

St. Columbkille School Parent-Student Handbook



2020-2021

“How good is the good God.” – St. Julie

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SECTION A: GENERAL INFORMATION

St. Columbkille School History

St. Columbkille School has been serving the South Los Angeles community for ninety-three years. The Archdiocese of Los Angeles established the parish and school in 1923 and in September of that year the school opened under the direction of the Sisters of Notre Dame de Namur. On December 16, 1923 the school plant was blessed and the school was off and running.

St. Columbkille School served students in first through eighth grades until 1969 when the seventh and eighth grades were transferred to the newly established Holy Cross Middle School. This was done to provide students with more educational opportunities. In September 1981, with the addition of a kindergarten, St. Columbkille School served students in kindergarten through sixth grades.

In the spring of 1998, it was announced that Holy Cross Middle School would close and they did not accept incoming seventh graders. At this time the pastor and principal knew that a plan needed to be developed and began to consult with the Department of Catholic Schools at the Archdiocese.

In the spring of 1999, the pastor interviewed each sixth-grade parent individually and as a group and learned that the parents wanted their children to complete seventh and eighth grades at St. Columbkille. Plans began immediately to add a seventh grade in the fall of 1999 and to secure plans and funding for additional classroom space. The first eighth grade class in over 30 years at St. Columbkille graduated in 2001 without having formal classroom space. Yet, with hope and determination, the school community was able to raise the money for new seventh and eighth grade classrooms and a learning center to serve both students and the wider community. Construction began in the summer of 2001 and in January 2002 the seventh and eighth grade students moved into their new classrooms. The learning center was named after the foundress of the Sisters of Notre Dame de Namur, St. Julie Billiart, in honor of the dedication and effort of the sisters to St. Columbkille School. The Sisters still assist at the school and continue to provide a strong spiritual presence for the entire St. Columbkille community.

Mission Statement

Our mission is to educate the whole student, guiding each one, by modeling the Gospel values, to understand who they are as God's children and citizens of the world. Our goal is to create leaders of tomorrow by challenging students to excel in all aspects of education.

Philosophy

We, the St. Columbkille School community, provide a safe, nurturing environment conducive to learning. We affirm the importance of the school, home, and community working together focused on the overall success of each student. We strive to teach Catholic truths and values, educate toward peace and justice, and prepare students to become life-long learners.

We instill the value of respect in each student at St. Columbkille School. We hold the expectation that all students will respect themselves and others through their words and actions, as well as, be respectful of God's creation. We maintain an environment that fosters academic success, where

students set goals, strive to achieve them, and continually evaluate their progress. Students are encouraged to be responsible citizens to the immediate and global community by participating in civic activities and being catalysts for positive change.

We teach students to communicate effectively, critically, and empathetically. We educate students to identify, analyze, and find solutions to problems. We prepare students to adapt to changing conditions. The St. Columbkille community stimulates each child’s curiosity and enthusiasm for learning.

Schedule

School office hours: Monday-Friday 7:30am – 4:00pm. The office is closed between 1:00-1:30 daily. School hours: Transitional Kindergarten begins at 7:50 a.m. in their classroom. Grades K-8 begin at 7:55 a.m. promptly in the hall. Transitional Kindergarten students will be dismissed at 2:30 p.m. Monday through Thursday and at 12:15 p.m. on Fridays. Kindergarten through 8th grade will be dismissed at 2:45 p.m. Monday through Thursday and 12:30 p.m. on Fridays. Please refer to your child’s classroom teacher for a more detailed schedule.

Daily Schedule (Transitional Kindergarten)

7:50	Arrival time-Bell rings
7:55	Students in Classroom
9:40-10:00	Recess for Transitional Kindergarten
11:45-12:30	Lunch for Transitional Kindergarten
2:30	Dismissal

Daily Schedule (K-8)

7:50	Arrival time – Bell rings
7:55	Morning assembly K-8
9:45-10:05	Recess for grades K-2
10:10-10:25	Recess for grades 3-4
10:30-10:45	Recess for grades 5-8
11:45-12:30	Lunch for grades K-4
12:30-1:15	Lunch for 5-8
2:45	Dismissal

Minimum Day Schedule (Transitional Kindergarten)

7:50	Arrival time-Bell Rings
7:55	Students in Classroom
9:30-9:45	Recess for Transitional Kindergarten
11:30-12:00	Lunch for Transitional Kindergarten
12:15	Dismissal

Minimum Day Schedule (K-8)

7:50	Arrival time – Bell rings
7:55	Morning assembly K-8
9:30-9:50	Recess for grades K-2
10:10-10:25	Recess for grades 3-4
10:30-10:45	Recess for grades 5-8
11:30-12:00	Lunch for grades K-4
12:00-12:30	Lunch for grades 5-8
12:30	Dismissal

* Each teacher will provide a grade specific schedule for parents at the beginning of the school year.

Student pledge

On my honor, I pledge to serve God and my community by being a Catholic Learner and a Problem Solver. I will Respect myself and others through my words and actions. As a Responsible Person I will do all my work and make good choices. I pledge to Communicate properly and be a Life-Long Learner. I'm on a quest to be my best and serve my brothers and sisters.

ST. COLUMBKILLE SCHOOL ***Schoolwide Learning Expectations (SLEs)***

A St. Columbkille student will be:

A Catholic Learner

- I see myself as a child of God.
- I follow in Jesus' footsteps and serve others.
- I respect all people, religions, cultures, and God's creation.
- I make moral choices based on the Gospel values - compassion, justice, and respect for the dignity of life.

A Communicator

- I read, speak, and write effectively.
- I listen actively and provide constructive feedback.
- I ask for and accept help when I need it.
- I demonstrate confidence and respect through my words and actions.

A Problem Solver

- I think critically.
- I adapt to changing conditions.
- I identify problems, brainstorm, and implement effective solutions.
- I collaborate with others to find peaceful solutions.

A Responsible, Life-Long Learner

- I nurture my curiosity, set goals, and am responsible for achieving them.
- I take responsibility for initiating, completing assignments, and evaluating my academic progress.
- I use technology responsibly and ethically as a learning tool.
- I participate in community and global concerns responsibly through compassion and service.

School Organization & Personnel Responsibilities

St. Columbkille School is a parish school and is therefore governed by our Church. The pastor is the head administrator of the school followed by the principal. Every faculty and staff member is committed to ensuring that students are learning in a safe and caring environment. The school's mission, philosophy and SLE's are at the forefront of all we do. It is the responsibility of every

faculty member to strive to fulfill the school's mission and philosophy through careful planning and assessment, providing quality religious experiences, communicating with parents, and through collaboration with other teachers and staff. Staff members work in collaboration with the teachers and administration to ensure student safety and support/enhance the work that is done in the classroom. The faculty and administration strive to collaborate and communicate with parents yet understand the importance of classroom instruction time. For this reason, a closed classroom policy has been established. Teachers are willing to meet with parents before or after school but may not conference with parents during class time (7:50 am-3:00 pm). Parents must make an appointment to meet with their child's teacher, counselor, principal, vice-principal, etc.

St. Columbkille School was accredited by WCEA/WASC in spring of 2015. With the help of all constituents we received a six-year accreditation term. The next accreditation visit will be held in spring 2021.

Parent Responsibilities

(Also see parent/guardian support agreement form in appendix)

We, at St. Columbkille School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Columbkille School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Ideals taught in the school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Columbkille School, we trust you will be loyal to this commitment. During these formative years (TK-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security. Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she can be.

Parents are expected to cooperate in the following ways (also see Parent Support Agreement in Appendix)

Attendance at Mass with their children every Sunday

Attendance at Family Mass at St. Columbkille Church

Attendance at Back-to-School night and other parent meetings
Attendance at scheduled Parent/Teacher/Student conferences
Constant care to do what is needed to keep children healthy
Supervision of students' place and time for completing assignments on time; supervision of bedtime
Set rules, limits, and appropriate consequences
Support in regard to regulations concerning uniform, conduct, and free dress code
Supporting the school's mission, philosophy, and School Wide Learning Expectations (SLE'S)
Participation in the weekly school-parent communication program (Manilla folders)
Families must complete the required service hours and fundraising during the school year. Two to five days notice must be given to the teacher or office staff in order to do service hours at the school.
Parents are expected to pay the announced registration fee and tuition by the time agreed upon in the family contract and according to the FACTS contract
In the case of a financial emergency, which would affect school payments, parents are expected to make an appointment with the principal before payments are due
Model through good example good Catholic/Christian morality
Model mature behavior and relationships through mutual respect between parents, teachers, and staff
Monitor media use (T.V., video games, computer use, etc.) at home
Make appointments to conference with the teacher, counselor, principal, etc.
Limit lunches with students
Support the school's efforts to providing a safe environment for all children by complying to volunteer requirements (VIRTUS training, fingerprinting, proof of freedom from tuberculosis) and signing in the office when on campus.

Responsibilities of Students

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. It is the student's responsibility to complete all homework assignments and turn them in at the designated time. It is the students' and parent's responsibility to inquire about homework and missing assignments. In addition to assigned homework, all students are expected to read (or in some cases be read to) 30 minutes every night. Students are usually assigned homework Monday-Thursday. Some assignments/projects may require the weekend to complete; usually an extended period of time is given to complete such project/reports. Students must write the assigned homework in their planner daily and parents must initial or sign planners daily.

If a child is experiencing difficulty, it is important that there be an open line of communication between the parents and the teacher. It is also very important that parents be willing to spend time helping their child(ren) who needs assistance. **Education is a collaborative effort.**

Students are responsible for their learning as well. Students are expected to: be active, participating Catholics/Christians, pay attention in class, complete in-class assignments, treat

others with respect, follow the school and classroom rules as they pertain inside and outside the school, try their best, ask for assistance, strive to live the SLE's, and represent the school appropriately. Students are expected to accept the consequences given if they do not abide by the above.

Community Service Requirement

Students in grades 5-8 are required to perform Christian Service hours as part of their Religion curriculum/grade. Each student will receive the necessary form to document their hours and it must be turned in to the religion teacher by the established due date. If the appropriate reflection form is not signed and completed by the supervisor and student, he/she will not receive credit for completing those hours. Service hours may not be fulfilled babysitting or completing tasks already required of them at home/with family. The parish and school have a few organized service hour opportunities scheduled throughout the year where students may help, but space is limited.

Hour Requirements:

Grade 5 = 10 hours

Grade 6 = 10 hours

Grade 7 = 15 hours

Grade 8 = 20 hours

Code of Christian Conduct Covering Students, Parents, Guardians and other Responsible Adults

Revised June 29, 2015

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

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

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

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

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

Consultative School Boards & Parent Organizations

Revised June 29, 2015

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

Consultative School Council (School Boards)

Every elementary school in the Archdiocese of Los Angeles is expected to have an established and functioning consultative school board.

The parish consultative school board normally assists and consults on a number of issues such as planning, policy development, financing, development, technology, public relations, buildings and grounds, alumni relations, marketing and evaluation of the board's goals, and activities of the board. The parish consultative school board works with other established groups in the school and parish community, including the parent-teacher organization, the parish council, and the Parish Finance Council. No more than one-third of the board membership should be the parents/guardians of currently enrolled students.

Schools that do not have an established parish consultative school board should contact the assistant superintendent at the Department of Catholic Schools to obtain assistance and models for investigation, education, and planning. See the Elementary School Consultative School Board: Constitution and Bylaws (sample).

Parent Organizations

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The

[Department of Catholic Schools](#) encourages the formation of parent (or parent-teacher) organizations that follow the current archdiocesan policies.

General

Parent organizations:

Are advisory in nature and therefore, they have no legal status apart from the school and therefore may not be separately incorporated function in accordance with a written constitution and bylaws that comply with all current provisions of archdiocesan policy that govern the structure and operation of such an organization are subject to all [Department of Catholic Schools](#) regulations and policies.

Archdiocese of Los Angeles "Zero Tolerance Policy"

Revised June 29, 2015

The [Archdiocese of Los Angeles](#) will not knowingly assign or retain a priest, deacon, religious, lay person, or volunteer to serve in its parishes, schools, other pastoral ministries, or in any other assignment when such an individual has previously engaged in the sexual abuse of a minor.

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

- May not have any paid or volunteer assignment in any ministry in the archdiocese
- May not volunteer in any non-ministerial activity or event

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy." Should you become aware that a registered sex offender or any person subject to the "Zero Tolerance Policy" is in your parish or school community, it is important that you immediately contact your pastor, school principal, work supervisor or the chairperson of your volunteer group, as applicable, to assure that appropriate action can be taken.

Thank you for all you are doing to safeguard those under your care.

Safe Environment Training for Children and Youth

Revised June 28, 2016

Adults acting in a staff, ministerial, or other position in the archdiocese are role models who are called to treat each minor with respect and care. Staff need to maintain professional relationships with minors whether on or off parish or school locations. All staff who interact with minors are required to review current guidelines and sign the Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events for the file at the location where the adult works or volunteers.

All archdiocesan policies and procedures that have to be followed when dealing with minors are found in Safe Environment. Adherence to those policies and procedures is mandatory for all.

Added July 05, 2017

Each elementary school, high school, religious education program, confirmation program, and youth ministry program must offer an annual [VIRTUS® Touching Safety Program for](#)

Children. Each location must provide home-based materials to all parents/guardians to help them understand and support their children's education regarding child sexual abuse prevention.

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

Student workers and volunteers:

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

Safe Environment Training

All staff who are in regular contact with minors must complete the VIRTUS® Protecting God's Children training or an equivalent child sexual abuse prevention training approved by the Office of the Vicar for Clergy and the Office of Safeguard the Children. For further information, see Fingerprinting Policies and Guidelines in Safe Environment.

Guidelines for Adults Interacting with Minors At Parish or Parish School Activities or Events

Revised June 29, 2015

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/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 these requirements.

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

Revised June 28, 2016 (9.6.2)

Every year, the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for training on these boundary guidelines. The form's signed acknowledgment of receipt must be on file at the parish or school (see "Safe Environment Training Documents" in the Record Retention Schedule, sorted by [category](#) and [record type](#)). Middle and High School Youth Working or Volunteering with Children or Youth ([English version](#) and [Spanish version](#)) must be distributed to, reviewed by, and signed by all youth volunteers (junior high and high school students, including students who are already 18 years old) who work or volunteer with children or youth. The location must provide annual training on these boundary guidelines:

[http://handbook.la-archdiocese.org/Handbook%20Resources/
boundary_guidelines_and_code_of_conduct_for_middle_and_high_school_youth_working
or_volunteering_with_children_or_youth.pdf](http://handbook.la-archdiocese.org/Handbook%20Resources/boundary_guidelines_and_code_of_conduct_for_middle_and_high_school_youth_working_or_volunteering_with_children_or_youth.pdf)

Code of Conduct for Student Workers/Volunteers

Revised June 28, 2016

I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that if my actions are inconsistent with this Code of Conduct or if I fail to take action mandated by the Code, I may be removed from my volunteer or work assignment.

As a student volunteer, I will:

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

As a student volunteer, I will not:

- Commit an illegal or immoral act.
- Smoke or use tobacco products.

- Use, possess or be under the influence of alcohol or illegal drugs.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly-affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor.
- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor.
- Tolerate inappropriate or bullying behavior by anyone towards a child/youth.
- Fraternalize inappropriately with children/youth through electronic communications, social networks, media, over the internet or through other forms of communication.

We, the undersigned, have read and understand the Archdiocese of Los Angeles Boundary Guidelines and Code of Conduct for Middle 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/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/her parent/guardian.

Parent/Student Complaint Review Process

Revised June 29, 2015

Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel.

Conflicts may occur among students, parents/guardians, and school staff, and 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 complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting 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. The complaint review process must be included in the parent/student handbook.

Addressing Complaints at the Local Level: Schools

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

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

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

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

Escalating Complaints to the Central Level: Department of Catholic Schools

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

The assistant superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.

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

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Custody Policy

Revised July 05, 2017

13.11.4.2 Rules for Non-Custodial Parent/Guardian Visits

Parents/guardians are responsible for providing any custody orders or other legal documents to the school that they wish the school to follow. Schools should take all reasonable steps to comply with these orders and are advised to ask the parents/guardians to provide the underlying agreements for these matters. The archdiocesan [Office of the Legal Counsel](#) is available to advise on how to handle these matters. The parent/guardian who has custody should be encouraged to present legal evidence to the school regarding the extent of the visitation rights of the other parent/guardian.

If a parent/guardian does not have legal custody of his or her child but has visitation rights, that parent/guardian may visit the child (subject to the school's visitation policy and if the school does not have a legal order prohibiting such a visit). Prior to taking action, the principal must identify the parent/guardian and determine if he or she has visitation rights.

Visitation rights are usually limited by the court to specified days and hours. The principal must be aware of these restrictions. If a parent/guardian without visitation rights attempts to visit a student at

school, the principal shall inform the custodial parent/guardian.

Schools may not provide legal analysis of custody orders or advise parents/guardians on the interpretation of custody orders. If parents/guardians disagree on the meaning of a custody order, the parents/guardians must consult legal counsel or come to an agreement on its meaning and provide the school with written documentation of their decision. Schools do not guarantee enforcement of custody orders. If a parent/guardian violates a custody order, schools should call the other parent/guardian, the police, or both for assistance.

SECTION B: ADMISSION, ATTENDANCE, HEALTH AND SAFETY

Guidelines for Admission

Revised June 29, 2015

The following admission guidelines apply:

- Each school should establish procedures for admission and enrollment.
- Preferences shall be given to active members of the parish.
- Under archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for transitional kindergarten students is four years of age on or before September 1.
- The recommended age for kindergarten students is five years of age on or before September 1.
- The recommended age for first grade students is six years of age on or before September 1.
- All students must comply with [current California immunization and health requirements](#) prior to enrollment.
- The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school may have insufficient resources to meet the educational and financial needs of all students.
- The pastor and principal will review students' continued eligibility for enrollment in the parish school.
- Children registering for grades Transitional Kindergarten and above must show, through an entrance test, that the educational program at St. Columbkille will meet their needs. They must also receive from their most recent teacher a recommendation (form provided by the school).
- Official transcripts are needed as well as the most recent report card.
- All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Columbkille School.

School Student Non-Discrimination Policy (13.1.4)

Revised June 28, 2016

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, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

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

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

Inclusion Procedures

Revised June 29, 2015

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 students needs. Parents or guardians may request the “Disability Discrimination Complaint Review Process” from the principal to address unresolved issues.

As part of the principal's investigation, the principal, with the assistance of the STEP Team and the assistant superintendent, shall make a determination whether the student has a physical or mental impairment that substantially limits a major life activity. This determination shall be based upon all information available, including but not limited to medical reports and records, educational records, findings of a public school, and any other documentation pertaining to the student's disability. If the student does not have a physical or mental impairment that substantially limits a major life activity, then the student does not meet the minor adjustment criteria under Section 504 and may not be entitled to the relief the parents/guardians seek. Regardless of whether the student has a disability recognized by Section 504, the principal should use the **Nondiscrimination/Minor Adjustment Evaluation** to evaluate the parent/guardian complaint to determine whether the relief requested by the parents/guardians can be provided in keeping with the school's mission to serve children with varied learning needs.

Attendance

Attending school every day and being on time are essential for students to learn. For this reason, children must come to school on time every day, unless there is a serious reason for absence. When a student is absent for an extended time, official grades may be withheld and the student will receive an “incomplete” for the trimester which is equivalent to a “0” or “F.”

Absences

Revised June 28, 2017

Absences with Acceptable Excuse

When a student is absent, the student must submit a written excuse signed by a parent/guardian and the school must keep excuses on file for one year. When a student is absent for an extended time, the school may withhold official grades.

Excused absences include illness, medical or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school. While excused, students are still considered absent and must make up the work missed. Schools may establish a policy for determining what constitutes excused and unexcused absences. Excessive unexcused absences may result in the loss of academic credit. If a student is absent for an extended time (e.g. 10 or more days), official grades will be withheld and the student may be retained.

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent/guardian. The request must state the reason for leaving school early. Students who leave before the last 30 minutes of the school day will receive a half day absence.

Truancy

Reviewed June 28, 2016

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

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local Child Welfare and Attendance authorities.

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

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

Tardiness

Reviewed July 05, 2017

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

The school day officially begins at 7:50 AM. A student is considered tardy if he/she is not in the auditorium by 7:55 AM. Habitual tardiness is very disruptive to the teacher and the class, affects the student's academic progress and does not teach the student responsibility. It is a serious matter and without an acceptable reason may result in attendance probation and eventual dismissal from St.

Columbkille School. St. Columbkille prides itself in trying to educate the whole student academically, spiritually, and emotionally. Morning prayer is a vital part in allowing this to happen and all students should be present.

Considerable absences due to excessive tardies will result in a conference with the principal and family to determine how to resolve the situation in order to ensure the student's academic success.

Communications Procedures

(updated June 20, 2018)

If you would like to speak with a teacher or the school principal, please phone the school secretary and leave a message for the teacher or principal to return your call. The teacher or principal will arrange an appointment. **Teachers must not be interrupted during school hours which are 7:50am-3:00pm.** The faculty and administration strive to collaborate with parents yet understand the importance of classroom instruction time. For this reason, a closed classroom policy has been established. Teachers are willing to meet with parents before or after school but may not conference with parents during class time which is between morning prayer up to after school dismissal (7:50am-3:00pm). Teachers will not be asked to leave the classroom to take phone calls or to see parents unless requested by the principal. Appointments regarding a student's academic or behavioral problems may be made with the principal only after an appointment has been made to attempt to solve the problem with the teacher(s) or staff member involved. Parent-teacher conferences are held twice a year during the first and third trimesters. These conferences are a means of establishing a cooperative relationship, which is vital for the steady growth of the child.

E-mailing teachers or sending a note with the student are other ways parents can schedule appointments. It is advised that concerns/problems be addressed in a meeting or phone conversation and not via e-mail. Teachers will respond in a timely manner (within 24 hours and not on holidays.)

Teachers will communicate with parents periodically via notes, telephone calls, e-mails, progress reports, updates/newsletters, or parent/teacher conferences. Teachers are encouraged to communicate and collaborate with parents as much as possible.

If a child is sick/injured and must go home a phone call will be made to the parents. If a parent is

not available a person on the emergency card will be contacted. The person picking-up the child must sign him/her out before leaving. Students who become hurt at school and visit the school office will take home an "Injury/Illness Form" to inform parents of the injury/illness. This form must be signed and returned by the parent the next day. While a nurse is not available at the school all faculty and staff have been trained in First Aide and CPR. In case of serious injury/illness the ambulance will be called first then the parents/guardians.

Arrival/Dismissal Procedures

For the safety of your children, do not leave children unsupervised at St. Columbkille at any time.

Morning day care is available beginning at 6:30 am and ending at 7:30 am. Any child arriving before 7:30 will be taken to day care and will be charged accordingly.

Students must wait in the auditorium in the morning before school, not in the hallways, bathrooms or on the playground. A warning bell rings at 7:50 am. Morning assembly and prayer begin when the second bell rings at 7:55am. Students who arrive after the second bell must wait to be admitted into the auditorium until prayer is finished and will be marked "late."

Parents are asked to pick up children promptly at 2:45 PM (12:30 pm on half days). Those students being picked up should exit by the large driveway gate between the 1st grade and Kinder classrooms. Students will only be allowed to leave with a person whose name appears on the pick-up list. The gates will be locked at 3:00 PM (12:45 on half days) and students will be placed in After School Care. At 3:15 (12:45 p.m. on half days) parents will be charged for students in After School Care.

For the safety of students, drivers are asked to proceed from Main St. to Broadway on 64th Street and not to double park or pull into the school driveway. Family or friends picking up or dropping off students should not block or park in driveways of the residents on 64th Street. Family or friends picking up or dropping off students should not park on the school side of 64th street EVER. If you are dropping off a student in the morning and wish to walk onto the campus with your child, please pull into the school parking lot to park. Please do not use the parking lot as a quick turn-around as this causes traffic.

Students will be allowed to leave with the people who are on the pick-up list ONLY. If a student is not available at the moment a parent pulls up, please do not honk your car horn. We ask that you circle around the block so as not to cause traffic.

Students who walk home **must** have a note on file in the school office. Students, who walk home alone, without an adult present, may bring a cell phone to school, but **must** have a written note in the office.

Cell Phone Policy

Only students, who walk home alone, without an adult present, may bring a cell phone to school. Parents must fill out and sign the appropriate form. Students must give the phone to their homeroom teacher at the beginning of the day and collect it at the end of the day. Students cannot carry a cell phone on their person, in their backpacks, desks or lockers. If a student has a cell phone

on his/her body, desk, locker or backpack, the phone will be confiscated and kept by the teacher until the parent comes to pick it up (even if a form is on file). Students may not turn on cell phone while on campus.

Emergency Cards

June 29, 2015

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year as well as mid-year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

See [Peanut Allergy Letter for Schools and Medications Administered at School](#).

Student Accident Insurance

Revised June 29, 2015

Student Accident Insurance Program is provided for all full-time students in archdiocesan and parish schools. This program supplements other health insurance maintained by the family and 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 school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program should be provided to parents/guardians by each school.

In the event of a school-related injury, the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program. See the Myers-Stevens Student Insurance Claim Form and the Archdiocese of Los Angeles Incident/Accident Report (Non-Automobile). Myers-Stevens offers other insurance that school parents/guardians are not obliged to purchase.

The insurance supplements any insurance maintained by the parents. Any accident occurring during school sponsored activities must be reported to the vice-principal. An incident report must be filed by the supervising adult and the vice-principal no later than 24 hours after an accident has

occurred. Please follow all required steps in completing the necessary information when an accident occurs. The completed claim form and bills should be submitted directly to the company by the parent doctor.

Telephone and Messages

Reviewed June 29, 2015

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after-school pickup arrangements will not be delivered to class. Students can come to the school office to check for messages or to pick up an item parents have delivered for them.

Visitors

Reviewed July 05, 2016

Anyone coming on to the school grounds while school is in session must report to the school office to obtain permission to be on the grounds. This pertains to parents and guest students as well as salespersons. Visitors may not go to the classrooms during class time since interruptions to instruction must be kept to a minimum. All visitors must report to the office, sign-in, and receive a badge. This applies to parents who are doing service hours, bringing lunch or homework, picking up students early, etc. If parents wish to bring lunch for their children, they must drop it off in the office. Parents may observe classroom for no more than 1 hour and must set up appointment in advance with the teacher.

Emergency Procedures

Reviewed June 29, 2015

In case of a major emergency, such as a big earthquake, we are obliged to follow the procedure established by our local public schools. Listen to the radio and television to find out what the schools are doing. We will follow the same procedures

Responsibilities of Parents regarding Earthquakes/Emergencies:

Before:

1. Fill out emergency dismissal card and keep up to date.
2. Be familiar with school earthquake policy.
3. Be familiar with policy regarding dismissal of students and reuniting students with parents.
4. Have home planning:
 - a. Who is responsible for children after school hours, especially if children are home alone?
 - b. What will happen to the children at school if they are not picked up?
 - c. What can parents and children do at home to prepare for an earthquake?

During and after:

1. Do not panic. Your children will be cared for.
2. Students will be evacuated from the building unless it is a lockdown emergency. In most situations, students will be in the main playground with their class.
3. Parents will not be allowed into the school grounds during an emergency. Please wait at the gate, state your name and your child's name. Students will be sent to the gate and allowed to go home.

4. DO NOT TAKE YOUR CHILDREN FROM SCHOOL WITHOUT SIGNING HIM/HER OUT.
5. In the event that phones do not work, have someone designated to pick up your child if you are unable to (usually this would be necessary for parents who work any distance at all from school).

Evacuation of School Grounds:

In case of emergency evacuation of the school and grounds, the students and faculty will be taken to the local emergency shelter.

Examinations and Inoculations

Revised July 21, 2016

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

Immunizations

Revised June 29, 2017

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

Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunizations.

Students Admitted at Ages 4-6 Years Need These Immunizations:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) —5 doses (4 doses OK if one was given on or after 4th birthday)
- Polio (OPV or IPV)—4 doses
(3 doses OK if one was given on or after 4th birthday)
- Hepatitis B—3 doses
- Measles, Mumps, and Rubella (MMR)—2 doses
(Both given on or after 1st birthday)
- Varicella (Chickenpox)—1 dose

Parents must show their child's Immunization Record as proof of immunization. These immunization requirements also apply to students entering transitional kindergarten.

Students Admitted at Ages 7-17 Years Need These Immunizations:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, Tdap, or Td)—3 doses
(4 doses required if last one was given before 2nd birthday)
- Polio (OPV or IPV)—4 doses
(3 doses OK if one was given on or after 2nd birthday)

- Measles, Mumps, and Rubella (MMR)—1 dose (2 doses required at 7th grade)
- Varicella (chickenpox) (Admission at ages 7-12 years need 1 dose; ages 13-17 years need 2 doses)
- Tetanus, Diphtheria, and Pertussis (Tdap) —1 dose at 7th grade or out-of-state transfer admission at 8th–12th grades (1 dose on or after the 7th birthday)

Medical Exemptions

Revised June 29, 2017

Governor Brown signed Senate Bill (SB) 277 on June 30, 2015. SB 277 changes immunization requirements for children entering child care or school.

Starting January 1, 2016:

- Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently-required vaccine.

However, parents or guardians must continue to provide immunization records for these students to their schools, and schools must continue to maintain and report records of immunizations that have been received for these students.

- Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status.
- Medical and personal beliefs exemptions will be allowed from any new immunization requirement initiated by CDPH for attendance at school or child care.

If there is a disease outbreak at school, the exempt student may be excluded from school to protect him or her and prevent others from becoming ill.

Health Records

Every school must comply with all department of public health requirements. Every school shall have on file a health record for each student enrolled in the school. Upon a student's transfer, student health records are forwarded with the student transcript to the receiving school. Schools shall comply with all Family Educational Rights and Privacy Act rules as applicable.

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. If a student leaves more than 30 minutes before the end of the day, a half day absence will be marked.

Reviewed June 29, 2015

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.

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

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

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.

Health & Safety

St. Columbkille adheres to following the Archdiocesan policies and procedures in regards to health and safety in the matters of guidelines related to possession and use of alcohol and controlled substances, removal of students from school during school hours, interviewing with police officers during or after school hours, student sexual conduct and pregnancy.

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.

Privacy & Access to Records

Reviewed June 29, 2015

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

Revised June 29, 2015

Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or

minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media broadcasts, student publications, marketing, or research. The location must obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial) (English version and Spanish version) before any such publication or use.

For additional information, please see the Archdiocese of Los Angeles Privacy Policy in Electronic Communications, Copyright, and Acceptable Use Policies.

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Verbal/Written Confidences

Reviewed June 29, 2015

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

Revised June 29, 2015

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

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

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

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

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

Withholding of Records

Reviewed June 29, 2015

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

Revised June 29, 2015

On the official archdiocesan Cumulative Pupil Record form for each student, the school enters full and accurate records, including standardized test results.

Cumulative Pupil Record forms should include only the following information:

- Personal and family data: Name, date of birth, and place of birth of the student, and the name and address of the custodial parent/guardian
- Standardized test results
- A transcript of classes
- Attendance information
- A record of withdrawal or graduation and the location that receives a copy of the record
- Verification of or exemption from required immunization (recorded through high school graduation) Cumulative Pupil Record forms are kept on file permanently as hard copies in secure fireproof containers or as electronic copies (see "Student Cumulative Records" in the Record Retention Schedule, sorted by category and record type). Only authorized personnel may have access to these records. The school must maintain health records in a separate file for four years.

Observed or Suspected Child Abuse Reporting

All school faculty and staff are **required, under penalty of fine and/or jail term**, to report any observed or suspected physical and/or emotional abuse, suspected domestic violence, emotional deprivation, physical neglect, inadequate supervision, sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact parents/guardians in advance of making a report to legal authorities. Child Protective Services have the legal right to see students at any time.

Work Permits

Reviewed June 29, 2015

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>

SECTION C: ACADEMIC, CO-CURRICULARS & EXTRA-CURRICULARS

Curriculum

Instruction is based on the Archdiocesan standards which are closely aligned to the California State Standards. To see the standards please visit: www.la-archdiocese.org or the school website www.columbkille.org. Instruction is given in the core areas of Religion, Math, Social Studies, Science, and Language Arts (includes reading, writing, grammar, spelling and vocabulary). In order to educate the whole student classes in Music & Physical Education are given weekly. Technology and art are incorporated across the curriculum.

Co- Curricular Activities

In order to supplement and reinforce what is taught in the classroom various activities are scheduled throughout the year by each classroom teacher. These activities may include field trips, assemblies, Masses, prayer services, library time, working with a buddy class on a project and much more. Activities will vary from class to class.

Reports and Academic Policies

Progress Reports

Progress reports will be sent home for all students in the middle of each trimester. Parents are asked to review this report with their child, sign it and return it the next school day. It is highly recommended that parents make an appointment with the teacher at this time if there is a concern about the student's progress.

Grading

Formal and informal assessments are given on a weekly basis. A grade consists of more than just homework. Your child's teacher will provide this information at Back-to-School Night.

Report Cards

Report cards are given at the end of each trimester to students in grades 1-8. Students in Transitional Kindergarten and Kindergarten receive a report card at the end of each semester. Parent conferences are held during the first and third trimester of the school year. The following grading system is used:

Transitional Kindergarten/Kindergarten:

M = Demonstrates expected development T = time needed to develop
X = Demonstrates emerging skills No Mark = not expected at this time

Grades 1-2:

100-93% = O	84-80% = S+
92-90% = G+	79-75% = S
89-87% = G	74-70% = S-
86-85% = G-	69+ below = NI

Grades 3-8:

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

Behavior and Work Habit Grades

The homeroom teachers in grades TK-4 give the general behavior and work habit grades. Junior high students receive a behavior and work habit grade from each teacher. A student who has received any detentions during the trimester will have his/her conduct and/or work habit grade lowered by half a grade. A student who has been suspended will have his/her conduct and/or work habit grade lowered a whole grade.

Academic Probation

At the end of each trimester, if a student is below average in academic subjects, behavior or work habits, he/she may be placed on academic probation for the following trimester. In that event, the parents and students will be required to sign a probationary contract. Non-compliance with the standards set by the contract may prevent the student's continued attendance at St. Columbkille School or may lead to retention.

Promotion and Transfer

Students are promoted when they have attained the adequate knowledge specified in the school curriculum for a particular grade. The teacher will fill in the appropriate space on the back of the report card at the end of the year. Parents will be notified by May 1st if their child will not be promoted. A transfer is a social promotion not an academic promotion. Students in grades 6-8 must have an overall 2.0 G.P.A. to be promoted to the next grade.

8th Grade Graduation

8th grade students are expected to achieve at least grade level proficiency in order to merit promotion. 8th grade students **who do not acquire an overall 2.0 G.P.A. will not receive a diploma which states that the student has successfully finished his/her academic elementary education.** An eighth grader with an overall G.P.A. below a 2.0 will only receive a certificate that states he/she has completed the number of years at the school and will be transferred to the next grade. Please note that grades, not a diploma, are the indicating factor of acceptance into a Catholic or Private High School. In addition, all 8th grade students will be required to perform at least 20 hours of community service before May 25th. ***No 8th grade student will be allowed to participate in graduation and graduation related activities or receive a diploma/certificate if tuition and fees are not paid by the announced deadline. Students who do not have a cumulative 2.0 GPA will not be allowed to participate in the 8th grade graduation activities as these are privilege). All 8th grade students and parents must sign a contract that indicates that they have read and understand all academic and disciplinary guidelines necessary for graduation.***

Valedictorian and Salutatorian

Valedictorian will be chosen based on the highest culminating GPA for the 7th and 8th grade years. If there is a tie, the 6th grade year grades will be included in the overall GPA. Salutatorian will be the second highest culminating GPA for the 7th and 8th grade years.

Withholding Report Cards (7-05-2017)

13.4.2 Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with school policy, the school may withhold from parents/guardians the

grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

Retention Policy (*Revised 7-05-2017*)

A teacher may recommend a student be retained. The decision to retain a student in the present grade shall be based upon a consideration of the overall welfare of the student, (i.e., carefully weighing academic, social, and emotional factors). The principal, in consultation with the parents/guardians and faculty, shall make the final decision regarding retention. With the approval of the principal, the teacher will inform parents regularly of the student's progress or possibility of retention. If a parent disagrees with the decision, it may be advised that the parents seek other placement for the child. Students may also be required to attend summer school or receive tutoring and take a proficiency test at the end of the summer in order to be promoted. A transfer, which is a social promotion, not an academic promotion, may be sought, but is not guaranteed.

Trimester Awards

Honor Roll

Students who maintain an overall grade point average of 3.5 or higher for the entire trimester will receive an Honor Roll certificate. The following will disqualify students from Honor Roll: a "D" or "NI" in any subject; lower than a "B" or "G" in behavior or work habits. ("B-" or "G-" is unacceptable). Certain accommodations and exceptions will be made for students with diagnosed disabilities.

Principal's List

To qualify for the Principal's List students must have all A's in all subject areas and no less than an "A" or "O" in both behavior and work habits. In Junior High, each teacher must grade behavior and work habits as "A" in order to receive Principal's List.

Perfect Attendance

Students who are on time, in school every day, and do not leave early (even for doctor's appointments, family emergency, and illness) will receive a Perfect Attendance certificate at the end of each trimester.

Extracurricular Activities

All students participating in extracurricular activities must maintain a G.P.A. of 2.0 or higher. Students who do not maintain a G.P.A. of 2.0 or higher will not be allowed to participate. If your child's G.P.A. falls below a 2.0 it is the parents and students responsibility to remove the student from the team.

G.P.A.'s will be checked monthly. If a student's GPA goes below a 2.0, he/she will not be allowed to continue with extracurricular activities. Once a student regains above a 2.0, he/she may rejoin the team/club if the coach/moderator allows it. Fall sports GPA requirements will be based on the previous year's final report card. Students who receive a detention will not be allowed to participate in one game/meeting. If a student receives more than three (3) detentions he/she will not be allowed to participate in the club/sport for the duration of the season. Students must pay a \$non-refundable fee to participate in a club or sport and must turn in a signed permission slip by parents (see Appendix for fee.) If parents allow students to participate please acknowledge that extra time is required by the student and parent to support the team or club. St. Columbkille School

will not provide transportation to any extracurricular activity. Transportation is the parent’s responsibility. It is our hope to provide the following extracurricular activities for the 2018-2019 school year *if we have enough moderators*:

Girls Volleyball (6-8) – Fall	Spring Production (5-8)
Boys and Girls basketball (6- 8) – Winter	Academic Decathlon (6-8)- Year Round
Coed football (5- 8) - Fall	Boys and Girls Soccer (5-8) – Spring
Student Council (5-8) – 3.0 GPA and above, Year round; 2 or more unexcused absences from meeting may result in student being asked to leave S. Council. Suspension will be dismissal from S. Council.	Book Club (2-4) - Spring

Library – Homework Help (K-4 Only)

After school homework help is available in the library Monday-Thursday from 3:00-4:15 pm for students K-4. Each teacher may choose 6 students and the teacher will inform the parents. The criteria for being chosen is the following: 1. Academic reinforcement needed; 2. Support needed to complete homework; and 3. Primary language is not English. This is only to support students and help them complete homework. Homework help does not qualify as tutoring.

Homework help will be offered in the Junior High Monday through Thursday from 3:00 to 4:00. Students must wait for teacher near after-school dismissal area. Students who are not picked up will be sent to daycare and charged.

After school homework does not replace after school day care. Students should not go to the library after school if they do not have assigned work unless it is to check out or return a book. Students have time during the school week to access the library either individually or with their class. The library is opened between 7:30-7:50am most days so students can return or check-out books (only). Books may be checked-out for a one week period. There is a 25 cent per day late fee for overdue books.

Tutoring

Revised June 29, 2011

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.

Field Trips

Revised June 29, 2015

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. All grades **MUST** adhere to P.E. uniform policy when attending field trips. Only exceptions are formal uniform when deemed necessary by the teacher.
5. A written official permission slip, signed by the parent or legal guardian, is required before a child will be permitted to attend a field trip activity. **Verbal permission cannot be accepted.** Permission slips are due to the teacher the day before the field trip. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
6. A field trip permission slip is printed at the end of this book. If your child fails to bring his/her permission slip, you may tear out and use or copy the form provided. Call the school for the needed information to complete the form.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. The student will need to stay home if he/she does not go on the field trip and will be considered absent.
8. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted as absent for the day. Transportation may be by personal car, school or chartered bus or van, or boat. The school will organize the method of transportation.
9. All monies collected for the field trip are non-refundable.
10. No electronic devices, cell phones, toys, games, etc. (see *Standards for Students*) are allowed on a field trip unless otherwise stated by the Principal.
11. Chaperones must be 21 years of age or older. Siblings or relatives may not go to the field trip with a chaperone or student. Chaperones must be pre-approved by the teacher and aware of their responsibilities. Chaperones must ride on the bus with the students unless otherwise stated due to lack of space. Teachers reserve the right to determine who will be chaperones.
12. Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, and valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. Parent drivers must also be fingerprinted, show freedom of T.B. and complete the VIRTUS course.

Field Trip Policies

Reviewed June 29, 2015

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

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

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

Transportation Policies

Reviewed June 29, 2015

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

Extended School Day Care Program

The school provides a quality, inexpensive, extended day care program for students, which includes a limited supervised homework period and playtime. The EDC staff is **not** responsible for seeing that a child finishes his/her homework. Parents need to fulfill that responsibility at home. Students who participate in *extra-curricular* activities must be picked up at the designated time or will be sent to EDC and charged. Charges will begin at 3:15 p.m. on regular school days and 12:45 p.m. on minimum school days. Children who are not picked up on time will be sent to EDC and charged. Day care is available between 6:30am-7:30am and 3:00pm-6:00pm. If a child is picked-up after 6:00pm a \$1.00 per minute charge will be applied. For safety and billing reasons, all students must be signed out when leaving. The student may only leave with a person

designated on the emergency card or pick-up list. **No child will be allowed to leave the building unsupervised.**

Checks are made payable to *St. Columbkille School with Day Care Program* written in the memo section. See Contract in the Appendix for fees.

Other pertinent information:

- 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

Counseling Policy

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- 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/guardian's expense.

In cases of actual or suspected child abuse 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. Referral to the Victim's Assistance is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with

Archdiocesan policy.

St. Columbkille School provides counseling services to students through Counseling Partners of Los Angeles. A counselor is available on-site four times a week. Counselors can see students individually, in group sessions, and/or observe students in the classroom or playground. Students can refer themselves to the counselor or may be referred by a teacher, staff member or parent. Counseling may help students who are having academic difficulties, emotional problems, problems with their peers or relatives, stress, peer pressure, and much more.

The counselor may legally see the student once without parent consent. A permission form will be sent to the parents. Parents may request to speak with the counselor at any time. In some cases, parents and students attend a counseling session. In addition to the on-site counseling service a 24 hour hotline is available for students who are having emotional problems. 24 hour Crisis Hotline 1-800-273-TALK.

Lunch and Nutrition Program

The National School Lunch Program, distributed by the Archdiocese of Los Angeles, provides lunches and nutrition to children each school day. Applications for free and reduced-price meals are sent home within five days of the opening of school in August. They should be sent back to school as soon as possible so that eligibility can be determined. Children who are eligible receive free or reduced-price lunches. Others pay full price.

ECIA Title 1 Program

Language Arts instructors and auxiliary services are provided for St. Columbkille School by funds from Title 1. Selected students who qualify for the program work with Language Arts instructors on a scheduled basis (applicable to certain grade levels).

Guidelines for Use of Electronic Communication Systems and Devices

Revised June 28, 2016

The following guidelines apply to all electronic communications systems which include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, the Intranet, the Internet and the World Wide Web, and to electronic communication devices of any kind (for example, phones, computers, audio and video equipment, and iPods, MP3 players, wireless devices), including those which students bring with them from home to school.

Parents are required to explain these policies to their child/ren, including primary grade students. By signing the handbook agreement form, parents and students are agreeing to abide by the guidelines and policies listed below.

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

All information created and used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, a parish, the seminary, a

cemetery, the Archdiocesan Catholic Center, or another 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 its 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 adults, children, or youth and 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 communication **systems** include but are not limited to email, telecommunications systems (including telephone, voice mail, and video), stand-alone or networked computers, intranets, the Internet, and any other communication or data transmission systems that may be created in the future.

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

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

Person in charge refers to the department head, manager, or supervisor of an archdiocesan department, entity, or corporation; the pastor, parish life director, pastoral associate, or parish business manager; or the superintendents of elementary schools or high schools, a supervisor in the Department of Catholic Schools, a principal, or a president or head of school, as applicable.

Location refers to an [archdiocesan school](#), a [parish](#), the [seminary](#), a [cemetery](#), the [Archdiocesan Catholic Center](#), or another archdiocesan department or operating unit.

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

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

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

"Premises")

All electronic communication devices and materials taken from the Premises for use at home or on the road

All personal devices and materials brought from home and used on the Premises during regular business hours

All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use

All users of electronic communication systems, devices, and materials, including but not limited to volunteers, clergy and religious, students, employees, staff, or contractors associated with the Archdiocese and/or the Location

Ownership and Control of Communications

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

With permission from the person in charge of the Location, individuals may use archdiocesan systems, devices, and materials to access and use the Internet for personal business and web exploration outside regular business hours or during breaks. All users shall conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

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

Internet Safety Policy

Any device accessed or used by minors on the Premises must use functioning and properly configured content filters to preclude access to prohibited content, including obscene, sexually explicit materials; adult or child pornography; and materials including applications that are otherwise harmful to minors or in violation of this Archdiocesan AUP.

Content filters for minors may NOT be disabled or turned off without obtaining prior permission from the archdiocesan Department of Applied Technology or the person with equivalent authority at the Location.

No unauthorized personal identification information regarding minors may be disclosed, used, or disseminated without proper authorization by a responsible person at the Location.

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

No person may engage in unlawful activities online, including hacking archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

Prohibited Practices

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

- Violate any rules of conduct, codes of ethics, or safe environment or any educational policies, including but not limited to those that apply to communications or the use of information
- Host any website on a domain that is not owned by the Archdiocese or, if the domain is owned by a third party, is not under contract with the Archdiocese
- Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the Archdiocese or a Location on a website or other social medium in such a manner that readers/viewers are lead to believe that the website or social medium is an official site or medium controlled by the Location itself
- Post or cause distribution of any personally identifying information about the user or others without permission of or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities (personal identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs)
- Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassment, disruptive, derogatory, or bullying; these include but are not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status
- Engage in improper fraternizing or socializing between adults and minors
- Engage in cyberbullying or other abusive online behavior
- Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted materials, music, videos, or film
- Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
- Record any telephone, video, or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law
- Upload, download, view, or otherwise receive or transmit copyrighted, trademarked, patented, indecent, or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the Archdiocese of Los Angeles Copyright and Video Screening Policy)
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)

- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
- Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any system
- Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any network security systems, firewalls, or content filters
- Allow any minor to access the Internet on Archdiocese or Location communication devices without active, monitored filtering of prohibited materials
- Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Location without monitoring
- Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communications Commission (FCC) or that would violate FCC rules or policies
- Access or manipulate services, networks, or hardware without express authority
- Violate any other applicable federal, state, or local laws or regulations

Consequences of Violations of the Electronic Communications Policy

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

Guidelines for Email Correspondence and Other Electronic Communications

All users of Archdiocese and Location communication systems and devices should use care in creating email, text, video, still images, instant or voice mail messages, or any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system; it may be restored, downloaded, recorded, or printed; or it may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

Email, texts, and other electronic communications are not necessarily secure.

As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, as applicable. See Document Retention.

Postings to "All Employees," "All Parents/Guardians," "All Seminarians," "All Parishioners," and the like on intranets or the Internet must be approved by the person in charge of the Location before the postings are sent out.

Use of personal electronic communication devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Archdiocese and Location systems, devices, and materials are not private and security cannot be guaranteed. User IDs and passwords are intended to enhance system security, not to provide users with personal privacy. User account passwords for systems that are not controlled by a centralized user directory or authentication system must be on record with the person in charge of the Location.

User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students, or volunteers. User accounts are intended to be used only by the assigned party.

All information systems that create, store, transmit, or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.

All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with current virus detection software. Immediately report any viruses, tampering, or other system breaches to the person in charge of the Location.

Critical information should be periodically copied onto backup storage. Information that is backed up should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.

Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.

Information systems hardware should be secured against unauthorized physical access.

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

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

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

Additional Information

Common Sense Media's 1-to-1 Essentials - Acceptable Use Policies

Consortium for School Networking's Acceptable Use Policies in a Web 2.0 & Mobile Era: A Guide for School Districts

Edutopia's How to Create Social Media Guidelines for Your School

SECTION D: DISCIPLINE

Reviewed June 27, 2016

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

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

Maintenance of Effective Discipline

Effective discipline is maintained when there is

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

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

The purpose of discipline is:

- a) To foster a peaceful environment of mutual respect that is conducive to learning.
- b) To promote character training which includes positive correction of faults, constant insistence of desirable conduct, and firm, kind treatment of children.

Responsibility for discipline belongs to:

The student:

- a. To obey all rules and regulations of the school and classroom.
- b. To maintain a cooperative and respectful attitude.
- c. To communicate openly and honestly with parents, teachers, and school administrators.
- d. To accept the consequences of his/her behavior and to understand that his/her behavior is his/her own responsibility and cannot be blamed on others.

The parent:

- a. To help the child understand that his/her behavior cannot be blamed on someone else.
- b. To help the child accept responsibility for his/her actions and thus

- accept the consequences for those actions.
- c. To provide opportunities for developing responsibility at home with household tasks as well as homework.
- d. To communicate with the student and with school staff.

The school staff:

- a. To provide and articulate guidelines.
- b. To administer school rules and regulations fairly.
- c. To communicate and model Christian values.

Standards for Students

1. Students must respect and obey all teachers, staff members, and all supervising adults.
2. Students must respect and be kind to each other verbally and physically. Fighting, harassing, bullying or teasing will not be tolerated. Students who fight will be disciplined.
3. Students are to use only acceptable language.
4. Students must respect the rights and the property of themselves and others.
5. Students may not “play fight” or touch other students inappropriately.
6. Students must arrive at school on time.
7. Students may not chew gum at school at any time.
8. Students may not remain in the schoolyard after school unless they are participating in a supervised activity under the direction of a coach or teacher or remain in day care.
9. Students are not permitted to walk through/hang out by the staff parking area.
10. Students must follow dress codes.
11. Students may not leave the school premises during school hours without permission from the principal. Permission will never be given for students to leave the grounds to purchase snacks or lunch.
12. Students are expected to walk in the school halls, speak in a moderate tone of voice, and in general be aware of the needs of other students and adults. Students must carry a pass if they are not in class, library, or day care.
13. Students may not cheat.
14. Students may not forge a signature, lie to a teacher, staff member or parent.
15. Students must do their part in keeping the school grounds, classrooms, and restrooms clean. Wastebaskets are provided for trash. Lunch areas are to be cleaned before playing. Classroom floors and desks are to be kept neat and clean.
16. Students are never permitted to be in a classroom, the auditorium or the cafeteria without a teacher or staff member present.
17. Students must complete all required assignments.
18. No electronics of any kinds, including cell phones, laser lights, trading cards, toys, magazines, etc. are permitted at school, at day care, or on a field trips unless approved by the principal. They will be sent to the office and the parent can reclaim the item at the end of the day.
19. Permanent markers are never allowed in school.
20. Animals are not allowed in school (excludes class pets).

Classroom Rules/God’s Team Rules (TK-8):

1. I follow the Golden Rule.
2. I follow directions the first time they are given.
3. I keep my hands, feet, and objects to myself.
4. I am responsible.
5. I follow all school rules.

Classroom Consequences (TK-4):

A light system is used in each grade so students can have a visual reminder of where they may be. Students can move back and forth from this color-system throughout the day/week.

1. Warning
2. Benched/Time out
3. Contact parents
4. Detention

*Students will be automatically sent to the office for severe conduct situations.

Classroom Consequences (5-8):

After school retention

Legally a student may be retained after school up to 30 minutes without prior warning given to parents. Students may be asked to stay after school due to disciplinary problems, investigation, or continually missing assignments.

Homework

It is the student's obligation to write down their daily assignments in their planner and to inquire about homework and missing assignments. Parents should check the child's planner daily to know the assignment given and Gradelink to know what assignments are missing. It is the parent's obligation and responsibility to make sure their child completes all homework on a nightly basis. It is the teacher's responsibility to keep students updated about homework and missing assignments. Students who have missing assignments may be asked to remain for after-school homework help.

Detention

Reviewed June 27, 2016

Consequences for misbehavior follow from the child's action and are in keeping with the offense. Detentions may be given by all faculty and staff members for the following infractions: disrespect for adults or other students by word or action, dishonesty, disobedience, excessive talking, disturbing the class, mischief, lack of materials, missing assignments, cheating, swearing, throwing items in the classroom, littering, and any violation of the Standards for Students.

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

the exact time the period of detention will begin and end

When a detention is given the following plan will be used: *Reviewed June 27, 2016*

GRADES TK – 8: Discuss the situation with the student. Parents sign the detention slip and return it the next day. Students will serve detention on the Tuesday following receipt of the detention for a period of one hour from 3:15-4:15 p.m.

NOTE: The parent signature does not indicate an admission of guilt but rather verification that the parents are aware of the detention, and the detention must be served. Parents must first meet with the faculty member who gave the detention, and if further resolution is required, parents may set up a meeting with the principal.

- ✓ Students may not postpone a detention without written communication from a parent with the Dean of Discipline. The student will have to serve the following week.
DETENTION TAKES PRECEDENT OVER EXTRACURRICULAR ACTIVITIES, APPOINTMENTS, MEETINGS, LESSONS, ETC.
- ✓ Only one detention is given for the same offense occurring on the same date and time. If a student repeats the same offense on a different date or time it will be treated as a separate offense and a detention will be given.
- ✓ If a student receives three (3) behavior related detentions within a trimester period, the student will meet with the principal, dean of discipline, homeroom teacher, and parents to determine a plan for improvement. If the student receives a fourth (4th) detention in the same trimester, he/she will be suspended for one (1) school day, and the student must still serve the 4th detention.
- ✓ If a student receives additional behavior related detentions after being suspended in the same trimester, he/she may be placed on disciplinary contract and may be suspended or expelled.
- ✓ If a student receives three (3) home/class work related detentions within a trimester period, the student will be required to attend homework help until assignments are completed. If the student receives a fourth (4th) detention in the same trimester a mandatory parent/teacher/principal conference must be held, and student must attend weekly homework help until the end of the trimester.
- ✓ If a student receives additional home/class work detentions after being suspended in the same trimester, he/she may be placed on academic contract and may be suspended or expelled.
- ✓ A student who continually disrupts class may be asked to call his/her parents and be sent home. Continual disruptions will lead to disciplinary contracts and may lead to automatic suspensions or expulsion.

Conditions of Suspension

Reviewed June 27, 2016

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause

- for suspension of a student at home or school.
- 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

SATURDAY DETENTION/SUSPENSION/EXPULSION

Reviewed June 27, 2016

Reasons for Saturday Detention, Suspension or 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 or harassing 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 Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

Reviewed June 27, 2016

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

Reviewed June 29, 2015

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

Time of Expulsion

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

Reporting of Expulsions

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

Right to Make Exceptions

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

Home Study

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

Harassment, Bullying and Hazing Policy

Reviewed June 29, 2015

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

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

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

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

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

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

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

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

Students are responsible for:

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

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

Student Threats

Revised June 29, 2015

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

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

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

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

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

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

School Searches

Revised June 29, 2015

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

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

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

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

Expectations of Privacy

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

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

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

Student Cooperation

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

Confiscating a Student's Personal Property

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

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.

Dress Code

Reviewed June 27, 2016

Grooming:

Hair must be clean and well groomed. Girls and boys must have clean-cut haircuts. No mohawks or fohawks. Natural hair color cannot be altered. Boys must maintain hair short in length; no longer than mid ear. Boys must be clean-shaven. Inappropriate hair cuts/styles or colors must be rectified before a student is readmitted to school. The principal will determine if a hair cut is suitable for school. No make- up, nail polish, or artificial nails are allowed. Nails must be well-groomed. Boys may not have pierced ears. Earrings worn by girls should be studs or close to the lobe.

Uniforms:

It is the parents and students responsibility to see that the students come to school clean, well groomed, and in complete uniform. If, for any legitimate reason, a student does not have his/her complete uniform she/he must have a written excuse. Unacceptable reasons include, but are not limited to, soiled/non- laundered uniforms or lost uniforms. **Students will receive an infraction if not in uniform and 2 infractions will result in detention.**

Formal Uniforms:

(This uniform can be worn all days except P.E. days)

The formal uniform includes the following:

Boys: Navy Blue Sweater Vest with the School logo (purchased here in school office or at Michael's Uniform Company. White Oxford Shirt with navy blue pants with the Michael's Label, navy blue tie, and solid black shoes.

Girl's: Navy Blue Sweater Vest with the School logo (purchased here in school office or at Michael's Uniform Company. White Oxford Shirt with jumper or skirt, plaid tie with navy, or white socks and solid black shoes.

All students MUST wear the formal uniform on:

★ Mass days (weekday Masses)

- ★ Prayer service days
- ★ Reconciliation Services days
- ★ Honor Roll days and
- ★ Family Mass days (Sunday Masses)

Girls' uniform:

- ★ Plaid jumpers: Grades TK–4
- ★ Plaid skirt: Grades 1st – 8 (starting 2018-2019 will be only for 5-8)
- ★ Plain Navy blue pants or shorts with the Michael's label (must be purchased at Michael's Uniform Company: Grades TK – 8
- ★ Plain, Solid Black belt with small eyelets: Grades 1–8
- ★ Plaid Skort (must be purchased at Michael's Uniforms Company): Grades TK–8
- ★ Powder Blue Polo Shirt with school logo (must be purchased at Michael's Uniform Company): Grades TK–8
- ★ Solid white or navy blue tights under the jumper, skirt, or skort (NO LEGGINGS): Grades TK–8
- ★ Navy blue cardigan sweater with school logo purchased at Michael's Uniform.
- ★ Solid white, navy blue, or black crew socks; socks must be visible (above the ankle).
- ★ Solid white or navy knee-hi socks may be worn
- ★ Solid Black tie shoe or strong tennis- shoe type only. Mary Jane shoes highly recommended for girls. Shoes must support the feet. **No sandals or boots are allowed.**
- ★ Solid navy blue jackets optional
- ★ Sweat pants are not a substitute for the navy blue pants
- ★ No baggy pants or oversized shirts allowed. Pants must sit on the waist for girls. Pants cannot be tucked into socks or rolled up.
- ★ Shirts must be tucked in at all times
- ★ Skirts, skorts, and shorts must be no shorter than two inches above the knee
- ★ Shirts worn under the school uniform shirt must be white, may not be longer than the uniform shirt, and must be tucked in at all times.
- ★ Students are not allowed to wear make-up, artificial nails, or nail polish. No student may wear bandanas or hats. They will be asked to remove all inappropriate jewelry (i.e. big hoop/dangling earrings, and rubber band bracelets). No more than three bracelets.
- ★ All hair accessories must be navy blue, white, or school color plaid bows sold by Michael's..
- ★ Solid blue, navy blue, or white beanies, gloves, and scarves may be worn outside during cold weather ONLY.
- ★ On cold days, students may wear white or navy blue turtle necks under polo shirt.

Boys' uniform:

- ★ Plain Navy blue pants that sit on the hips/waist with the Michael's label: Grades TK–8
- ★ Powder Blue Polo Shirt with school logo (must be purchased at Michael's): Grades TK–8
- ★ Navy blue shorts with the Michael's label: Grades TK–8
- ★ Plain, Solid Black belt with small eyelets: Grades 1–8
- ★ Navy blue cardigan sweater with school logo purchased at Michael's Uniform Company.
- ★ Solid white, navy blue, or black crew socks; socks must be visible.

- ★ Solid Black tie shoe or strong tennis- shoe type only. Shoes must support the feet. No sandals or boots are allowed.
- ★ Solid navy blue jackets optional
- ★ Pants or shorts must be purchased at Michael’s Uniform Company.
- ★ Sweat pants are not a substitute for the navy blue pants
- ★ No baggy pants or oversized shirts allowed. Pants must sit on the waist for boys. Pants cannot be tucked into socks or rolled up.
- ★ Shirts must be tucked in at all times
- ★ Shirts worn under the school uniform shirt must be white, may not be longer than the uniform shirt, and must be tucked in at all times.
- ★ Students are not allowed to wear make-up, nail polish. No earrings or piercings. No student may wear bandanas or hats. They will be asked to remove all inappropriate jewelry (i.e. rubber band bracelets). No more than three bracelets.
- ★ Solid blue, navy blue, or white beanies may be worn outside during cold weather ONLY. Students not wearing the appropriate uniforms will be asked to call home so a parent can bring the correct uniform. If a parent cannot be reached, students will be asked to change into something from the Lost and Found pile.

Uniform Company: Michael’s Uniform Company 215 S.
Market St., Inglewood, Ca 90301
(310) 672-2170

P.E. Uniforms:

- ★ School P.E. shorts ONLY (purchased in the school office)
- ★ School P.E. sweatpants (purchased in the school office)
- ★ School P.E. shirt ONLY (purchased in the school office)
- ★ Appropriate athletic sneakers – any color
 - ★ School sweatshirts worn on P.E. days ONLY; All uniform sweatshirts must be purchased at school.
- ★ School sweatshirts worn on P.E. days ONLY; All uniform sweatshirts must be purchased at school.

Students not wearing the appropriate P.E. uniform on P.E. day will be given an automatic detention.

Free Dress:

Students are allowed free dress on special occasions. Free dress days will be announced to students in advance. The clothing children wear to school affects the way they behave. Free dress clothes should not distract from study or normal play. Free dress clothes should be modest and appropriate for school. The following is the free dress code for boys and girls from grades TK–8:

- ★ must wear shoes that conform to the uniform code; no high heels, no sandals, no boots, and no flip-flops.
- ★ skirts and shorts must be no shorter than 2 inches above the knee
- ★ pants and shorts must be modest and should not restrict ability to sit or participate in P.E. (no baggy or tight pants/shorts, no skinny pants)
- ★ see-through blouses, spaghetti straps, halter tops, or strapless tops may not be worn

- ★ make-up and nail polish may not be worn
- ★ oversized shirts may not be worn
- ★ clothes may not have words or images that may be offensive, derogatory, inappropriate, or gang-related
- ★ No tapered leg, stretch pants or skinny pants.
- ★ Leggings and tights may not be used as pants.
- ★ Shoulders must be covered at all times.

If a child's clothing is inappropriate for school and detracts from his or her ability to study and participate in normal P.E. and play activities, the child will be sent home or parents will be called to bring a change of clothes for the child. If children continue to wear free dress clothing that is inappropriate, they will lose their free dress privilege.

Right to amend

The principal and pastor reserve the right to amend this handbook during the school year. Notifications of changes made will be sent home with students.

St. Columbkille School Faculty and Staff Roster
2018-2019

ADMINISTRATION:

Pastor
Principal
Vice-Principal (part time)

Fr. Ever M. Quintero
Ms. Nuria Gordillo
Ms. Joanna Martinez

CLASSROOM PERSONNEL:

Transitional Kindergarten Teacher
Kindergarten Teacher
First Grade Teacher
Second Grade Teacher
Third Grade Teacher
Fourth Grade Teacher
Jr. High Science (6th grade homeroom)
Jr. High Language Arts Teacher (7th grade homeroom)
Jr. High Social Studies/Art Teacher (5th grade homeroom)
Jr. High Math Teacher (8th grade homeroom)
PE Teacher/Coach
Transitional Kindergarten Aide
Kindergarten Aide and Play Supervisor
Primary Aide and Play Supervisor
Primary Aide and Play Supervisor
AmeriCorps Volunteer
AmeriCorps Volunteer

Mrs. Mireya Felix
Ms. Noelle Herrera
Mrs. Jacqueline Hernandez

Mrs. Nancy Galvez
Ms. Persis Piche
Ms. Shirley De Leon
Ms. Eva Cheer
Ms. Rosalva Escobedo
Ms. Joanna Martinez
Mr. Roger Briceno
Ms. Maria Valenzuela
Ms. Nancy Guevara
Mrs. Socorro Trujillo
Mrs. Bertha Jaurrieta
TBA
TBA

SUPPORT SERVICE PERSONNEL:

Secretary and Bookkeeper
Secretary
Director of Marketing and Development
Custodian/ Facilities Manager
Librarian

Day Care Director
Cafeteria Managers
School Counselors/CPLA

Mrs. Erica Espinoza
Mrs. Susuan Enriquez

Mr. Gerardo Botello
Sr. Caroline Sanchez

Mrs. Maria Preciado
Mrs. Laura Cariño
TBA

Important Numbers

School Office:	323-758-2284
Office Fax:	323-750-7141
Library:	323-758-0759
Day Care:	323-752-8998
Rectory:	323-758-5540
Michael's Uniform:	310-672-2170
Catechism Office (CCD):	323-789-3344
Newton Police Station:	323-846-5363
Fire Station 33:	213-485-6233
Non-emergency #:	1-877-275-5273
Poison Control:	1-800-222-1222
Information Line of Los Angeles for Social Services:	211
City of Los Angeles Public Services:	311

Tuition/Registration/ FEES 2018-2019

TK-8	TUITION WITH FACTS	MONTHLY WITH FACTS	TUITION WITH CASH	MONTHLY WITH CASH
1- Child	\$3,125	\$284.10	\$3,225	\$293.18
2- Children	\$4,700	\$427.27	\$4,800	\$436.36
3- Children	\$5,875	\$534.09	\$5,975	\$543.45
4- Children	\$6,650	\$604.55	\$6,750	\$634.09

FEES:

Paid

Registration	Before April 30, 2018 \$300.00 per child	After April 30, 2018 \$350.00 per child	
Graduation Fee	8 th gr. \$180 (Subject to change)		

ADDITIONAL FEES:

Missing a Mandatory Meeting	\$30.00 (not part of fundraising)
Late fees/Bounced Checks	\$30.00
Day Care	Hourly \$ 4.00 Monthly per student \$ 100.00; \$20 per student thereafter
Sports Fees	\$35.00 EACH SPORT
Lost Homework Agenda	\$3.00



If there is an outstanding bill, any money collected will automatically go towards paying the outstanding bill before paying any new bills.



If a family has not met their financial obligations each month, the child will not be allowed to go to class and will be sent home. All payments must be made on time. The parent/guardian must speak to the principal before the student is readmitted.

FACTS

TOTAL TUITION FOR 2018-19 \$ _____ MONTHLY \$ _____
 CEF (AWARDED PREVIOUSLY) _____ OR 1ST. TIME APPLICANT _____ SOS _____

AUTOMATED MONTHLY 5TH OF EACH MONTH OR 20TH OF EACH MONTH
 11 PAYMENTS BEGINNING IN AUGUST AND ENDING IN JUNE

* All 8th grade tuition must be paid in full by June 1st. Pay final payment in office if you are on FACTS.

* If you are unable to pay Facts, please contact the school office for an appointment.

Oldest Student Name

Grade

Siblings

Grade

Parent/Guardian Signature

Approved by School Staff-Signature

Date

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
- Fraternalize 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: _____



**Archdiocese of Los Angeles
Medication Authorization and Permission Form**

Location: _____

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

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

Last Name of Minor	First Name	Sex	Birth Date
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Name of Medication: _____

A. Physician's Instructions. (Complete where applicable)

Purpose of Medication or Diagnosis

Dosage Prescribed	Date/Time Schedule	Dose Form (tablet/liquid)
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Please notify this office if patient misses medication Yes ___ No ___

Medication may have adverse effects (explain) _____

Special instructions and/or comments: _____

Print Name of Licensed Physician	Signature of Licensed Physician	Date
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Physician Address and Phone Number

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

Parent/Guardian Name: _____ **Emergency phone number:** _____

Parent/Guardian Signature: _____ **Date:** _____



STUDENT AND YOUTH ACTIVITY PERMISSION FORM

LOCATION: _____
 Minor's Name: _____
 Address: _____
 Date of Birth: _____ Male _____ Female _____ Grade _____
 Activity: Field Trip _____ Retreat _____ Other (specify) _____
 Date(s) of Activity: _____
 Cost: _____
 Purpose: _____
 Description of Activity: _____ See Attached: _____
 Mode of Transportation: Walk _____ Car Pool _____ Bus _____ Other (specify) _____
 Teacher/Adult Leader: _____ Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My son/daughter has no medical condition that would render it inappropriate for him/her to participate in this activity.
 My son/daughter has no known medical needs, allergies or dietary restrictions except as follows: _____

Should it be necessary for my son/daughter to take medication while participating in this activity, I hereby give my son/daughter permission to self-administer his/her medication in accordance with the *Medication Authorization and Permission Form*, and, if my son/daughter cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my son/daughter's medication. I also give permission to the responsible staff members, chaperones, medical practitioners and medical facilities to use their judgement in obtaining and providing medical treatment for my son/daughter should it become necessary to do so. I agree to relieve the Location and participating adults from liability in connection with this request. I understand that the insurance benefits through the Location, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my son/daughter. I agree to indemnify and hold the Location harmless from the cost of any medical treatment and related expense and cost incurred.

Release of Liability: As a condition of participating in this activity, I hereby hold harmless, release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the Location, their respective agents and employees and any parent/volunteer/chaperone, from any and all liability, loss or claims for personal injuries, wrongful death or property damage that I or my son/daughter may suffer as a result of participation in the activity described above.

 Parent/Guardian Date

 Home Phone Cell Phone Work Phone

Person to Notify in case of Emergency if Parent or Guardian is unavailable:
 Name: _____ Phone: _____
 Health Insurance Company: _____ Policy No.: _____



ACCEPTANCE OF PARENT/STUDENT HANDBOOK

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

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date: _____

Print student names and grades:

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

Student's First Name _____

Student's First Name _____

Grade _____

Grade _____

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