disciplinary action. A confiscated cell phone may be picked up after meeting with the principal. St. James-Holy Redeemer School is not responsible for damage to or loss of cell phones brought to school by students.

### **Lines of Communication**

It is expected that faculty and parents will work in a partnership to implement the school policies outlined in this handbook. If a situation should arise for which you would like further clarification, whether it might concern your child, the staff, or school policy, it is expected that the following lines of communication be observed. Confidentiality, patience, and charity should govern our actions at all times, especially in matters of disagreement.

1<sup>st</sup> Teacher

2<sup>nd</sup> Principal

3<sup>rd</sup> Pastor

This means that if you have a concern about your child, **GO FIRST TO THE TEACHER**. If, after working with the teacher, the issue remains unresolved, then you may make an appointment with the principal. If after meeting with the principal the matter remains unresolved, then the pastor may be contacted in order to help settle the matter. Discussing your concern with others who are not involved (e.g., other parents or teachers) is inappropriate and uncharitable, may create misunderstandings, and presents a poor example for the children.

We are charged to help each of our students to develop into a collaborative, productive and independent member of society. This can only be realized if the school and home cooperate. Furthermore, any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or

extra-curricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian or other family member who upbraids, insults, or abuses the principal or a teacher of the school is risking their child(ren's) continuation in the school. Any parent/guardian or other person who insults or abuses the principal or any other teacher in the presence of other school personnel, students, or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

### **Confidentiality**

All private information related to individual students, teachers or staff members or the operations of the school, should be held in confidence and shared only with those who are directly involved. A breach of confidentiality is a serious infraction and will be dealt with by the administration.

### **Communicating Messages to Students or Delivering Forgotten Items**

All messages for students or forgotten items are to be brought to the office by the parents/guardian. **Parents/Guardians May Not** enter the classroom or interrupt a teacher while class is in session.

### **Parking Lot Safety**

- Drive **SLOWLY AND CAREFULLY** on school grounds – 5 M.P.H. maximum!
- **Follow cones and adult supervision, for drop-off and pick-up of students. The pick-up supervisors are there for your safety and the safety of our students. Please follow their directions.**
- The law prohibits driving cars on school grounds when children are in present, i.e. recess, lunch, PE, periods, etc.
- **Park your car to drop your children off and pick them up from their classroom. DO NOT STOP IN THE DRIVEWAYS**
- Younger children, Kindergarten through 3<sup>rd</sup> grade, must be escorted to the coned Safety Zone by parents or older siblings when dropped off in the morning. They then walk to the hall where supervision is provided 7:30-7:55 a.m.
- **All students are picked up from their classroom.**
- Parents are asked not to park on the street in front of the school. The traffic congestion has led to accidents and “near accidents”. Please be courteous to our neighbors. **Police patrol this area giving out tickets.**

### **Rainy Day Pick-up Procedure**

During inclement weather (rain, strong winds, hail, etc.) the school may decide to implement the “rainy day” pick-up procedure. On such an occasion there will be no cones indicating lanes in the parking lot. Those picking up students should park in any of the marked parking spaces in the lot. The parent or guardian should then proceed to the child’s classroom to pick up the child in person from his or her teacher. **Students may not be picked up by other students or anyone under 18 and may not be called to come to the parking lot via cell phone or any other means.**

## **Bicycles**

- Bicycle riders must always walk their bikes on and off the school grounds. Failure to do so will result in a warning the first time, and the second time the student will be prohibited from riding his/her bicycle to school until a conference with his/her parents can be arranged.
- Bicycles should be locked in the bicycle rack during the school day.
- Students found tampering with bicycles will receive a detention.
- Taking or riding a bicycle without permission is not allowed.
- St. James-Holy Redeemer School is not responsible for damage to or loss of bicycles brought to school.

## **Skateboards/Roller Blades/ Roller Skates**

Riding skateboards, roller blades and roller skates is NOT PERMITTED on school or church property.

## **Walking Home from School**

Students who walk or ride a bicycle home after school must have a signed letter of permission from their parents/guardians on file in the school office. This letter of permission must be renewed yearly.

## **Leaving Campus During Lunchtime**

No child is to leave the school grounds during lunchtime unless he/she is accompanied by the parent, guardian or other designated adult and has been signed out in the office.

## **Closed Campus/School Visits**

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.

Parents are welcome to visit their child’s classroom at any time during the year. However, parents must call the school at least 24 hours in advance. Occasionally, a visit may be planned for an inopportune time and, at the discretion of the teacher and principal, may need to be rescheduled for a more suitable time.

## **Research Projects and Rights of Parents**

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

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

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

### **Removal of Students from School During School Hours**

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

Exceptions to this rule may be made only:

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

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

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

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

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

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

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

- By properly identified representatives of a Child Protective Agency when taking a child into custody

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

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

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

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

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

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

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

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

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

### **Early Pick Up of Students**

When a parent needs to pick up a child prior to dismissal time for any reason the parent must contact the school office that day in the morning and give the time the child will be leaving. The school office will contact the classroom teacher and will have the child ready in the office to leave campus. When the parent arrives the child will be signed out. Students will not be picked up from the classroom by the parent.

### **Extended School Daycare**

St. James-Holy Redeemer School offers extended after school daycare every day we are in session from dismissal time until 6:00 p.m., including early dismissal days. Daycare fees are listed in a separate sheet that can be provided by the school office or the daycare program.

**Students may not remain on the school premises after school hours without proper supervision.** Therefore, students who have not been picked up within 15 minutes after the end of the school day and are not involved in a properly supervised activity such as sports, tutoring, etc., will automatically be sent to Daycare. Likewise, students who have not been picked up within 10 minutes of the end of any extracurricular activities will also be sent to Daycare. St. James -Holy Redeemer School offers after-school daycare every day that school is in session from dismissal time until 6:00 p.m., including early dismissal days (unless otherwise announced by the principal).

### **Work Permits**

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school.

The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" 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>

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

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

### **Pupil Records**

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

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

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

### **Directory Information**

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

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

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

### **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.

### **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.

### **Transfer of Records**

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

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record 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.

### **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.

### **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

### **Damaged or Loaned Property**

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

### **Student 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.

### **Insurance-Accident**

St. James-Holy Redeemer School provides an Accident Insurance Program for all students. This program assists with the medical expenses incurred due to accidental bodily injury sustained by children while attending school, while traveling to and from school, or while participating in a solely school-sponsored and supervised activity. Please contact the school office if an insurance form is needed.

### **Emergency Procedures**

The School will have a monthly Fire Drill practice and Emergency Drills. In the event of an actual emergency during school hours, the students will be kept under the school's supervision until called for by their parents or other designated adult listed on their Emergency Card. Children will be released only to their parents/guardian, legal authorities, or the individuals listed on their emergency card.

If an emergency occurs outside of school hours, please listen for instructions on your local radio station for closure of schools. As a general rule, St. James -Holy Redeemer School will follow the same procedures as the Glendale Unified School District.

### **Health and Safety**

#### **Emergency Card**

Each student shall have two Emergency Cards that are 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.

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

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

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

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

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

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

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

## **Academics and Co-curricular Activities**

### **New Students**

All Students are required to complete all application materials, academic testing and health screenings, before being admitted to the school. Registration and school fees must be paid at the time of registration. Prospective students are invited to visit the school before applying for admission. New students and their parents/guardians are required to meet with the teacher and/or principal prior to admission.

### **Returning Students**

Students are required to re-register for school each year. All students will be evaluated by their teacher(s) and the administration regarding their suitability for re-registration to the school. Students may be deemed to be unsuitable for re-registration due to any of the following issues: poor student and/or parent conduct, poor academic performance or failure of parents to meet financial and/or volunteer requirements. Parents/guardians of students who are deemed to be unsuitable for re-registration will be notified in writing of the decision prior to the date for registration. Returning students are required to pay their registration and school fees at registration time.

### **Withdrawal**

St. James- Holy Redeemer School has a financial responsibility to its teachers, staff and creditors. Our yearly budget is planned based on student enrollment.

Therefore, the parents/guardians of all registered students are required to pay the current tuition (less any financial aid) in full according to the following schedule. All registration and school fees are non-refundable. Students who withdraw before the first day of school will be responsible to pay for one month of tuition. Students who withdraw after the first day of school will be required to pay for the months of instruction from the beginning of the school year up to the date of withdrawal, PLUS ONE EXTRA MONTH. Parents/guardians will be responsible for the full month's tuition regardless of the day of the month (i.e., no credit will be given or tuition pro-rated for withdrawal before the end of the month). This payment policy applies to parents to withdraw by the school administration. A withdrawal is considered to be effective only after the school principal has received it in writing.

A student's grades will be calculated based on performance up to the time of withdrawal. The date of the withdrawal will be noted on the student's report card.

All school property, including textbooks and other materials, should be returned at the time of withdrawal. Parents/guardians will be billed for all school property not returned at the time of withdrawal.

### **Grading Standards/Scale**

Every teacher will publish a syllabus of the material to be covered, educational goals to be achieved, and standards for grading in his/her class at the beginning of each year or trimester. This syllabus will include a list of major projects, reports, or essays and their due dates. Modifications to any part of this syllabus may be made by the teacher by means of a written notice sent home to the student's parents/guardians.

We use the following grading scale for grades K-2:

O = Outstanding; the student is consistently meeting academic and/or behavioral expectations, with little or no teacher help.

G = Good; the student is consistently meeting academic and/or behavioral expectations.

S = Satisfactorily; the student has areas in need of improvement in order to meet academic and/or behavioral expectations.

NI = Needs Improvement; the student is well below academic and/or behavioral expectations, needing constant teacher intervention or direction.

We use the following grading scale for grades 3-8:

A = 93-100 A- = 90-92 B+ = 87-89 B = 83-86 B- = 80-82 C+ = 77-79 C = 73-76

C- = 70-72 D+ = 67-69 D = 63-66 D- = 60-62 F = 59 and below

Grade Point Averages (GPA) for grades 6-8 will be calculated as follows: Grades for all classes except art, P.E., and music will be included. A=4.0, A-=3.7, B+= 3.5, B=3.0, B-=2.7, C+=2.5, C=2.0, C-=1.7, D+=1.5, D=1.0, D-=0.7, F=0.0.

### **8th Grade Awards**

President's Award for Educational Excellence - students have maintained a 3.5 grade point average or higher their 8<sup>th</sup> grade year.

The Salutatorian has the highest GPA and ITBS scores and has been in our school for at least their 7<sup>th</sup> and 8<sup>th</sup> grade years.

The Valedictorian has the highest GPA and ITBS scores and has been in our school for at least their 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years.

### **Report Cards**

Report Cards are issued each trimester. Please see the calendar for precise dates on which report cards go home at the end of the trimester. Parent should study the report cards carefully, and if any problems are indicated, they should arrange for a conference with the teacher. Report Cards should be looked at objectively with the good of the child uppermost in mind.

### **Parent-Teacher Conference**

Formal parent-teacher conferences are held annually at the end of the first trimester. Parent-teacher conferences aim to promote parental support for the school, increase mutual understanding between teacher and parents, and reduce obstacles to effective communication within the school and parish community. This first trimester conference is required for all parents regardless of their child's grades. Parent's will be notified of the available dates in advance and must sign up for an appointment with the teacher.

A parent-teacher conference is also required if a student receives a progress report and/or a grade(s) on the trimester report card of "C-" or below.

If individual conferences are desired at any other time, please contact your child's teacher. Please call the office and indicate a time preference. The office will give the request to the teacher who will follow up with a time. Please avoid dropping in prior to the start of the school day beginning as teachers are finalizing preparations for the school day. The principal is always available for consultation, but Only After the parent has discussed the matter with the teacher.

### **Academic Probation**

Students who receive more than one grade of “C-” or below in any trimester or one or more grade(s) of “C-” or below in two trimesters in any year will be placed on academic probation for one trimester. A parent-teacher conference will be scheduled to develop a plan for academic improvement. If the student meets the goals of the academic improvement plan, no further action will be taken. If a student does not meet the goals of the academic improvement plan, he/she may be asked to withdraw from the school at the discretion of the principal.

### **Academic Honesty**

Students and their parents/guardians are expected to be honest at all times, especially including all matters related to class work and homework. Work turned in by a student for a grade, unless otherwise directed by the teacher, should be the student’s own work. Copying homework, class work, test answers, etc. (or attempting to do so) with or without another student’s knowledge is cheating and will result in disciplinary measures by the school. Aiding another student in copying class work, homework or tests is also cheating and will be dealt with as such. Students should always be careful to give proper credit to their sources of information in reports, essays or projects. Failure to do so is a form of academic dishonesty and will be treated as cheating. Students should also acknowledge any help given to them by their parents/guardians or other persons in the course of their homework, essays, reports or projects.

### **Spiritual Formation**

The spiritual formation of our students is one of the primary objectives at St. James -and Holy Redeemer School. Religious formation occurs daily and motivation toward true Christian living is incorporated into all activities including appropriate participation and conduct during Mass and other liturgies. Students attend Mass and various other liturgical activities throughout the year (e.g., Stations of the Cross, Feast Day Processions, Benediction). Each year, classes participate in class Masses/prayer services, retreats and service projects as a part of their religious education and moral formation.

Parents also play a vital role in the spiritual formation of their children. As those primarily responsible for the religious education of their children, parents need to demonstrate the importance of faith to their children by means of weekly Mass attendance (or other religious services if the family is not Catholic), regular participation in the sacrament of reconciliation, and daily prayer as a family.

### **Homework**

Students may be assigned homework each school night. Parents are asked to create an atmosphere (reduced noise) and space (table/ desk that is comfortable) conducive to studying.

The time allotments are as follows:

Kindergarten: occasionally up to 15 minutes

Grades 1 and 2: not to exceed ½ hour

Grades 3 through 6: not to exceed 1 hour

Grades 7 and 8: not to exceed 2 hours

It is the RESPONSIBILITY OF THE STUDENT WHO HAS BEEN ABSENT to request from his/her teacher missed work upon returning to school. Students are then expected to complete the make- up work in the time allotted on the form. Homework assignments should be turned in on the date due. Failure to do so may result in a deduction of points from the assignment’s grades.

### **Textbooks**

All non-consumable books must be covered at all times with plain paper or clear contact paper. Students must carry books to and from school in regular book bags or backpacks. If a student's book is lost or damaged, the student's parents will be contacted immediately and required to purchase a replacement.

### **Field Trip Policies**

The field trip policies listed below apply to class trips, school group trips (*e.g.* choir, academic decathlon) and trips for school sport teams.

The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

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

### **Transportation Policies**

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license, current, valid California automobile insurance, must be Virtus trained and fingerprinted. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license, valid insurance certificate, Virtus training, fingerprinting must be kept on file at the school.
- There is to be no stops along the way to or from the destination.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.

- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

### **Mixed Parties/Off-Campus Parties**

Archdiocesan regulations prohibit mixed parties involving students of the upper grades, even though these parties may be held at home. Parents are asked to cooperate with this regulation, even though this matter of home-sponsored parties is one primarily involving parental control and not that of the school.

St. James- Holy Redeemer School does not sponsor off-campus parties. Invitations to off-campus parties or events not sponsored by St. James- Holy Redeemer School **may not be distributed on school grounds** (i.e. birthday parties, swim parties, dances, etc.). Mail invitations to private parties directly from your home to the recipient.

### **Birthday Parties**

Should a parent decide to celebrate their child's birthday at school advance notice to the teacher is required. A simple, healthy snack of yogurt, muffins, or similar item that does not require plates or utensils is acceptable. Please leave the snacks in the school office and the snack will be distributed at recess. There will be no lunches or party time in the classroom. Please no party bags.

### **Lunch**

We strongly encourage students to bring their lunch or select hot lunch from the monthly menu calendar. Lunch should include healthy choices that will sustain your child until the end of the school day. We strongly discourage fast food lunches.

### **Tutoring**

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

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

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

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

## Counseling Policy

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

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

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

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

## Athletics

All students participating in athletics will follow the guidelines of acting in a Christian manner. Teamwork and fairness are required. All students participating in school sports teams are required to maintain a minimum of a "C+" average in all subject areas and behavior and effort.

## **Student Council**

The purpose of the Student Council Organization is to foster good citizenship and leadership, to encourage involvement in school activities, to promote school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every possible manner. The group is under the guidance of a faculty advisor who directs their activities and meetings. **All students participating in student government are required to maintain a minimum of a "C+" average in all subject areas and behavior and effort.**

**PARENT’S AUTHORIZATION TO USE CHILD’S IMAGE, NAME, VOICE AND/OR  
WORK FOR NON- COMMERCIAL PURPOSES**

---

***This section to be completed by Archdiocese/School/Parish***

Archdiocese:

School/Parish

Class

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

***This section to be completed by Parent/Legal Guardian:***

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

Please circle the applicable boxes

|                        |     |    |        |     |    |
|------------------------|-----|----|--------|-----|----|
| Image/visual likeness: | yes | no | Voice: | yes | no |
| Name:                  | yes | no | Work:  | yes | no |

I understand and agree that my child’s image, name, voice and/or work (the “Personal Information”) will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non- commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the “Materials”).

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child’s name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature:

Date:

Print Name:

Relationship to Child:

Address:

Telephone:

Name of Child:

Age:

## **Tuition and Fees**

### **Tuition Schedule**

Tuition is collected by the F.A.C.T.S. Parents complete a contract during registration and the program is individualized according to parents' preferences. Rates for the 2016-2017 school year are as follows:

#### **Tuition K-8**

|            |         |
|------------|---------|
| 1 Child    | \$7150  |
| 2 Children | \$14265 |
| 3 Children | \$21400 |

#### **Disciple Rate**

|            |         |
|------------|---------|
| 1 Child    | \$5400  |
| 2 Children | \$9200  |
| 3 Children | \$13100 |

|                             |   |
|-----------------------------|---|
| Registration & Book Fee K-8 | \$550 for the first child (includes 2 tickets to Casino Night)<br>Additional children \$475 each if paid as early registration<br>After the early registration date the registration fee is<br>\$750.00 |
| Service Hours               | 30 hours per year. Incomplete hours are bought out at \$25<br>per hour  |
| Fundraising                 | \$700 per year, per family  |
| Scrip Purchases             | Generate a profit of \$250 per family   |
| Missed PTO Meeting          | \$50 fee  |
| 8th Grade Graduation Fee    | \$250   |

#### **An In Parish Family**

1. Worships regularly with our community on Saturday evenings or Sundays.
2. Participates in church ministries.
3. Uses On Line Giving Program.
4. Contributes annually to The Together in Mission campaign.

All families are required to actively participate in the activities and programs of the school. Parents are reminded that the school is here to assist them in their sacred duty of educating their children. In order to be successful in its mission, St. James-Holy Redeemer School requires that all families support the school with their time, talents and treasure to the greatest extent possible.

### **Parent-Teacher Organization**

The PTO promotes open communication, good will, and cooperation among parents, teachers and the administration of our school. The PTO coordinates parental support through parent education and social functions to help build and enhance the faith community of St. James - Holy Redeemer School. Our primary purpose is to raise funds for the school and coordinate the service and volunteer programs. All parents, guardians, and teachers of St. James- Holy Redeemer School are members of the PTO.

### **PTO Requirements**

- Each family is required to give a minimum of 30 hours of service or pay for those hours at a rate of \$25 per hour.
- Each family is required to pay the Fundraising Fee of \$700.00.

### **Volunteer Family Service Program**

In order to make St. James - Holy Redeemer School the best that it can be, we need you! Parents are a vital resource in our school. By working and praying together, the school achieves greatness, which benefits our children. We have a list of committees on which parents can help in many different ways. Working on these committees you not only complete some of your service hours but you also help build school community, raise funds, provides for health and safety of our children at school, and enhance their educational opportunities. It is our hope that each family will share their time and talents to help St. James- Holy Redeemer School continue to be the best Catholic school possible. Parents who assist in the classroom tutoring students or helping with other activities are reminded that their observations and conclusions are confidential and not to be shared outside the classroom. If you have questions or concerns, please consult the teacher.

### **Volunteer Family Service Program Requirements and Guidelines**

#### **Requirements:**

- 30 hours of service are required per year or pay a rate of \$25 per hour or \$750 for 30 hours or a combination of both.
- Your commitment for volunteering is for the full school year unless otherwise stated.
- All hours must be recorded on the Service Hour Coupon. Recording of hours must be submitted to the office **within 30 days of the function.**
- All coupons must be approved by one of the following: a teacher, room parent, chairperson, PTO board member, or principal.
- Hours, functions/service, and signature on coupon must match the sign-in sheet in order to receive credit.

### **Guidelines:**

- All duties performed and recorded on classroom, office, or fundraiser sign-in sheet or logbook serves only as a checklist. This does not replace the online record.
- A school family may not donate or earn service hours to/for another family.
- A family must notify the Family Volunteer Coordinator for consideration of special circumstances (i.e. serious family illness) if they are not able to earn their hours. **DO NOT WAIT UNTIL THE END OF THE YEAR!**
- All services which aid the staff, faculty, school, or PTO will earn volunteer hour credit.
- Class party donations of food or drink qualify for credit as determined by the following chart:

#### ***FOOD PREPARATION-SERVICE HOUR EQUIVALNCY GUIDELINES***

9x13 frosted sheet cake or layered cake = 1 hours

1 ½ dozen bar cookies/brownies = 1 hour

Decorated large cakes (sheet/double-layered) = 1 hours

3 dozen frosted cupcakes = 2 hours

All store bought items with receipt = 1 hour for each \$25.00 (Maximum 10 hours or \$250.00)

- At the end of the year, any family lacking their 30 hours will be billed for the balance of outstanding hours at the rate of \$25.00 per hour. Checks for volunteer hours are payable to St. James- Holy Redeemer PTO. Payments may not be included with registration or tuition. Delinquent accounts will be referred to the school office and registration is not complete until resolved.
- Volunteer hour credit disputes must be addressed to the Volunteer Service Coordinator in writing.
- There are some positions and functions that have a **10 hour limit**. They are: Team Parent, Scout Functions, and Assistant Scout Leaders.
- Volunteer hours are to be entered online by the end of the month services were done. Late entries will not be credited.

### **Family Fundraising Participation**

Each family is required to participate in the annual fund and contribute a minimum amount of \$700.00.

### **Scrip**

In an effort to support school curricular projects and keep tuition affordable, the participation in a scrip program gives our families the benefit of 100% of their purchases and at the same time giving proceeds to the school.

Paper scrip is scrip that is in the form of a card with a dollar amount and the name of the retailer on the card. This scrip is sold in the school office. Beginning in the Fall of 2016 we will participate in a program called Scrip Sense which uses smart phone technology to credit purchases to the school scrip program.

Should a family choose not to buy scrip over the school year; a buyout amount of \$250 can be made. Each family will receive a statement in December and May stating where they are with their purchases.

### **PTO General Meetings**

**There are four PTO meetings each year and attendance at these meetings is mandatory.** A \$50 fee will be charged for each missed meeting. *You will be contacted in writing during the year to update you on your fundraising, scrip and volunteer hour status. All fees and unfulfilled volunteer hours must be paid in full at the time of registration before you will be able to register for the next school year.*

### **Discipline**

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

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

### **Maintenance of Effective Discipline**

Effective discipline is maintained when there is

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

### **Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

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

### **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 be 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
- Three tardies in a trimester will warrant a detention.
- Three detentions in a trimester will warrant a suspension.

## **Suspension**

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- 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
- Three detentions in a trimester will warrant a suspension.

## **Expulsion**

### **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

## **Procedure for Expulsion**

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

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

## **Written Record**

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

## **Cases Involving Grave Offenses**

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

## **Time of Expulsion**

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

### **Reporting of Expulsions**

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

### **Right to Make Exceptions**

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

### **Home Study**

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

### **School Dress Code**

#### **Uniform**

Wearing the school uniform is a part of the formation of young men and women that takes place here at St. James- Holy Redeemer School. Uniforms are intended to create a sense of unity and pride among the students, and to allow them to concentrate their minds on matters intellectual and spiritual, rather than material. A good appearance in terms of dress and grooming is also related to what we are trying to teach the students about always striving to do and be the best that they can be. Therefore, uniforms are to be worn from the first day of school. We ask your cooperation in this matter. If parents are conscientious about uniform regulations, the children will consider it a matter of importance, too. Uniforms should be kept neat, clean and in good repair.

Students are to be well groomed and neatly dressed at all times. Please check to see that your children are properly dresses and groomed before they leave for school.

Our school uniform supplier is:

Dennis Uniforms

2640 N. San Fernando Rd. Los Angeles

(323) 441-0168 or (800) 854-6951 [www.dennisuniform.com](http://www.dennisuniform.com)

All uniform items (except shoes, socks, belts, sweatpants and jackets) must be purchased through Dennis Uniforms.

***Note: Skirts, jumpers, skorts and shorts: no shorter than 3 inches above the knee length (For uniform or free dress). No shorts may be worn to Mass.***

### **GIRLS' UNIFORM – GRADES K-5:**

Navy and Red Plaid jumper

White short sleeved Peter Pan blouse

***Full Dress uniform for mass days and field trips is white blouse and plaid jumper***

Navy crew sweatshirt with school logo (must be worn over a uniform shirt)

### **OPTIONAL FOR GIRLS K-5:**

Navy cotton pleated pants

Navy cotton pleated walking shorts (no shorter than 3 inches above knee)

Navy cotton skort (no shorter than 3 inches above knee)

Red, navy, or white cotton polo with school logo to be worn with shorts, skorts or pants

White cotton undershirt or turtleneck (may be worn under blouse or polo shirt on cold days)

Navy, black, red or white leggings (on cold days – leggings and socks must meet)

Navy, black, red or white tights (on cold days)

### **GIRLS UNIFORM-GRADES 6-8:**

Navy and Red pleated skirt (no shorter than 3 inches above knee)

Red, navy, or white cotton polo with school logo

Navy Skort or shorts (no shorter than 3 inches above knee)

Red, navy, or white cotton polo with school logo to be worn with shorts, skorts or pants

White cotton undershirt or turtleneck (may be worn under blouse or polo shirt on cold days)

Navy crew sweatshirt with school logo (**must be worn over a uniform shirt**)

Navy, black, red or white leggings (on cold days – leggings and socks must meet))

Navy, black, red or white tights (on cold days)

***Full Dress uniform for mass days and field trips is red polo and plaid skirt***

### **OPTIONAL FOR GIRLS 6-8:**

Navy cotton pleated pants

White cotton undershirt or turtleneck (may be worn under blouse or polo shirt on cold days)

### **BOYS' UNIFORM –GRADES K-5:**

Navy cotton pleated pants (fitted at waist) **No oversized pants or shirts or no cargo pants (no shorts on Mass days)**

Red, navy, or white cotton polo with school logo

***Full Dress uniform for mass days and field trips is red polo and navy pants***

Navy crew sweatshirt with school logo (must be worn over a uniform shirt)

### **OPTIONAL FOR BOYS K-5:**

Navy cotton pleated walking shorts **No oversized pants or shorts**

White cotton undershirt or turtleneck (may be worn under polo shirt on cold days)

### **BOYS' UNIFORM –GRADES 6-8:**

Plain navy blue pants or shorts, **NO OVERSIZED PANTS OR SHORTS OR CARGO PANTS (no shorts on Mass days)**

Red, navy, or white cotton polo with school logo

***Full Dress uniform for mass days and field trips is red polo and pants***

Navy crew sweatshirt with school logo (must be worn over a uniform shirt)

**OPTIONAL FOR BOYS 6-8:**

Navy cotton pleated walking shorts

White cotton undershirt or turtleneck (may be worn under polo shirt on cold days)

**SHOES: Requirements are for all students:**

Navy, White, Black, Red, or Gray, One solid color or any combination of the above colors only No flashing lights built into sides. No stripes, check, or other designs.

MUST HAVE RUBBER SOLES AND BE COMPLETELY ENCLOSED

Laces (white) or buckles must be securely tied

**SOCKS:** Socks for all students must be solid navy, white or black. **No sport socks (those which barely show above tennis shoes).** Socks MUST BE at least one inch above the ankle and fold over.

**BELTS:** Black leather belts only are permitted, and must be worn on the waist. Belts must be worn at all time with pants or shorts. Pants and shorts must be worn at the waist.

**JACKETS:** When the weather is cold or rainy students may wear their own outerwear when outside. In the classroom the uniform sweatshirt may be worn.

**HAIR:** Traditional, conservative hairstyles are mandatory for boys and girls.

**BOYS:** The haircut must be off the face and neatly trimmed around the neck and over the ears. It must NOT come to the collar of the shirt. NO BIZARRE, SHAVED, SPIKED, OR OTHER FADDISH haircuts. Dyed hair or bleached hair will not be permitted. No hair hanging over face or eyes. Eyebrows must be visible.

**GIRLS:** Hair must be neat and clean. EXTREME HAIRSTYLES OR HAIRCUTS, DYED OR BLEACHED HAIR WILL NOT BE PERMITTED. No hair hanging over face or eyes. Hair must be off of the student's face. Eyebrows must be visible. Headbands and hair accessories may be worn. They are to be red, white, blue, or tortoise shell.

**NAILS:** Nails must be clean and neatly trimmed to the end of the fingers. False nails are not permitted. Nail polish is not permitted.

**MAKE-UP:** Make-up is not permitted. Students may not write on themselves or others.

**JEWELRY:** Stud type pierced earrings are the ONLY earrings that may be worn by girls, and only one earring per ear.

Boys may not wear earrings of any type.

Boys and girls may wear one small religious necklace under their uniform shirt or blouse.

Bracelets may not be worn except for fundraising or special causes or when special permission is given.

**Boy Scouts, Girl Scouts, and Cub Scouts may wear their uniform to school on den or pack meeting days.**

**FREE DRESS DAYS**

Through the school year certain days will be designated free dress days. The following are the guidelines for attire on free dress days:

**BOYS:**

- Polo shirt with collar, pants, or shorts (**no shorter than knee length**) may be worn
- Jeans are allowed as long as they are not frayed, faded, or torn.
- T-shirts are allowed; no offensive pictures or words of any kind.
- Socks must always be worn with shoes. **No open-toed or open back sandals or thongs.**
- No earrings are allowed.
- No tank tops.
- Pants and shorts must be worn with belts and must be worn at the waist.

**GIRLS:**

- Dresses, skirts, or shorts (no shorter than knee length), pants, or jumpsuits may be worn.
- Jeans are allowed as long as they are not frayed, faded, or torn.
- T-shirts are allowed; no offensive pictures or words of any kind.
- No tank tops, bare midriffs or spaghetti straps. Shirts must not be tight or show cleavage.
- Socks must always be worn with shoes. **No open-toed or open back sandals or thongs.**
- Stud type pierced earrings are the only earrings that may be worn (one per ear).
- Girls may not wear any type of make-up, nail polish, or inappropriate jewelry.
- No midriff-bearing shirts or “low-rise” or “micro” pants, shorts, or skirts may be worn.

**Dress Up Free Dress**

There are some occasions during the school year that require dress up attire. An example would be May Crowning or Graduation Breakfast. Guidelines are as follows:

**Boys:**

- **Long pants + belt**
- **Dress shirt + tie**
- **Nice shoes**

**Girls:**

- **Dresses or skirts no shorter than 3” above knee**
- **No strapless or spaghetti strap dresses or tops**
- **No low cut dresses or tops**
- **Shoes no higher than ½ inch heels**

**Students that do not comply with the dress code will receive any or all of the consequences listed. They include an out of uniform slip, a phone call home, and / or a phone call to get a change of clothes brought to school. If a student receives three out of uniform slips the students will receive a detention. Three detentions will require a suspension.**

*The principal is the final arbiter of the dress code.*

## **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.

### **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.

## **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 school property. 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.

## **Miscellaneous**

### **Lost and Found**

Lost and Found clothing articles may be claimed from the barrel in the hallway during school hours. Any article not claimed after two weeks may be sent to the Goodwill Industries or St. Vincent de Paul charitable organizations.

Other lost articles may be claimed from the school office, if found. Use caution in allowing articles of sentimental or monetary value to be brought to school. St. James Elementary and Holy Redeemer Middle School is not responsible for loss of or damage to personal property that is brought to school.

**ALL CLOTHING, BACKPACKS, LUNCH BAGS, ETC. MUST BE MARKED WITH CHILD'S NAME SO THAT THEY MAY BE RETURNED QUICKLY.**

## ACCEPTANCE OF HANDBOOK



### St. James-Holy Redeemer School Parent/Student Policies Agreement Form

*(Please print except where signatures are required)*

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

Our family has received and read the St. James -Holy Redeemer School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

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

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

Print student names and grades:

Student's First Name \_\_\_\_\_

Student's First Name \_\_\_\_\_

Grade \_\_\_\_\_

Grade \_\_\_\_\_

Student's First Name \_\_\_\_\_

Student's First Name \_\_\_\_\_

Grade \_\_\_\_\_

Grade \_\_\_\_\_

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

