



Parent and Student Handbook 2015 – 2016



La Purísima Concepción Catholic School is dedicated to providing a Catholic education where students are taught how to be witnesses of the Gospel, stewards of creation, and lifelong learners.

**School Office/Absence Reporting
(805) 736-6210**

La Purísima Concepción Catholic School

Staff

Pastor _____ Rev. Thomas S. Cook
Principal _____ Mr. Orlando A. León
Vice Principal _____ Mrs. Julie Clement
School Secretary _____ Ms. Carla (Adriana) Salgado
Preschool Director _____ Ms. Terese Munoz-Hill
Physical Education Instructor _____ Ms. Anita Tubbs
SUBE™ Spanish/Librarian/Aide _____ Mrs. Martha Santos
Kindergarten/First Grade Aide _____ Mrs. Francisca Aguirre
Second/Third Grade Aide _____ Mrs. Monique Mangino
Extended Care _____ Mrs. Francis Corral
SCRIP Coordinator _____ Mrs. Theresa Keeling
Campus Minister _____ Deacon Richard Stalder

Faculty

Kindergarten/First Grade _____ Mrs. Julie Clement
Second/Third Grades _____ Ms. Maressa Martinez
Fourth/Fifth Grades _____ Mrs. Valerie Gavilanes
Sixth/Seventh/Eighth Grades _____ Mr. Joseph Inverso

LA PURÍSIMA CONCEPCIÓN SCHOOL MISSION STATEMENT

La Purísima Concepción Catholic School is dedicated to providing a Catholic education where students are taught to be witnesses of the gospel, stewards of creation, and lifelong learners.

LA PURÍSIMA CONCEPCIÓN SCHOOL PHILOSOPHY

La Purísima Concepción Catholic School encourages spiritual, academic, social, physical, and emotional growth focusing on the needs of the whole person. Recognizing parents as the primary educators, we are facilitators of learning. We integrate a challenging, standards-based instruction within the context of our Catholic identity.

RIGHTS AND RESPONSIBILITIES

Responsibility is inherent in all rights, especially the basic responsibility and duty to respect and secure the rights of others. No student or other person involved in any school can realize his/her rights unless he/she also exercises the self-discipline and care to afford all others the same rights. We can never allow our actions to infringe upon the rights of others.

In a social situation such as La Purísima Concepción School, all participants - students, teachers, administrators, parents/guardians and others in the educational process - have the right to know the basic standards of expected conduct and behavior for themselves and others. Then, and only then, will the school environment be a community of individuals who live and interact based on commonly shared rules, rights, expectations and common sense.

School Wide Learning Expectations

Graduates of La Purísima Concepción School will enter high school ready to succeed.

We expect them to be:

1 Spiritual learners who:

- 1.1 Show respect for God, others, and themselves.
- 1.2 Have a prayerful relationship with Jesus.
- 1.3 Show devotion to Mary and the saints.
- 1.4 Demonstrate knowledge of our Catholic Faith.
- 1.5 Use scripture for prayer, study, and everyday living.
- 1.6 Participate in the Sacraments.
- 1.7 Show a willingness to forgive when mistakes are made.

2 Active learners who:

- 2.1 Relate academic learning to everyday life experiences.
- 2.2 Are challenged to use higher level thinking skills.
- 2.3 Set goals, solve problems, and manage their time well.
- 2.4 Communicate effectively and creatively through written and oral language.
- 2.5 Are able to use computers and technological resources.

3 Social learners who:

- 3.1 Show patriotism and work toward being good citizens.
- 3.2 Accept personal responsibility for their choices and actions.
- 3.3 Take care of the Earth and its resources.
- 3.4 Openly serve others within the school, parish, local, national and global communities.
- 3.5 Cooperate in group situations and respect other's opinions.

4 *Physical learners who:*

- 4.1 Display good sportsmanship.
- 4.2 Practice personal hygiene.
- 4.3 Follow safety guidelines.
- 4.4 Make good nutrition and physical fitness part of their daily life.

5 *Cultural/Aesthetic Learners who:*

- 5.1 Appreciate literature, music, drama, and art.
- 5.2 Develop individual talents and support the abilities of others.
- 5.3 Appreciate religious, cultural, and ethnic diversity.

As a La Purísima Concepción student, you have the right to:

- a) Be treated with respect;
- b) Be provided with an educational program and atmosphere conducive to successful academic achievement and personal growth;
- c) Be given clear and timely information on rules and regulations affecting you;
- d) Express your views on educational policies and school regulations;
- e) Consult with teachers, counselors, administrators;
- f) Present concerns to school personnel following the proper processes (see page 5).
- g) Make decisions regarding your personal lives and behavior in accordance with school rules.

A La Purísima Concepción student shows:

Respect for the learning process by:

- Attending classes regularly and punctually;
- Following expectations and procedures of the classroom and school;
- Listening to others, the administrators, teachers and students;
- Being fair and honest in completing school work; and
- Avoiding disruptive behavior.

Respect for rules and authority by:

- Respecting the laws of the country;
- Following school, building and classroom rules;
- Following the dress code; and
- Refraining from tobacco, alcohol and illegal drug use.

Respect for property by:

- Helping to maintain a pleasant, clean, safe environment;
- Taking good care of books and other school property; and
- Leaving the property of others alone.

Respect for others by:

- Being courteous;
- Refraining from name-calling and using foul language and gestures;
- Welcoming and assisting newcomers;
- Demonstrating respect for other cultures; and
- Moving carefully through halls and sidewalks.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND 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/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.

SOCIAL BEHAVIOR

Students of La Purísima Concepción School are expected to be supportive and respectful towards others at all times. The following types of behavior are inappropriate and are not tolerated. Any student exhibiting these types of behavior is subject to suspension or recommendation for permanent withdrawal from school. They are:

- Engaging in behavior contrary to Christian/Catholic morals, values and attitudes;
- stealing (taking things not belonging to one's self);

- leaving and/or returning to campus during school hours and activities without written permission;
- fighting or assaulting others;
- threatening or intimidating behaviors (i.e. racial or sexual harassment, verbal abuse, humiliation, violent language, ridicule, etc.);
- participating in group behaviors that intimidate or threaten physical or psychological harm of others;
- using profanity/inappropriate language, written and/or verbal;
- encouraging others to participate in inappropriate, harmful or intimidating behavior;
- promoting or encouraging membership and interests of groups and clubs deemed inappropriate by the parish or school;
- defacing/destroying property; and
- displaying inappropriate public affection.

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

The following is an excerpt from the Archdiocesan Handbook.

- Preferences are given to members of the parish.
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to 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 in the following paragraphs.

ADMISSION PROCEDURES

Prior to admission consideration all new students must submit the following documents and have an interview with the pastor or principal:

1. Completed application and parent contract from the school office;
2. Current immunization records (shot records);
3. Copy of birth certificate;
4. Copy of baptismal certificate (if applicable);
5. Report card from previous school sent directly to La Purísima Concepción School from the previous school;
6. Physical examination (Kindergarten or 1st grade);

7. Completed SMART TUITION contract (if applicable). Whichever legal parent/guardian signs the contract is the person solely responsible for school tuition and all other school obligations (only parents or legal guardians may sign the contract); and
8. The school requires a copy of any court ordered custody agreement for children attending La Purísima Concepción School.

Within the first week of the academic calendar, students/families must submit the following documents:

1. Acceptance of Parent/Student Handbook form
2. Emergency/Disaster/Earthquake Card
3. Parental Release for Child (Photo Release) form
4. Family Agreement for Use of Electronic Communication and Equipment form
5. iPad Usage Agreement
6. Code of Conduct for Student Workers/Volunteers
7. Dismissal Authorization Form
8. Medication Authorization and Permission Form (if applicable)

Kindergarten students must be potty trained. Three toileting accidents may result in dismissal.

RE-ADMISSION POLICY

All students attending La Purísima Concepción School are evaluated yearly for re-admission. Requirements are the following:

Parent/Guardian

- Regular attendance at Mass with children (for Catholic families);
- Participation in parish and/or school volunteer programs;
- Support of school protocols and the administration;
- Financial support to the church by regular envelope use;
- Financial support of school by payment of fees & tuition;
- Completion of 40 volunteer service hours per year; and
- Financial support of school by purchasing SCRIP cards (\$2,325/year).

Student

- Evidence of following school regulations in all areas;
- Satisfactory completion of work from previous school year; and
- No percentages lower than a 70% in conduct and/or effort.

REGISTRATION

Registration for all returning students will take place after the Christmas holiday (generally in March). A non-refundable registration fee of \$250 per student is due on or before April 1st. Those families paying the registration fee after the first of April will pay \$325 per student. The parent contract is due along with the registration fee and non-supporting fee, as applicable. No check can be accepted without a contract. Only a parent or legal guardian can sign the contract.

Annual Supporting Fee. Tuition and fees do not cover the full cost of educating students at La Purísima Concepción School. Each year, the parish and archdiocese provide a substantial subsidy to the school through our parishioners. For this reason all non-Catholic families or Catholic families not registered with a local parish (validated by the use of a tithing envelope), are assessed an annual supporting fee of \$175 per family.

Referrals. Any new family registering at La Purísima Concepción School may identify the family who referred them to the school. To do this, the new family should print the name of the referring family at the top of their registration application. When this occurs, and the new family remains enrolled for the academic year, the referring family will be credited one month's tuition for the following academic year. The referring family must be a returning La Purísima School family.

Re-admission to school is not automatic. Students on academic probation will only be re-admitted after signing an academic contract for the new trimester.

Children will not be admitted the first day of school unless the SMART tuition contract has been received and all fees have been paid and there is no previous balance owed. Families choosing not to pay tuition will be asked to withdraw their child from the school.

Parents/guardians whose children are enrolled in La Purísima Concepción School are expected to support and promote Christian values in their children. Regular attendance at Mass and Reconciliation services is the responsibility of the parents/guardians as head of the family unit.

Tuition payment – All tuition must be paid using the **SMART TUITION** program or paid in full before the first day of school. Any insufficient funds drafts by **SMART TUITION** program will result in a **\$30.00 fee per transaction.**

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 (see Appendix).

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 record cards include only the following information:

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

OFFICE HOURS

The school office hours are **7:30 AM-4:00 PM** Monday, Tuesday, Thursday and Friday and **7:30 AM-3:00 PM** on Wednesdays (closed during morning & afternoon announcements, for lunch from 12:00-12:30, and during Mass on Fridays).

APPOINTMENTS

Parents/guardians wishing appointments with the principal should make arrangements by calling the school office at (805) 736-6210.

Appointments with teachers should be made through the teachers. Teachers need at least 24 hours notice in order to schedule quality time for an appointment. **Please call the school office or send a note to the teacher for a written or phone reply.** Notes may be sent in with students or dropped off at the office. Teachers may also be contacted via email. Emails are listed on the school website and are also accessible through SchoolSpeak. Parents/guardians are requested **not to disturb teachers while class is in session, while teachers are providing supervision or while they are on their breaks.**

ALL PARENTS/GUARDIANS AND VISITORS ARE TO REGISTER AT THE LPCS OFFICE AND RECEIVE A VISITOR'S PASS BEFORE ENTERING SCHOOL GROUNDS AND OR CLASSROOMS.

TELEPHONE

The school telephone is for emergency purposes only. **If a student is feeling ill, they should visit the health office, and the adult will make the appropriate call to the parent / guardian.** Use of the office telephone by students is greatly discouraged. Reasons for using the phone that are NOT acceptable are forgetting homework, books, lunch, permission slips, etc.: desire to change plans for after school and any other reason that could/should have been handled prior to arriving at school. If a child is not picked up on time, the parent/guardian will be called. Students needing to use a telephone for an appropriate reason may come to the office, and the school secretary will place necessary call or contact the parent via email or text message.

For cell phone policy, refer to Electronic Equipment section (see pages #).

ORDER OF THE DAY

Students at La Purísima Concepción School are expected to be on the school playground by 7:55 AM. No student may be left prior to 7:40 AM as there is no supervision available. ***Students should not arrive earlier than 7:40 AM or remain on the campus later than 3:15 PM (or 12:45 on Wednesday) unless they are participating in a supervised activity.***

The first bell rings at 7:55 AM. Late bell is 8:00 AM. Classroom doors close at 8:00 AM. To provide the best learning atmosphere for the students, we ask parents/guardians to leave campus once the final, 8:00 AM, bell has rung. Three tardies within one trimester will result in conference with the teacher and/or principal.

Homeroom teachers should be informed **in writing** of any change in a student's means of transportation, for at no time will a student be released to an unauthorized person. The office should be notified of changes of address and phone numbers as promptly as possible.

Please make all arrangements regarding transportation, appointments, lunches, etc. with your children **before school begins**. Only in an absolute emergency should the school be called regarding appointments or change of transportation. **Information must be called in no later than 2:00 pm** to ensure students can be informed of the changes.

School ends at 3:00 pm Mondays, Tuesdays, Thursdays and Fridays, and at 12:30 pm on Wednesdays. There will be a fee considered for repetitive late pick up.

No visiting adults will be allowed in the school restroom. There is a restroom for use in the office.

MASS

The entire school attends Mass on Friday morning (8 am – 9am) and on other Holy Days of Obligation. Students should arrive at school no later than 7:55 a.m. on Mass days.

The Eucharist is served at Mass. Only Catholic students who have attended First Communion classes may partake of the Eucharist during Mass. We realize we have many students who are not Catholic and who may partake of Communion at their home churches; however, the Eucharist during Mass is reserved only for Catholics who have had their First Communion.

If First Communion training was given at another parish besides La Purísima Concepción School, a copy of the student's First Communion certificate must be on file in the school office in order to partake of the Eucharist at Mass.

Any child in 4th – 8th grade, who is Catholic and has completed La Purísima Concepción Catholic Church altar server training course, will be required to serve at school Mass and at other times during the school year. La Purísima students may participate in other Catholic activities, such as special saint days, the rosary and Stations of the Cross. These activities are part of the reason our school is uniquely Catholic.

FACULTY MEETINGS

Faculty meetings are held every Wednesday at 1:00 p.m. Each Wednesday is a 12:30 PM dismissal day, excluding holidays.

CLOSED CAMPUS

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

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.

EXTENDED SCHOOL DAY PROGRAMS

- The school requires an extended school day agreement with participating parents.
- Archdiocesan student insurance covers students during the time of the program.
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- The school requires up-to-date family information, emergency contact, and maintains a record of arrivals and departures.
- The school may arrange with independent contractors or entities to provide extended school day programs.

ATTENDANCE PROCEDURES

ABSENCES

Regular attendance is necessary for academic success. The primary obligation for student attendance rests with the parent / guardians. To assist them, the school administration assumes a moral responsibility to advise parents/guardians of the possible academic and /or disciplinary consequences of excessive absences.

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 AN 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. Students are legally credited for attendance when time is spent in medical and dental appointments. This is called an excused absence, although ½ day absence is noted on their records (if the child returns the same day to school).

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.*, 20 or more days), official grades may be withheld.

Each trimester:

- Written notification will be sent to parents/guardians when a student reaches his/her **tenth absence any time during the school year**. This notification must be signed by a parent/guardian and returned to the Principal.
- When the twentieth absence occurs any time in the year, an administrative conference will be held to determine any possible disciplinary or academic consequences.

A student who has more than 10 absences a year must meet with the principal to decide if the student may continue to the next grade level. Additionally, an excess of 20 absences will be reported to the state.

Parents/guardians are urged to plan vacations during school vacation time, not during regularly scheduled school days. **There is no substitute for direct instruction. Notify the teacher(s) in writing at least 1 week in advance of a planned absence in order to have a vacation work packet prepared. This work packet will be given to the student on the instructional day prior to the vacation.** However, some assignments may not be available prior to vacation time and must be made up after the absence. Also, certain assignments may not be able to be made up at all, especially in the upper grades. The teacher will prepare assignment packets using his/her best judgment pertaining to the nature of the schoolwork.

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.

TARDINESS

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session (generally at late bell). 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.

The first bell rings at 7:55 am. Late bell is 8:00 am. Classroom doors close at 8:00 am as students participate in the morning prayer. To provide the best learning atmosphere for the students, we ask parents/guardians to leave campus once the final, 8:00 am bell has rung. Three tardies within one trimester will result in conference with the teacher and/or principal.

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

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.

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; and/or
- 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 identify 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 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.

GUIDELINES RELATED TO POSSESSION AND USE OF ALCOHOL / CONTROLLED SUBSTANCE

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:

- a. Evaluate observable symptoms.
- b. Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances.
- c. Interview the student in the presence of an adult witness.
- d. 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).
- e. Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instruction on the emergency card.
- f. Recommend the examination by a physician.
- g. Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation.
- h. In cases where sale or possession is verified, school administrators follow these procedures:
 - a. Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and 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.
 - b. 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.
- i. When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or other responsible person regarding the release and the place to which the minor is reportedly being taken.
- j. If an arrest is made and the student is removed from the school, a representative of the law enforcement agency notifies the parent or guardian prior to that time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

HEALTH AND SAFETY

SCHOOL SAFETY

Safety is a top priority at La Purísima Concepción School. Following is a list of some important safety guidelines:

- a. No one is permitted on campus or on the playground during non-school hours (before 7:40 am; after 3:20 pm (Mondays, Tuesdays, Thursdays and Fridays) or 12:45 pm (Wednesdays).;
- b. Students must use the crossing guard whenever one is available;
- c. Students are not to leave campus once they have arrived on campus (including before and/or after school, activities, sports, etc.);
- d. Students are not to play in the alley or parking lot unless supervised;
- e. Parents/guardians and guests are required to check into the school office, sign in, and request a VISITOR's PASS once they arrive on campus during school hours.

CAR POOL AND CAR PICK-UP

Child Restraint Systems and Safety Seats

California Law will require children to ride in the back seat in a properly secured child passenger safety restraint until they are at least 8 years old or until they are at least 4 feet 9 inches in height.

This is the law.

Children under 12 should always ride in the back. Children are at greater risk when riding in the front seat. A child's injury risk is reduced by 33% when moved from the front seat to the back seat.

When may a child ride in the front seat?

Your child may ride in the front seat if:

- a. Your vehicle has no rear seats.
- b. Rear seats are side-facing jump seats. (Child safety restraints must never be placed on side-facing vehicle seats.)
- c. The child passenger restraint system (CPRS) cannot be properly installed in the rear seat. (For example, your vehicle has lap belts only in the back seat, but there are lap and shoulder belts in the front seat. Your child is 5 and weighs 45 pounds and must ride in a booster seat. The booster seat must be used with a lap and shoulder belt; therefore, your child may ride in the front seat.)
- d. Children under the age of 7 occupy all rear seats.
- e. Medical reason (written by the pediatrician) requires that the child not be restrained in the back set. All children are safer in the back seat, ask another adult to ride with the child in the back.

Additionally, the law states that a child may not ride in the front seat of a motor vehicle with an active passenger airbag if the child is: under one year of age, weighs less than 20 pounds, or is riding rear facing in a CPRS.

Information obtained from the California Highway Patrol Webpage
http://www.chp.ca.gov/community/child_safetyseat_faqs.html .

EMERGENCY PREPAREDNESS

An emergency preparedness plan has been implemented so that in the event of an emergency, all conceivable actions which can be taken to ensure the safety and welfare of the students and staff, will be implemented. Preparing staff and students with appropriate instruction and practice in how to act and react in the case of an emergency will effectively minimize the problems that may arise.

In the time of local, regional or national emergency, La Purísima Concepción School will follow public school policy with regard to closing, unless you are otherwise notified. This information will be available on the local radio stations.

An emergency and earthquake card must be filled out and on file for every student. Please notify the office of any changes, **especially phone number and address changes (see Emergency Card section)**.

Staff and students stay prepared through regular emergency drills. These drills include fire, earthquake, and lockdown.

EMERGENCY CARD

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

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

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

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

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

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.

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

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.

MEDICATION

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

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form in Appendix*.
- Medications administered at school must be ordered in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached/affixed. It shall be in an appropriate container, and kept in the school/nurses office.
- The student shall come to the office for medication (any medication – prescription or over the counter medication) if it is given to the child during school hours. Note: this includes cough drops, aspirin, Tylenol, Advil, etc.)
- Your child should pick up their medication at 2:30 pm (if they need to take it home that day). You may come to the school office to pick up the medication until 2:30 pm.
- Please **DO NOT DISTURB** the teachers or principal for forgotten medication. It is not their responsibility to ensure that you have collected the correct medication for your child. It is wise to send a second container if the medication is to be given over a period of time.
- 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 parents or guardian of a diabetic child must sign the *Diabetic Consent Form* (which is available in the school office) and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to the 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

The following is an excerpt from the Archdiocesan Handbook.

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.

HEALTH OFFICE/ ABSENCES

1. When your child returns from a scheduled doctor's appointment, you must bring in a slip from the doctor's office stating you were there. If the health professional, or office secretary, is not in her office when you return, your child should take the slip to class. This serves as his/her admittance slip.
2. If your child is absent, **you must phone the office by 9:00 am at (805) 736-6210**, indicating the reason for the child's absence. Upon your child's return to school, you must write a note to the homeroom teacher/health professional for your child to be readmitted. A short explanation is sufficient.
3. If your child is absent three or more days, he/she should be readmitted by a doctor. A note from the doctor will be waived if you have kept in contact with the health professional throughout the child's illness.
4. Any child absent with a contagious disease **MUST** be readmitted by a doctor. He/she must have a doctor's note stating he/she is no longer contagious.
5. Please remember, if a child is leaving school for any reason, you must send a note, or call, to have him/her excused. Address the note to his/her homeroom teacher/health professional. At the time of the appointment, your child will be sent to the health/school office where you will **SIGN** them out. Students are not allowed to meet parents/guardians in front of the school or church.
6. If your child has sustained an injury that requires casting, splinting, crutches, etc., please remember to bring in a note from his/her doctor regarding his/her activity level or restrictions, if any. Please address the note to the health professional.

PLEASE REMEMBER THAT OUR HEALTH OFFICE SERVICES ARE LIMITED TO AUTHORIZED MEDICINE DISBURSEMENT, BAND-AIDS, A COLD PACK, ETC. FOR A SERIOUS MEDICAL EMERGENCY OR INJURY TO THE HEAD, A PHONE CALL WILL BE MADE TO 911 AND/OR TO THE PARENT/GUARDIAN.

GENERAL HOMEWORK and CLASS WORK MAKE-UP POLICY

For Students Who Are Absent Due to Illness

When a student is ill, **work assignments and homework will be available upon his/her return to class**. In the case of an absence of one day, missed assignments are due within 1 day. In the case of extended absence (3 or more days), the teacher will work with the student's parent/guardian and make arrangements for a homework packet.

For Students Who Are Absent Due to Vacation

Parents/guardians are urged to plan vacations during school vacation time, not during regularly scheduled school days. **There is no substitute for direct instruction. Notify the teacher(s) in writing at least 1 week in advance of a planned absence in order to have a vacation work packet prepared. This work packet will be given to the student on the instructional day prior to the vacation.** However, some assignments may not be available prior to vacation time and must be made up after the absence. Also, certain assignments may not be able to be made up at all, especially in the upper grades. The teacher will prepare assignment packets using his/her best judgment pertaining to the nature of the schoolwork.

USE OF ELECTRONIC DEVICES

Students are not allowed to bring to school any electronic equipment including but not limited to iPods, iPads, iWatches, hand-held video games, digital cameras, CD players, etc. unless special permission is granted by the principal and the equipment is used for a classroom or class project. Cell phones must be turned off and kept in back packs at all times. If electronic equipment is found at school, it will be confiscated and the student's parent/guardian must make an appointment to retrieve it.

Cell phones are discouraged at school. Cell phones and other portable communication devices (iPhones[®], iPods[®], iPads, iWatches, Blackberries[®], walkie talkies, etc.) may only be brought to school with written parental permission.

However, all portable communication devices **must be turned "OFF"** and stored in a backpack, book bag, locker, or other place where the device is not visible.

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

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

Any electronic device usage while on campus, or while attending a school sponsored event or activity, must be authorized by a supervising staff.

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

- The device will be confiscated from the student.
- The device will only be returned to the student's parent or legal guardian.
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

The school is NOT responsible for lost, misplaced, stolen, or broken portable communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced, or stolen after they are confiscated and will NOT pay for any communications charges.

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

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

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

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

Definitions

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

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

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

Electronic Communications Systems, Devices and Materials and Users Covered

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

Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of La Purísima Concepción School and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official La Purísima Concepción School 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 La Purísima Concepción, 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 La Purísima Concepción School, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or La Purísima Concepción School 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

- All users of Archdiocese and La Purísima Concepción School communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- Email and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of La Purísima Concepción School before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- Archdiocese and La Purísima Concepción School 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 La Purísima Concepción School.
- User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may

allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

- Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at La Purísima Concepción School.
- 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 La Purísima Concepción School.
- 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 La Purísima Concepción School’s information systems, a detailed disaster recovery plan may need to be developed.
- Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

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

- Violate any federal, state or local laws or regulations.
- Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is

not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

- Engage in improper fraternizing or socializing between adults and minors.
- Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Give unauthorized persons access to Archdiocese or La Purísima Concepción School systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- Allow any minor to access the Internet on Archdiocese or La Purísima Concepción School communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- Access or manipulate services, networks or hardware without express authority.

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.

THE WEEKLY CORDILLERA

The Weekly Cordillera is the school newsletter that is emailed home weekly on Wednesday afternoons. A hard copy may be requested from the school office. Any professional, school-related information you would like sent to the student body should be submitted no later than Monday morning, for Wednesday publication. Information not sent via email is transported in a manila envelope, also called *La Cordillera* envelope, that the parent/guardian must sign and return with the child the next school day. If your child does not return the envelope back to the school, your family will not receive future Cordillera envelopes. You may replace lost Cordillera envelopes for \$2.50

Students coming from separated/divorced families may notify the office to request a second envelope in which The Cordillera will be sent home. The second envelope will be sent home without an additional charge for these families.

SCRIP

All families are expected to buy approximately \$235.00 of SCRIP per month, for 10 months, totaling \$2,325.00 per academic year. Scrip is credited to the families beginning July 1, 2015 to May 1, 2016. SCRIP buy out obligation must be met by September 5th and purchase obligation must be met by the trimester schedule outlined in the school contract.

SCRIP is available for sale in the school office during designated times. If you choose not to use SCRIP, you have the option to pay a \$235.00 buyout fee by September 8, 2015, the cash equivalent. After September 8, 2015, a \$360.00 buyout will be applied to SMART as outlined in the school contract.

SCRIP may be purchased in pre-paid card form only. A list of SCRIP cards that are available is available in the school and SCRIP offices. SCRIP cards may be purchased from the school office or from the SCRIP table, after Mass, at La Purísima Concepción.

SCRIP may not be “credited” from family to family or from year to year due to excess purchases. The idea of SCRIP is to promote and support our Catholic school. Those families not spending approximately \$235.00 a month in SCRIP *should meet with the principal and arrange a different plan to meet your family’s financial obligations.*

SERVICE HOURS PROGRAM

To demonstrate your commitment to our faith-based education program each family is expected to contribute 40 hours of service each year to the school, or pay a service fee of \$600.00 per year or \$15.00 for each hour under the 40-hour requirement. Five service hours must be dedicated to the Parish Fiesta. Service hour credit is given for parent/guardian involvement with the school and parish in many capacities. Information about the Service Hours Program is in the registration packet. Service hour opportunities will be published in *The Weekly Cordillera*.

Service Hours may not be “credited” from family to family. The idea of service is to promote and support our Catholic School community by getting involved. **It is the parents/guardians responsibility to fill out a service hour form from the school office, and place it in the service hour envelope in the school office every time service hours are performed. Service hours will be credited if turned in within 30 days of performance of service.**

Families are expected to participate in the fundraising activities for the year as outlined in the school contract. Fundraising is what helps keep the tuition rate down. Without the support of fundraising, our tuition rates would have to be increased.

**If family SCRIP service hours and fundraising obligations are not met before the last two weeks of school, students of those families may not participate in end of year activities including, but not limited to, field trips, the school picnic, yearbook signing, and the graduation ceremony.*

ROOM PARENT

Room parents are chosen from among volunteers at the teacher’s discretion. Room parents receive 20 service hours for serving a full-year term as a room parent. These hours must be signed off by the classroom teacher.

There are several room parent meetings per year that will be held by the room parent coordinator. Room parents are asked to attend the monthly PTO meetings. A room parent handbook will be distributed by the room parent coordinator.

PARENT OR PARENT-TEACHER ORGANIZATIONS AND CONSULTATIVE SCHOOL COUNCIL

If the school has a parent organization, 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 organizations, 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 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 programs, 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.

Consultative School Council

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

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

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

FOOD/LUNCHES/BEVERAGES

Food, unless during a class party, may NOT be consumed in the classrooms. Water bottles are allowed on desks. No colored beverages or hot drinks are allowed in the classroom.

Soft lunch bags are encouraged instead of lunch boxes. Each lunch container must be clearly marked with the student's name and classroom number. Please send lunches in containers **no bigger than a standard lunch box** as the school does not have room to store large coolers. **Glass containers may not be used.** Spoons, forks, & knives will not be given to students from the school faculty room, nor will lunches be heated in the teachers' lounge for students. Forks and spoons must be provided from home, **but knives are not acceptable.**

Juice, water, milk, or Gatorade are acceptable as lunchtime beverages, **but sodas are not allowed.**

Each child is expected to bring lunch in the morning. Late lunches may be dropped off at the late lunch table outside of the school office. Students may not have lunches delivered by a professional company. **If a student forgets his/her lunch, a parent/guardian will be called and a lunch will be expected to be delivered to the school prior to lunchtime. Fast food lunches are highly discouraged.**

Parents/guardians may not go to the class and wait for the students to deliver lunches, unless they have checked into the office and obtained the required "pass". Late lunches are for family emergencies only, as it should not be a family habit.

On occasion, a special lunch may be offered as a specified fundraiser. In this case, the ordered lunch must be paid for by exact change. No checks will be accepted.

A hot lunch option may be made available on a regular basis pending the participation of volunteers.

Good lunchtime behavior is expected. Students will speak quietly to the person next to them, taking time to eat their lunch, keeping their hands and food to themselves, and throwing away their own trash. Students must ask the supervisor to get up for the bathroom, water fountain, etc. The supervisor will dismiss the students when it is playtime. *The bell does not dismiss the students for playtime.* **Poor lunchtime behavior will result in disciplinary action.**

WATER BOTTLES

Students are encouraged to bring a water bottle to keep at their desks. In order to maximize learning, and minimize interruptions to learning, students may not leave during class time to get a drink of water or to refill a water bottle. Water bottles may be refilled at nutrition break or lunch break.

BIRTHDAY CELEBRATIONS

Student birthdays are celebrated by the choice of the family and student. Celebrations in school are limited to a **small finger snack and napkins** that are *easily distributed by the teacher* (cookie, cupcake, donut, etc.). The parent/guardian should bring the snack in the morning or make arrangements with the teacher. The teacher will distribute the small treat at recess, lunch, or before dismissal.

No birthday invitations may be distributed at school unless all students in the class are invited. Same-gender invitations are allowed. For students K-3, invitations must be given to classroom teacher for distribution. For students 4-8, the student must consult with the classroom teacher for an appropriate time to distribute invitations.

No deliveries may be made to students during the school day (balloons, flowers, etc). Balloons, flowers, or any other items that might be a distraction in the classroom will be held for the student in the school office until the end of the school day.

LOST AND FOUND

Items found should be returned to the school or health office. Items may be claimed during posted office hours. At the end of each trimester the unnamed/lost articles will go to our city shelter. **(Articles with the student's name on it may be easily returned.)**

BOOKS

Students are responsible for keeping all hard cover books covered at all times. Parents are held financially responsible for lost or damaged books.

LIBRARY

Students will be charged the cost to replace or \$5 if they lose or damage a library book. This charge must be cleared before they may use the school library.

EQUIPMENT

The school provides sports equipment for the students during recess and PE Class. For the safety of all the students, students may not bring other equipment to school, unless a student has principal permission. Any unauthorized equipment brought to school will be taken away from the child and returned at the end of the year.

PHYSICAL EDUCATION

A program of physical education is included in the school week (a minimum of one 40 minute periods). If for some serious health reason, a child cannot take part in the physical fitness program, please inform the office and PE Teacher **in writing**.

Those students who are too ill for PE must bring a book to PE to read or do an alternate lesson assigned by either the PE teacher or classroom teacher. Students may be excused from PE for up to three PE periods with a note from home. Any further absences must be accompanied by a doctor's note. If a student must sit out during PE, they must also sit out during recess.

Please apply sunscreen daily to your child's exposed skin so she/he will be protected during recess, lunch and PE classes. Baseball style solid school color caps without decals, offensive, gang, drug or alcohol related logos or words may be worn during outside activities for sun protection. Hats may not be worn inside any classroom, parish buildings, hallways, or in the church.

The students do not change clothes for PE. The regular school uniform is appropriate dress.

ACCIDENTS

To avoid accidents, the following are forbidden:

- Playing in forbidden areas;
- Not following the rules;
- Riding bicycles, skateboards, roller-skating, roller-blades, Heelies, waveboards, and scooters;
- Bringing hard balls, marbles, knives, guns, or any other non-school item to school;
- Running in the halls/school buildings; and
- Fighting, pushing, shoving, tripping and any other inappropriate touching.

BICYCLES, SKATEBOARDS, SCOOTERS

Students must follow all school safety plans.

Students must wear a helmet to comply with state law.

Students must dismount the bicycle, skateboard or scooter as they enter the campus and walk their bike/skateboard/scooter through the front side gate entrance of the school.

Students must place their bike/scooter in the bike rack and lock them.

Students are not to hang out or around the bike area.

The school does not take responsibility for lost, stolen, or broken bikes, skateboards or scooters.

GUM, SNACKS, SODA

Gum is NEVER allowed on the school grounds before, during, or after school.

Gum chewing is not permitted on the premises or at any school-sponsored function whether students are in or out of uniform. This ban on gum includes field trips, after-school activities, and evening activities.

We encourage healthy snacks, such as fresh fruit or vegetables or canned fruit. **Energy drinks and soda are not allowed at school.** No glass containers are allowed at school.

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.

WORK PERMITS

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

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

The “work permit issuing authority” may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school. A copy of the signed work permit must be kept in the student’s file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

FIELD TRIPS

The school, for the educational and cultural development of the students, organizes field trips. Field trips are not optional unless a student is asked not to go by their teacher due to behavior or lack of permission slip the prior day. Field trip permission slips will be signed for each individual trip by parents/guardians. Students will not be able to attend the field trip if they do not have the signed permission slip in one day prior to the field trip. *Students whose behavior is inappropriate on a field trip will lose the privilege of participating in the next field trip.*

- Students are expected to wear their school uniforms unless otherwise noted.
- 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 *Appendixes*.
- It is the student’s responsibility to turn in the Youth Activity Permission Forms and Emergency Medical Authorizations on time. **If the permission slip form is not turned in the day before the scheduled field trip, the student may not be permitted to go on the field trip.**
- **Students not participating on the field trip will be assigned to attend school in another grade level classroom.**
- 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 60-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 the 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.

Parents/guardians may travel or chaperone on the field trips (covering their own fees), **although siblings and friends are not permitted on any field trip**. The field trip is an educational experience away from the school. Most importantly, the school can not cover legal liabilities for

family members. All parents/guardians transporting students must complete the following requirements and provide documentation for school office files:

- Sign the parent/guardian agreement for driving/accompanying the class on field trips;
- Must be at least 25 years of age,
- Have a clean driving record for the past three years,
- A valid Class C Drivers' License and current,
- Valid California automobile insurance.
- Each vehicle must have individual seat belts for each student.
- Provide a copy of the drivers' license and proof of insurance;
- Complete VIRTUS training; and
- Have their fingerprints (fingerprint clearance) on file as a part of the VIRTUS requirement.

Parents/guardians must drive directly to the field trip site and directly back, making no unplanned or additional stops. Parents, who volunteer as drivers, should come with a full tank of gas. Parent/guardians must also follow all teachers' instructions on field trips.

- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.
- School 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.

TRAFFIC PLAN

Parking is available in the parking lot. When coming to the school yard area and crossing the alley, the marked crosswalk must be used.

No child is to come to school before 7:40 am. except those holding a teacher and/or principal conference.

All students must be picked up by 3:15 pm (Monday, Tuesday, Thursday or Friday) and 12:45 pm on Wednesdays. The only exception to these pick-up times would be students enrolled in supervised after-school activities.

Students are not permitted to hang out in front of, or around the school before or after school, because students are unsupervised, and therefore it is unsafe.

Drop off procedure is as follows:

- 1) Enter the school campus by the North gate on “I” Street.
- 2) Drive car to the red curb, turn left, pull up as far as possible, and stop.
- 3) The parent(s)/guardian(s) assigned to traffic duty will open the car door for your door for your child and the child will proceed to the playground.
- 4) **The parent/guardian driver will continue to drive off the campus, down the alley, EXITING RIGHT ONLY onto Olive Avenue.**
- 5) Children and adults **must use the marked crosswalk.**
- 6) Please do not park in front of the school on Olive Avenue as you will block the view of drivers leaving the school alleyway.
- 7) **Do not drop off on Olive Avenue.**

Dismissal/Pick up procedure is as follows:

1. Enter the school campus by the north gate on “I” street.
2. Drive car onto campus, stay in line and follow the directions of the traffic monitor.
3. Students will be outside classrooms, in designated areas, with teachers.
4. Drivers leave campus by continuing down the alley, **EXITING RIGHT ONLY** onto Olive Avenue.
5. Students who are part of a carpool pick up will meet by the basketball court.
6. Only carpool drivers and drivers with students riding in a car seat will turn right into the alley to pick up their passengers.
7. No child will be picked up outside of school grounds.
8. **Please do not pick up on Olive Avenue.**

RAINY DAY DROP-OFF AND PICK-UP

Traffic patterns will change during inclement weather. When students are picked up from picnic tables, please follow the traffic cones and traffic monitor directions.

TRAFFIC DUTY VOLUNTEERS

Any parent / guardian(s) who volunteers for a traffic duty shift (7:40-8:00 am / 3:00-3:20 pm / 12:25-12:45 (Wednesdays) will receive 1 service hour credit.

Parent / guardian(s) serving as traffic duty volunteers on a rainy day will receive 2 service hour credits per traffic duty shift.

Traffic duty volunteers should sign in at the office and do not need to complete a separate service hour form.

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 student who present with non-academic personal issues or situation.
- 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.

ACADEMICS

ACADEMIC POLICY

In general, a student entering grades 5th – 8th should have at least a 2.0 grade point average (GPA) and acceptable behavior from the previous school or grade. All new students in grades 5th – 8th are automatically on one year academic and behavior probation. Students' grades are monitored throughout the year and every effort is made to assist the student in achieving the best academic record possible.

Students must maintain at least a 2.0 GPA, or a high level of effort, to maintain their place at La Purísima Concepción School. Any student who receives under a 70% in any academic area, regardless of the GPA, may be put on academic probation and will have one trimester to improve the grade. If the grade is not improved, and the teacher has noted no effort toward improvement, the student may be asked to leave La Purísima Concepción School at the end of the trimester.

Students must maintain a 2.0 GPA with no “D” or “F” grades and no “needs improvement” in conduct to participate in any special school activities, including, but not limited to field trips, Red Ribbon Week, Christmas play, and Talent Shows, etc.

AWARDS AND HONORS

ACADEMIC HONORS are given in grades 5th – 8th. We currently use the trimester grade point average (GPA) as the basis for determining scholastic honors. We have **three** grading periods per year. The school valedictorian and/or subject excellence award winners will be determined at the eighth grade level, based upon total 8th grade GPA, which is determined by adding up all the percentages and dividing by the number of graded subjects. A student must have attended La Purísima Concepción School their entire 8th grade year in order to be eligible to receive the 8th grade awards.

Honor Roll recognition is based on the following:

1. 90% of a student's academic grade will be based on MASTERY OF CURRICULUM.
2. The remaining 10% of the grade will be discretionary for items like homework and effort.
3. Any grade below a 70% on a report card disqualifies a student from *academic* honor roll consideration.
4. A student receiving an “NI” in any behavior or effort category cannot receive academic or effort honors.

Honors categories are as follows:

1. Highest Honors – an overall GPA of 95% - 100%;
2. High Honors – an overall from 90%, but less than 95%;
3. Honors - an overall GPA of at least 88%, but less than 90%.

To calculate academic honors:

- Use all the subjects (EXCLUDING music, art, and PE for academic honors only).
- Add up all grade percentages.
- Divide by the number of graded subjects.

A+	100
A	94-99
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63

EFFORT HONORS are given to students in grades 5th-8th. We currently use the trimester effort grades (the “O”s) as the basis for determining effort honors. Effort Honor Roll recognition is based on the following:

- Highest Honors - 8 “O”s
- High Honors - 7 “O”s
- Honors - 6 “O”s

Any effort grade below an S disqualifies a student from *effort* Honor Roll consideration.

To compute your effort, add up the O’s on your report card per trimester, EXCLUDING music, art, and handwriting.

GRADING POLICY

Kindergarten through 8th Grade:

Performance outcome is based upon grade level standards with consideration given to assessments.

Special projects will count as tests unless otherwise noted.

HOMEWORK POLICY

Kindergarten/First Grade:

Homework packets are sent home on Monday and are to be returned on Friday.

There is approximately 20-30 minutes of homework per night, Monday through Thursday. Additionally, there is 10 minutes of reading per night, Monday through Thursday.

Second Grade/Third Grade:

There is approximately 30 minutes of homework per night, Monday through Thursday. Additionally, there is 15 minutes of reading per night, Monday through Thursday.

Fourth Grade/Fifth Grade:

There is approximately 45 minutes of homework per night, Monday through Thursday.

There is an additional 30 minutes of reading per night, Monday through Thursday.

Sixth, Seventh, & Eighth Grades:

Homework is an integral part of the learning process. Homework will be given to reinforce concepts learned in class. It will be comprised of worksheets, studying for quizzes and tests, reading, and special projects. Homework should not exceed the following guidelines:

- 6th Grade: 60 minutes
- 7th Grade: 60 minutes
- 8th Grade: 90 minutes

ACADEMIC DISHONESTY

Acts of academic dishonesty which include plagiarism; copying assignments, homework or test answers from other students; allowing work to be copied; or using unauthorized aids on examinations are regarded as very serious offenses. Students charged with academic dishonesty are subject to a lowering of their grade, probation, detention and/or suspension. The class teacher, and the administrator, in consultation with the parents/ guardians, will determine the penalty.

ACADEMIC PROBATION

When a student starts to show signs of nonperformance or inappropriate behavior, the following steps will take place:

- The teacher will confer with the student.
- If the student does not respond positively to the student teacher conference, the teacher will conduct an appointment with the student and his/her parent(s) or guardian(s).
- If the above steps are not productive, an appointment will be set up with the student, his/her parent(s)/guardian(s), the teacher, and the school principal to discuss academic probation.

Academic Probation means that after the final conference, the student is given a trimester (a report card period) to improve academically or change behavior. If there is no change, the parents/guardians will be requested to withdraw the student from La Purísima Concepción School. However, if the student shows that he/she is making an effort, this effort will be expected to continue throughout each trimester of the year. A student may be placed on academic or behavior contract.

RETENTION POLICY

The decision to promote a student to the next grade or to retain him/her in the present grade should be based upon a consideration of the overall welfare of the student, i.e., made by carefully weighing both academic and social factors. Please note that the final decision regarding the child's retention rests with the administration.

In the event that retention is under consideration, the following guidelines should be applied:

- The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially, the teacher should provide remedial help to the student within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents/guardians to arrange for outside remedial help, such as professional tutoring, parent/guardian tutoring or a summer session.

- The teacher should make the Principal aware of any student with significant learning problems by the end of the first trimester. With the approval of the Principal, the teacher should inform the parent(s)/guardian(s) regularly during the second and third trimester of student's progress or possibility of retention.
- Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher will diligently observe the slow learning so that problems may be corrected before the student reaches the upper grades. Although the opinions of the teacher and parent(s)/guardian(s) are significant factors, the final decision to retain a student is the responsibility of the Principal (state law).
- In the case of a student with severe learning problems, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and that, therefore, a recommended transfer might be necessary.
- Students may be retained on the basis of academic ability and/or maturity. Maturity is most often reflected through behavior and social skills.

STEP – SUPPORT TEAM EDUCATION PROCESS

As soon as a student has an ongoing need for support in the classroom, (whether identified by the student, parent/ guardian(s), and/or teacher), the STEP system will be implemented. This system starts with the teacher gathering data and offering the student additional support. If the student continues to experience difficulty, a meeting will be called to include, but not limited to, parent/ guardian(s), teacher, previous teacher (if possible), administrator, tutor (if applicable), noon aide (if applicable) and other professionals as needed. The child may be included in the STEP meeting if age appropriate. The purpose of the meeting is to develop a plan of action for any student with an area of concern. Any plan of action where the parent/guardian is responsible must have follow-through or the child may be asked to leave La Purísima Concepción School or be retained at current grade level. Any STEP plan will be revisited for results/modifications at least once before the end of the academic year.

At the request of a parent/guardian(s) and/or teacher, a child may be tested through the Lompoc Unified School District. This testing is free and results are confidential between teacher(s) and parent/guardians(s).

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your disabled child needs a minor adjustment to enable him/her to participate in the general education curriculum of the school, please speak to your child's teach and/or the principal of the school. Be prepared to submit medical documentation to verify both your child's disability and the nature and extend of the requested minor adjustment.

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.

REPORT CARDS

Report cards are an indicator of the child's progress. If your child is below average or failing, you should make an appointment with the child's teacher.

More important is the child's effort and behavior grade. **If this mark is below an "S" you must make an appointment with the student and teacher.** This is the first step of academic or behavior probation.

Report cards are given out on a trimester period (approximately every 14 weeks).

Parent/guardian and teacher conferences will be held during the first trimester. The first conference is scheduled for all students. The second conference is scheduled according to the classroom teacher's discretion or at the request of the parent.

SCHOOLSPEAK

SchoolSpeak is a student information system (SIS) optimized for ease-of-use, and flexibility. Through SchoolSpeak, administrators, teachers, and parents can connect in a seamless, real-time environment that's as simple as using the internet. SchoolSpeak has a variety of functions but used primarily for entering grades and comments, to generate progress reports and report cards, to keep track of attendance, notification of parents via email or text, and to provide parents a portal to log into in order to be able to keep close tabs on their students' progress.

SchoolSpeak is 100% web-based and works entirely online through your web browser. This gives the flexibility for all staff members to work from school, home or anywhere

internet access is available. You do not need any special hardware or software, and SchoolSpeak runs on Mac OS and Windows, with basic iPhone/iPad and Android functionality.

Families will receive their log-in information during the first week of school.

THE ASSIGNMENT BOOK

Every student, 2nd – 8th grade, is required to use the school-issued assignment book.

The following tips will greatly help with organization:

- The student's name should be on the cover of the assignment book.
- Write the day and date at the top of each page.
- Keep the assignment book with the student in each class.
- Write down assignments as soon as the teacher writes and/or posts the assignments on the board or via teacher or school website. Assignments should be copied exactly as written/posted.
- All books that are needed to complete homework are to be brought home by the student.
- Reminders or notes regarding items to bring from home to school should be written at the bottom of the assignment page.
- Students should always remember to double-check the assignment book with the assignments board or posting presented by the teacher.

COMPUTER POLICY

La Purísima Concepción School's network offers faculty and students access to research tools and internet resources from each classroom's computers and iPad and Google Chromebook learning lab. Like any mass media, the Internet's potential for educational use is tremendous, and the potential for its misuse equally so. We have tried to limit this negative and accentuate the positive by restricting inappropriate Internet sites. Like the Internet itself, however, the implementation of La Purísima Concepción School's network is a dynamic, ongoing process.

The Internet is one of the greatest information tools available today. But, like any other publication—written, digital, or otherwise—the information on the Internet needs to be examined critically for accuracy and authenticity. Don't believe everything you surf. All in all, the Internet is a safe place. But the same common sense rules apply to the Internet as they do in real life, namely:

- Do not talk to strangers.
- Do not give out credit card/debit card numbers, Internet passwords, or personal information.

For more information, please see *Archdiocesan Acceptable Use and Responsibility Policy*.

STUDENT 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.

There are specific disciplinary actions for such problems as cutting classes, continued tardiness and unauthorized leaving of the campus. Additionally, there are certain measures for unacceptable behavior in the classroom and on the campus. Please keep in mind that all of these “offenses” deal with a student’s unwillingness to accept his or her responsibilities as an integral part of our La Purísima Concepción community. Rights and responsibilities go hand in hand. When responsibilities are ignored, rights will be curtailed. Disciplinary conferences and results will be treated in a confidential manner. The La Purísima Concepción School staff will limit discussion of disciplinary incidences with involved parties.

The administration at La Purísima Concepción School has the authority to question any student(s) regarding behavioral issues on campus. Questioning will be conducted in an open and non-threatening atmosphere and parents will be notified if their child is at risk for disciplinary action.

MAINTENANCE OF EFFECTIVE DISCIPLINE

Effective discipline is maintained when there is:

- Reasonable quiet and order in the building;
- Positive correction of behavior;
- Constant encouragement or acceptable classroom conduct;
- Firm but fair treatment of difficult students; and
- 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; and/or
- Any disciplinary action that isolates a student without proper supervision.

STUDENTS IN “GOOD STANDING”

Every La Purísima Concepción School student is assumed to be “in good standing” until proven otherwise. All students start the year “in good standing” and remain so by staying out of the more severe consequences that may lead up to a suspension. All special activities and events - parties, assemblies, sports competitions, etc. - are for La Purísima Concepción students “in good standing”.

CLASSROOM ENVIRONMENT

Students who continue to disrupt the learning process in the classroom will be assigned to another classroom for the remainder of the time period by *that teacher*. Removal from the disruptive situation allows both the student and the teacher the opportunity to approach a solution from a fresh perspective. Students are assigned to another classroom in a supervised area where students will be expected to complete the assignment given to them. Of primary importance, however, is the fact that for some good reason a student was told to leave a given classroom. Any time a student is asked to leave the classroom, that is considered an extremely serious situation to be addressed immediately. An administrator will be involved in the disciplining of each student. The student and teacher should get together at the end of that day and discuss the inappropriate behavior that led to the assignment of a student to another classroom.

Repeated reassignments to another classroom will involve a meeting with parents/guardians. Any behavior which prevents the teacher from teaching and the students from learning will not be tolerated.

DISCIPLINE POLICY: 6th-8th Grade

The following steps are followed by each upper school teacher when a student is displaying poor behavior:

- **First:** a warning is given to the child.
- **Second:** the child is asked to leave their classroom to another room for classroom reassignment.
- **Third:** if the student continues to misbehave after he/she has returned to class, or continues to misbehave in the reassigned classroom, the student must hold a conference with the homeroom teacher to address the issues at hand.

An automatic principal conference may be required at any time. Behavior such as swearing, violence, excessive rudeness, and other similar behavior will result in automatic detention.

DETENTION

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health.
- Detention, as an assigned consequence, 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.

Early morning detention consequence lasts for three days - beginning on a Tuesday and ending on Thursday. **Students may not exchange days for different days because of personal schedule conflicts.** Attending morning detention takes precedence over all other morning activities, including medical appointments. Parents/guardians will be notified exactly why their son or daughter has to report at 7:30 am. Attendees will receive one “credit” per requirement each day for accomplishing the following:

- Reporting to the teachers and/or principal on time (7:30 am – 7:50 am);
- Bringing materials for 20 of uninterrupted work/study;
- Cooperating with the teacher supervising the detention.

No talking, eating or “day dreaming” is allowed. Students must produce 20 minutes of constructive work for each detention day (7:30 am – 7:50 am).

Any accumulation of three detentions per trimester equals one suspension day.

If a student is suspended for a third time in a school year, the student's parents/ guardians, the principal, and the student's teacher(s) must have a meeting to determine if student will be re-admitted to the school.

IN-SCHOOL SUSPENSION

Students may be given an in-school suspension. This means they would spend their entire school day completing individual assignments given by their regular teachers while being removed from the regular classroom setting. In-school suspension may be used in lieu of a home suspension at the principal's discretion.

SUSPENSION POLICY

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student.

Suspension is a very serious matter because the student loses valuable in-school instruction time. All suspensions will involve at least one parent/guardian conference, and may involve two - one as the student is suspended from school, and one before the student is re-admitted. It is the policy of La Purísima Concepción School that the suspended student shall be allowed to make-up work missed at teacher discretion. In order to facilitate obtaining the missed work from the school, and determining how well that material has been learned, the following steps will be implemented:

For suspension of three or less days:

- The student will confer with his/her teachers to get any missed assignments that the teacher is allowing to be made up.
- Homework assignments will be handed in to each teacher upon the student's return from suspension.

For suspension of a longer period:

- One day following the suspension conference, the school office staff will have ready for pick up a list of the assignments that will be missed and a timeline for submitting them back to the school for evaluation by the classroom teacher.
- Any missed quizzes or tests used in determining grades will be administered following the student's return to school if the teacher chooses to do so.
- During the re-admit conference, the student will be notified if there are program or schedule changes.

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.

Please realize that one of the goals, in any disciplinary action involving suspension, is having the student continue to experience success in our La Purísima Concepción School programs as a functioning, learning student. This policy is designed with that goal in mind. Feel free to contact the Principal for any questions you might have.

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; and/or
- 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

1. An expulsion may be made immediately if the reasons are urgent.
2. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
3. 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.
4. 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.

HARASSMENT, BULLYING, AND HAZING POLICY

La Purísima Concepción Catholic 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.

Harrassment

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:

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

Bullying

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

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; and/or
- Using someone else's user name to spread rumors or lies about someone.

Hazing

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

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

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

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

*La Purísima Concepción School does not provide student lockers.

FIGHTING

It is very important for all parents/guardians and students to understand our policy regarding fighting at school. We live in a **very** violent society. Children in our society tend to solve their problems with kicking, fistfighting, biting, etc. **School and home** must face this reality and address regularly the consequences for unacceptable violent behavior.

At La Purísima Concepción School, students who fight will be sent home the same day parents/guardians will be called at home or at work. The third time a parent/guardian is called because of fighting, the student may be expelled from school.

It takes two individuals to fight. Frequent discussions regarding this problem in the home and in school, coupled with follow through on the consequences in the home and in the school, should be very preventative.

RECESS BEHAVIOR

All grades have recess together as part of a nutrition break at 10:00 am and at 12:00 pm after lunch. In addition, Kindergarten through third grade have an afternoon recess.

The following rules should be followed during recess:

- Students must stay on school property at all times unless given permission by school personnel.
- **Students do not go into the alley, parking lot, or off campus for lost balls. An adult staff member will retrieve lost balls, if feasible.**
- At lunchtime, “play” ends with the five-minute warning bell. This bell is a reminder for students to visit the restrooms, tuck in their shirts, and get a drink to be ready to go back to class.
- **Morning recess is for a bathroom break and snack.**
- “Tag” is not allowed at any time.
- Horseplay in the bathrooms will result in an immediate consequence and/or conference, and possible detention and/or suspension.
- No purses, backpacks, bags, etc. allowed at recess/lunch time.
- No “dodge ball”, except in supervised PE.
- Students who use a slide must *slide down the slide* rather than use the slide for climbing, walking up it, etc.
- No jumping off the swings.
- No fighting or touching is allowed at any time.
- Poor recess behavior results in outside consequence.

Please apply sunscreen daily to your child's exposed skin so she/he will be protected during recess, lunch, garden and PE classes. Baseball-style solid navy blue caps without offensive gang, drug or alcohol related logos or words may be worn during outside activities for sun protection. Hats may not be worn inside any classroom, parish buildings, hallways, or in the church.

INSIDE VOICES

Students are expected to talk in a voice level that is appropriate to the activity. At no time is yelling or screaming appropriate. Students are expected to use calm, inside voices while Indoor and while **changing classes or walking through the halls.**

NOTE PASSING

Passing of notes is prohibited and may result in detention.

TOYS/PERSONAL ITEMS/PETS

Students may not bring toys or personal items to school. If such items are brought to school, they will be confiscated and returned to the student's parent/guardian. In addition, no pets or live animals of any kind (from home) are allowed on campus due to liability issues. Animals brought from home for classroom science projects, and approved by the administration, are the exception.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to a teacher who will report it to the principal, or to the Regional Supervisor if the principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

- Once the facts of the case have been gathered, the Principal, in consultation with the Regional Supervisor, and with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a nonemployee or nonstudent, such as a parent/guardian, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Uniforms

All students attending La Purísima Concepción School are expected to be well-groomed and in uniform dress daily, unless otherwise directed by the teacher or principal. The purpose of a uniform is to promote school community and lessen competition and distractions caused by some clothing. All clothes are to be clean and free from holes or rips. All clothing must properly fit the student. A student who comes to school without having proper personal cleanliness or neatness may be sent home to correct the situation before entering the classroom.

Students are expected to be in dress code at all times during the school day. Girls and boys are required to tuck in their shirts or blouses while at school.

Uniforms may be purchased through Dennis Uniform. See the administrative assistant in the school office should you have any questions. Clothing items and our logo are also available at Rose's Embroidery/Anything Athletic, located in the Lompoc Plaza (736-2363).

UNIFORM GUIDELINES FOR ALL STUDENTS

Fad hairdos, bleached, streaked or dyed hair are not appropriate at school. Hair may not be colored and should not be of any color but the student's natural color. All students are to have clean, neat hair at all times. No fad hair items such as chopsticks, oversized butterfly clips, etc., may be worn. Hair may not be worn covering or partially covering the eyes. Girls' headbands must be of school colors. Boys' hair is to be neat and trimmed at the collar. Hair must be cut above the ears and not longer than the base of the head. Students should not come to school with wet hair.

Make up and nail polish may not be worn. Nails should be kept short and clipped close to the end of the finger tip. **Acrylic or gel nails and acrylic or gel overlays are not acceptable.**

Jewelry may not be worn other than a watch and a cross or small circular religious medal on a necklace length chain. Girls may wear one pair of small/stud/post earrings and should not have multiple piercings. Hoops or dangling earrings are not permitted. Boys may not wear earrings.

Face make-up, tattoos, body marking or colored markings either temporary or permanent of any kind is not appropriate for the school day. The exception to this would be the requirement for face make-up for a drama or a class presentation. The Principal has the **last word**.

Any t-shirts worn under the uniform shirt or blouse must be solid white.

Shoes

Predominately white, navy blue, grey, brown, red, or black athletic shoes (tennis shoes) with minimal contrasting color. Girls may also wear black, brown, or navy blue leather Mary Janes. No boots, platform, open-toed, open-heeled, clogs, lights, ballet shoe/slippers, Heelies (shoes with wheels), beeps or other type of novelty or fad footwear may be worn. No shoes that are checkered, plaid or otherwise patterned may be worn. No shoelaces other than white or the shoe color are allowed. Shoes with eyelets must be worn with shoelaces at all times and shoelaces must be traditionally laced and tied. Shoes must be tied at all time. Shoes may have a buckle or Velcro closure and must fasten securely to the child's feet.

Sweaters

Cardigan, sleeveless, or full sleeve sweaters offered by Dennis Uniform. Colors: Red or Blue may be worn by either boys or girls.

Sweatshirts

Navy "La Purísima" "fiberlock" emblem through Dennis Uniform or embroidered emblem, stamped or embroidered uniform sweatshirts. Emblems must be on student's left. Student's name may be added opposite of the school insignia. Sweatshirts may have the school logo applied at Rose's Embroidery/Anything Athletic, located in the Lompoc Plaza (736-2363)

Pants and Shorts

Navy blue selections from Dennis Uniform school uniform company. Any student requiring a belt (at teacher discretion) must wear solid black or navy blue colored belts, free from commercial logos, with regular buckles with uniform pants or shorts. Shorts may not extend below the knee or above mid thigh when sitting. Navy blue cropped pants for girls are allowed. No "oversized" shorts or pants are allowed.

Physical Education Days

Spirit shirts may be worn for P.E. days. Spirit shirt information may be obtained from the school office. Orders are placed quarterly.

Belts

Students are not required to wear belts as long as pants stay at waistline. Belts may be required by the teacher to prevent "saggy" pants.

Jackets

Warm winter jackets may be worn on cold days; however, jackets may not be worn in the classroom. Jackets are available at Dennis Uniform. Jackets similar to Dennis Uniform are acceptable. Only these types of jackets will be acceptable by the 2015-2016 school year.

Hats

There is a NO HAT policy for in classrooms and buildings. Hats may be worn for sun protection at recess following P.E. hat guidelines. Hats may be worn in P.E. and for Garden classes.

UNIFORM GUIDELINES FOR BOYS**Polo Shirts**

Red or light gray with school logo, 3 button, short sleeve.

Dress Shirts

White, short sleeve.

Shirts must be tucked in while student is on campus.

Socks

white, navy blue, or black only; no markings, logos, rings or stripes.

UNIFORM GUIDELINES FOR GIRLS**Shirts**

Red or light gray with school logo, 3 button polo shirt, or uniform white blouse. Shirts must be tucked in while student is on campus.

Socks

White or navy blue short socks or white or navy blue knee highs or tights. No marking or designs.

Jumpers/Skirts/Scooters/Skorts

Colors: Lloyd plaid or solid Navy Jumpers/skirts/culottes/skorts may not be any shorter than 2" above the knee in length.

Shorts must be worn under skirts and jumpers.

Pants

Navy blue pants must fit well and modestly. Students wearing overly tight pants will be sent home to change.

MASS DRESS GUIDELINES FOR GIRLS

Dress Shirts

Uniform white dress blouse with crossover tie. Spirit shirt may be worn under white dress blouse so that dress blouse may be removed for the rest of the day.

Sweaters

Red or blue with logo may be worn over white dress blouse.

Skort/Skirt/Jumper

Lloyd plaid.

Socks

white, navy blue, or black only; no markings, logos, rings or stripes.

MASS DRESS GUIDELINES FOR BOYS

Dress Shirts

White, short sleeve (tucked in) with tie. Spirit shirt may be worn under white dress shirt so that the dress shirt may be removed for the rest of the day.

Sweaters/Sweatshirt

May be worn over white dress shirt.

Pants

Navy pants.

Socks

white, navy, or black only; no markings, logos, rings or stripes.

SPECIAL DRESS UP DAYS FOR ALL STUDENTS

Occasionally special dress days determined by the principal or pastor are held. This is not a “free dress” day, but rather a holiday or special dress time. Students should always wear appropriate clothing and shoes. Guidelines for special dress days will be published in *The Weekly Cordillera*. If in doubt, wear your school uniform.

Occasionally the 8th graders may earn “St. Joseph’s Day Dress.” If this dress becomes an issue, then the St. Joseph’s Dress Days will be revoked by the principal. Also, the student body may be allowed at times to wear “St. Joseph’s Day Dress.”

All staff members will be working together to ensure that this dress code is enforced for all grades. Each parent/guardian is responsible to ensure that his/her child(ren) are following the school dress code.

ST JOSEPH'S DRESS

Realizing that we want to create and maintain the best possible image for our school, and that a dress code for our school should reflect one's self respect, pride, good judgment, and awareness of dress appropriate to place and action, the following dress code is in effect. The essential things to keep in mind are modesty, good taste, and appearance, with no undue attention drawn to oneself. Clothes should be neat, clean, modest, and not excessively baggy or tight-fitting. We want to stress that the dress code begins with the PARENT'S SUPPORT AND ENFORCEMENT. Ultimately the responsibility belongs with the student. Consequences for being out of dress code are outlined in the Discipline Policies and Procedures section.

Shirts must have collars and must have sleeves. Full turtle neck sweaters are allowed. Shirts must be buttoned, not tied at the waist or higher, and may not be worn open as a jacket. Shirts may not be low cut. Modesty is a must. No shirt of any kind can be worn over the collared shirt. Dresses or skirts are to be NO shorter than 1 inch above the knee. Dresses must have sleeves. Halter, thin strapped, or sun dresses without sleeves are allowed **only** if a crew neck t-shirt is worn underneath. Dresses must not be low cut and no cleavage may show. Modesty is a must. No see-through material. Slits in dresses and skirts may not be any higher than 1 inch above the knee. Pants must be ankle length and worn at the waist. No faded, patched, torn, rolled, or frayed material. Capri pants are acceptable for females. No excessively short or excessively long shorts are allowed. No shorts shorter than 1 inch above the top of the knee. No shorts longer than the bottom of the knee. No cut-off shorts of any kind. Athletic-type board shorts are not for school wear. Belts are encouraged. Shoes must be worn at all times. Slippers, even hard soled, are not appropriate. No sandals, flip flops, or UGG boots, or similar. Any footwear deemed excessively casual will not be allowed.

Makeup

Girls are not allowed to wear makeup. Clear nail polish is acceptable. Eighth grade girls may wear **clear** lip gloss.

Hair

Haircuts must be appropriately styled, well groomed, and in good taste. Hair must be natural hair color only (highlights and color are not acceptable).

Jewelry

Jewelry may not be worn other than a watch and a cross or small circular religious medal on a necklace length chain. Girls may wear one pair of small/stud/post earrings and may not have multiple piercings. Hoops or dangling earrings are not permitted. Boys may not wear earrings.

Unacceptable Dress / Appearance

- No FAD clothing or gang-type apparel; no oversized, baggy, saggy, or gang-type accessories.
- No anti-Christian symbols on apparel or jewelry.
- No long underwear, leggings, or jeggings may be worn as outer wear. Leggings may be worn under dresses.
- No T-Shirts, tank tops, or sun dresses worn alone.
- No combat, fatigue, camouflage. No warm up pants or sweat pants.
- No advertisement of products or anything deemed inappropriate for a Catholic/Christian school.
- No hairdo's with tails, spikes, patterns, or designs.
- No hats, caps, visors, hoods, or dark glasses may be worn inside buildings and classrooms.
- No shirt of any type may be worn over the collared shirt.

EIGHTH GRADE GRADUATION

Eighth grade students in good standing may have the opportunity to participate in the following special activities:

- Eighth Grade Trip, (to be approved by the principal)
- Spiritual Retreat, and
- Graduation Mass, Ceremony, and Breakfast.

Students will be required to participate in various fundraising opportunities specific to the Eighth Grade class in order to help offset costs of these activities.

Good Standing is defined by:

- 40 service hours (must be of service to the community and subject to teacher/principal approval) completed,
- Have obtained a 2.0 overall GPA,
- All La Purísima materials returned in good condition,
- Exhibit behavior becoming of a graduate of La Purísima Concepción School, and
- Parents having fulfilled service hours, fundraising, and SCRIP requirements.

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 1-12, Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

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

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

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

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

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.

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

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APPENDIX

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: _____

Physical Education Rules & Expectations

PE rules are for the benefit of a safe and fun environment.

Be Prepared

Line up in front of lunch tables for attendance & shoe inspection
Shoes are appropriate and laces are tied
Hair is out of your face/eyes
Focus is on physical education

PLAY HARD

Always participate with effort and seriousness in all activities
Follow the rules and listen to your instructor
Demonstrate proper movement skills and concepts

PLAY FAIR

No line cutting, pushing, shoving, or rough play. Keep your hands and feet to yourself.
Display honesty during class
Allow equal opportunity for others to participate

PLAY SAFE

Lookout for your safety and the safety of others
Avoid careless risks
Show an awareness of your body and those around you.

SHOW RESPECT

Listen when it is time to listen (to the teacher or classmates).
Cooperate with the teacher and classmates. Display good sportsmanship. Positive comments only.
Respect others, the equipment, yourself, and your school.

DISCIPLINE POLICY

If a Physical Education rule is broken, the teacher will issue a progressive discipline. Discipline will be determined based upon frequency and severity of the offence.

PE Curriculum Guide

Establishing Learning Environment

- Rules, procedures, safety concerns, respect
- Space awareness
- Relationships (objects, people)
- Playground safety

Movement Concepts

- Locomotor skills/non-locomotor skills
- Personal/general space (spatial awareness)
- Effort
- Hand/eye coordination
- Organized movement/games

Skill Themes

<p>Traveling and Dodging</p> <ul style="list-style-type: none"> • Chasing, dodging, and fleeing • Flag games 	<p>Volleying</p> <ul style="list-style-type: none"> • Volleyball skills (bump/set/serve) • Badminton
<p>Dribbling</p> <ul style="list-style-type: none"> • Basketball games • Soccer games 	<p>Striking</p> <ul style="list-style-type: none"> ❖ Net games (badminton, volleyball, etc) ❖ Golf (putt/chip/full swing) ❖ Baseball/T-Ball Games
<p>Throwing/Catching/Tossing/Gathering</p> <ul style="list-style-type: none"> • Target stations • Toss games • Flag Football • Fielding 	<p>Rolling</p> <ul style="list-style-type: none"> • Bowling • Kick ball • Organized games
<p>Kicking</p> <ul style="list-style-type: none"> • Soccer • Kick ball 	<p>Running</p> <ul style="list-style-type: none"> • Relay Races • Turkey Trot • Track and Field
<p>Jumping/Landing and Weight Transfer</p> <ul style="list-style-type: none"> • Jump rope • Track and Field 	<p>Cooperation, fair play and safety</p> <ul style="list-style-type: none"> • Cooperative activities and Group games

<u>Fitness Concepts</u>	<u>Cooperative Activities/Group Games</u>
<p>Conditioning</p> <p>Fitness Related Movement and Games</p> <p>Track and Field Activities</p>	<p>Large Group/Small Group Team Games</p> <p>Social Interaction</p> <p>Frisbee Games/Activities</p>

Special Events – Home Run Derby, Track and Field, Turkey Trot, Hall of Fame Records



ACCEPTANCE OF HANDBOOK

La Purísima Concepción Catholic School Parents/Student Policies Agreement Form

ACCEPTANCE OF PARENT/STUDENT HANDBOOK 2015-2016 SCHOOL YEAR

Our family has received and read the La Purísima Concepción Catholic 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

Student's First Name

Grade

Student's First Name

Grade

Student's First Name

Grade

Student's First Name

Grade