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STUDENT LEARNING EXPECTATIONS

A successful Holy Angels Student will be...

A CATHOLIC OF LIVING FAITH

A person of integrity whose relationship with God the Father, Jesus, and the Holy Spirit is witnessed through a life of love, treating others with compassion, participating in acts of social justice, and a knowledge of our Catholic faith.

A LIFELONG LEARNER

An enthusiastic learner who asks questions and seeks answers, thinks critically, learns from his or her mistakes, and who continually develops and applies reasoning skills to life experiences.

AN ACCOUNTABLE CITIZEN

A person who accepts responsibility for his or her actions, serves the community, respects others and understands the responsibilities entailed in being a citizen of the church, the nation and the world.

A PERSON OF CHARACTER

A person willing to choose the right action over the popular decision, who uses past experiences to make informed decisions and acts in a manner that is consistent with a high moral character.

A CONFIDENT COMMUNICATOR

A self-reliant person who speaks clearly, listens attentively, considers varying viewpoints, writes articulately, and utilizes the tools of technology with ease in order to express his or her ideas.

A PURVEYOR OF BEAUTY

A person who appreciates the beauty of God's world and the artistic creations of humankind and who has explored and applied his or her unique talents to construct works of beauty and meaning.

AN ADVOCATE FOR HEALTHY LIVING

A knowledgeable person who respects and values life and the need for emotional and physical health maintained through proper diet, exercise, recreation, laughter and prayer.

A. GENERAL INFORMATION

MISSION STATEMENT

Holy Angels School is committed to educating children in a faith-filled environment that is academically strong and infused with Gospel values.

STATEMENT OF PHILOSOPHY

Holy Angels School is a vital ministry of Holy Angels Parish. We are committed to educating children in mind, body and soul. We provide a safe and nurturing environment that challenges our students to live Christ's Gospel message and to discover and develop their God-given talents.

Holy Angels School acknowledges its critical role in assisting parents in the important task of educating their children. We view our partnership with them as one of mutual accountability in providing a quality Catholic education.

We provide an excellent educational program designed to develop confident learners who demonstrate proficiency across the curriculum. Our school's academic and co-curricular programs emphasize social responsibility, the importance of physical and mental health, and a profound respect for the dignity of life and for the world in which we live.

ARCHDIOCESAN CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

- The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.
- It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of Holy Angels School, as determined by

- the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.
- These Christian principles further include, but are not limited to, the following:
 - 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.
 - Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
 - Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
 - These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).
 - The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

SCHOOL ORGANIZATION AND PERSONNEL

- **THE PASTOR** - The pastor is the administrative head of Holy Angels Parish School. Due to his pastoral duties, the administration of the school is delegated to the principal. (Archdiocesan Administrative Handbook)
- **THE PRINCIPAL** - The principal, as the delegate of the pastor, is the Administrative Officer of the school and, as such, is responsible for the school program. In collaboration with the Archdiocesan Department of Catholic Schools, the principal works with the pastor, the faculty members and other support groups to develop and implement a Catholic educational program committed to excellence. (Archdiocesan Administrative Handbook)
- **THE FACULTY** - The faculty is responsible for the moral guidance and academic instruction of the students through the implementation of the

school philosophy and curriculum. Aides are used to enhance the learning program for all students, but do not supersede the authority of the classroom teacher, nor are they to interact with the parents in a way that would suggest this

- **SCHOOL BOARD** - The School Board is comprised of members of the Parish, school parents and interested community volunteers. The School Board works in conjunction with the pastor, principal and faculty. The objectives and purposes of the School Board are: to act in an advisory-support capacity to the Pastor and the Principal in the operation of the parish school; to implement the policies of the Archdiocesan Department of Catholic Schools; to represent the parent members of the CPTA.
- **CATHOLIC PARENT-TEACHER ASSOCIATION** - The membership of the CPTA is made up of the CPTA Board, all parents of children in the school, the pastor, the faculty and staff, and the principal of Holy Angels School. It is committed to the development of Holy Angels School children and the activities and programs of the school.
- **VOLUNTEERS** - Volunteers consist of responsible adults whose services in and around the school aid in assisting teachers with their professional responsibilities. Volunteers are necessary for the successful functioning of the school library, clinic, yard supervision, etc. Volunteers receive specific instructions from the school administration. All school volunteers in constant and close contact with students must have fingerprint clearance on file in the school office.

HOLY ANGELS SCHOOL RELATIONSHIP TO HOLY ANGELS PARISH

Holy Angels School is a vital ministry of Holy Angels Parish and exists first and foremost to serve the needs of active Holy Angels Parishioners. An active parishioner of Holy Angels Parish is an individual/family who is registered with Holy Angels Parish, regularly attends Sunday Mass at Holy Angels Church, evidenced by weekly use of the Sunday collection envelope; contributes towards the financial well being of the Parish and is involved in one or more ministry of the Parish.

In applying this definition to Holy Angels School families who desire to obtain the tuition discount that coincides with being an active parishioner:

- Total contributions must total \$400 between July 1, 2009 and June 30, 2010 in order to be considered “active” for the 2010-2011 school year.
- Attendance at Sunday Mass will be monitored through the use of Sunday envelopes, and a school family’s status will be reassessed quarterly, or every three months.
- Empty envelopes may be placed in the collection basket to register attendance.

Failure to fulfill the basic requirements stated in the “active parishioner” definition will result in a family’s tuition being charged at an inactive rate, effective immediately. It will remain inactive until the following quarterly assessment, at which time a family may return to active status, if the above stated criteria is met.

Ministries of Holy Angels Parish Include:

Health Ministry	Respect Life
Music Ministry	Pastoral Council
Holy Angels School	Bereavement Ministry
Holy Angels Religious Education	Altar Society
Hospitality	Eucharistic Ministers
ICF	Liturgy Board
Knights of Columbus	Arts and Environment
Legion of Mary	Lectors
Outreach for the Needy	Archdiocesan Council of Catholic Women
Rosary Prayer Group	Ushers/Greeters
Senior Citizens	Finance Council

ARCHDIOCESAN POLICY ON CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS

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

Consultative School Boards

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

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

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

Catholic Parent Teacher Association (CPTA)

The main functions of the Catholic Parent Teacher Association is to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the CPTA shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Financial operation of the CPTA shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

HISTORY

In the fall of 1946, the Church of the Holy Angels established a grade school on its property at the corner of Holly Avenue and Huntington Drive in the city of Arcadia, California. The school was officially dedicated on March 14, 1948, and opened with 325 students in eight classrooms. In 1952, eight more classrooms, a Jr. High Library, teachers' lounge, and boys' and girls' locker rooms were added to the existing structure.

The Sisters of St. Francis of Penance and Charity ran the school until 1971. The Congregation of Sisters of St. Felix of Catalice (Felicians) took their place until a shortage of sisters forced the order to withdraw in 1989. A lay principal and faculty currently staff the school.

When double classrooms were no longer required, the extra rooms were converted for a variety of uses. A Kindergarten classroom was added in 1986. An on-site before and after school daycare center was set up in 1990 to meet the needs of the families for whom this care was essential. Pre-Kindergarten classes began in 1993.

A variety of improvements have taken place in the past six years that have prepared the educational space to maximize student learning.

SAFE ENVIRONMENT AT HOLY ANGELS

Holy Angels School, in accordance with the Archdiocese of Los Angeles, is committed to providing a safe environment for all its students. To that end, the following policies are enforced:

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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

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

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

As 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."

ARCHDIOCESAN POLICY ON SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

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

Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

ARCHDIOCESAN PARENT/STUDENT COMPLAINT REVIEW PROCESS

- Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.
- School Level
- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.
- Department of Catholic Schools Level
- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

B. ADMISSION AND ATTENDANCE

GUIDELINES FOR ADMISSION

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

ADMISSIONS POLICY

Students applying to Holy Angels School are to be tested and deemed academically and emotionally ready. Upon meeting the required eligibility, the priority of accepting students into Holy Angels School is as follows:

1. Siblings of students already enrolled in Holy Angels School
2. Catholics registered and active in Holy Angels Parish
3. Catholics not registered in Holy Angels Parish
4. Non- Catholics

Other considerations that affect the priority of acceptance are: standardized testing results, report cards, recommendations, and the order in which completed applications are received.

All new students admitted to Holy Angels School are automatically on academic and disciplinary probation for their first year. If during this time they are unable to adjust to the requirements of the school, parents will be notified and transfer to another school will be requested. Re-enrollment will be by invitation only.

SCHOOL STUDENT NON-DISCRIMINATION POLICY

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

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

programs, although certain athletic leagues and other programs may limit participation.

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

INCLUSION PROCEDURES

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

DAILY SCHEDULE

7:57 Warning Bell
8:00 Start of School Day
9:55 Lower Grade Recess Begins
10:10 Lower Grade Recess Ends
10:15 Upper Grade Recess Begins
10:25 Upper Grade Recess Ends
12:00 Lower Grade Lunch Begins
12:20 Upper Grade Lunch Begins
12:40 Lower Grade Lunch Ends
1:00 Upper Grade Lunch Ends
3:00 End of School Day (2:00 on Wednesday)
3:20 End of Carline bell (2:20 on Wednesdays)

ATTENDANCE POLICIES AND PROCEDURES

The classroom experience is central to the process of learning. One must understand that it is difficult to make up work and still have the same understanding of the material that students would have if they were present in class. Consequently, grades will suffer if a student misses too many school days. Additionally, a student's attendance record becomes part of his/her permanent file and plays a crucial role in acceptance into many high schools.

Any student absent for twenty or more school days during one trimester risks the loss of academic credit and loses the ability to earn an A/O in any subject. The report card may be withheld for that grading period and this can affect promotion. All such cases will be subject to review by the Principal and the student's teachers.

A student must be at school and attend his or her classes in order to participate in any extra-curricular activities on that day.

Students are responsible for all work missed while they attend their medical appointments.

Any absence, whether deemed excused or unexcused, must go down on a child's permanent record as an absence.

Procedures to Follow in the Event of an Absence:

If a student will be absent for all or part of a day, the following procedures must be followed:

- Parent must call the school (24 hour accessibility) (626) 447-6312 by 8:30 a.m. to explain the reason for the absence. Students may not make this call. This call needs to be made each day the student is absent.
- Upon returning to school, a written excuse signed by the parent/guardian must be submitted to the teacher. Excuses will be kept on file until the end of the year.
- When parents will be out of town for an extended period, the office must be notified and a list of emergency contacts and caregivers must be submitted.

Planned Absences

If a parent knows in advance that their child(ren) will be absent from school, they should inform each of the teachers whose class will be missed.

Medical Appointments

The school urges that medical and dental appointments be made outside of school hours. However, if it is necessary to schedule an appointment during school hours, the parents must notify the school by 8:30 if the student will be absent. Students will be sent to and picked up at the school office at the appropriate time. **A PARENT MAY NOT DISTURB THE CLASS TO PICK UP A CHILD.** Parents are strongly urged to keep such appointments to a minimum. After keeping any medical appointment, the student must check-in with the school office before returning to the classroom and a note from the attending physician must be submitted.

Any student who has been diagnosed with a serious or contagious illness may not return to school without clearance from a doctor. The school reserves the right to demand such a clearance from any student.

TARDINESS

Parents are asked to make every effort to see that their children arrive to school on time. A student who arrives late is disruptive to the classroom and detrimental to all the other students' learning. A student is tardy if he or she is not in line by the time the second bell rings in the morning. Being on campus does not constitute being on time.

student who arrives after the morning assembly must report to the school office. Ten or more tardies by a student in one trimester will prohibit that student from receiving honors for that trimester. Twenty or more tardies in a trimester will result in removal from participating in any extra-curricular activities (all sports, student council, choir, legion of Mary, Junior Life, Drama, Cheer, etc.) through the following trimester.

A student who receives no tardies in one month receives a free dress pass for the first Monday of the following month. Despite the acknowledgement that some tardies are unavoidable, any tardy will result in the loss of said free dress pass.

Any tardy, whether deemed excused or unexcused, must go down on a child's permanent record as tardy.

TRUANCY

A student who is absent from school without a valid excuse for more than three days in one school year is considered truant. A student who is late to school over thirty minutes, four or more times, in one school year, is also considered truant and can be reported to the attendance officer of the local public school district. The school administration will conference with the truant student's parent or guardian prior to filing the report. In addition to reporting to the local public school district's attendance office, Holy Angels School Administration will enforce appropriate consequences in accordance with the school's disciplinary policies.

A pupil who has been reported once as truant and who is absent again from school without a valid excuse for one or more days, or who is tardy on one or more days, can be reported again as truant to the attendance officer of the local public school district.

A pupil is considered a habitual truant who has been reported as truant three or more times, and is subject to expulsion (Ed. Code - State of California, Section 12402)

Student absent from school may not participate in any extra-curricular activities that take place on the day of their absence. Partial day absences will be left to the discretion of the principal.

POLICY FOR OBTAINING MISSED ASSIGNMENTS

If a child is sick, the parent may call the office and ask for the assignments no later than 9:00 AM. These will be available for pick-up from the school office after school has been dismissed.

If a child is absent for reasons other than illness, it is his/her responsibility to find out any missed assignments. These assignments are due the day the child returns to school and he or she is responsible for taking any missed tests on that same day.

If a child is absent due to illness, the completed assignments must be submitted to the teacher within three days of their return to school.

While an attempt can be made, teachers are not responsible to compile work in advance for a student who will be missing school due to vacations, trips, performances, etc.

COMMUNICATION

The school relies primarily upon e-mail and the school website to convey information to parents. All families should have an active email address on file with the school.

Each family also receives an envelope for weekly communication from the school. The envelope is sent home on Wednesday with the youngest student in each family. The envelope should be signed and returned to school the following day. If a child is absent on Wednesday, parents will receive the envelope on the day of his/her return to school. The family envelope is a major means of communication between home and school and every parent should read its contents carefully

ARRIVAL AND PICKUP INFORMATION

The speed limit in the parking lot is 5 miles per hour. The school play area is closed to all motor traffic during the school day. Students must remain within the designated play yard at all times unless escorted by an authorized adult. Drop off and pick up procedures, disseminated by the school administration, must be followed at all times. Students should always be dropped off and picked up in the area designated by the school and never in front of the school or rectory on Campus Drive.

Any individual picking up students from campus must be on the student's emergency pick up list. These individuals must be over the age of 18.

During carline the only exits that should be used from the school building are the exit doors next to the fifth grade and eighth grade classrooms.

All students walking to the church parking lot must be accompanied by an adult. No persons are allowed to cross through the line of traffic, with or without children.

Children are not allowed to play in the school yard or on the playground equipment after school unless supervised by a designated school employee.

With the exception of Pre-Kindergarteners, Kindergarteners and those students picked up by KARE or Dial-A-Ride, all children are dismissed from the schoolyard. No children may be picked up in front of the school, the rectory or the church.

Parents may choose parking in the lot next to the Church and walking in to pick up their child(ren) at dismissal. Students who participate in after school sports/activities or extended care should report to their adult supervisors as soon as they are dismissed.

Students who are not picked up or taken home by their parents/guardians must have a note on file in the office indicating the name of their carpool driver.

Students who walk, take the city bus, dial-a-ride, or ride to and/or from school must have a note on file in the office indicating permission from their parents/guardians to walk or ride to and/or from school. This must be sent in the first day of each school year. Permission slips do not apply from school year to school year.

Students must walk their bicycles as soon as they enter the school grounds. Scooters, roller blades, skates, skate boards, and razors are not allowed.

CARLINE

Because drivers are picking up students at the same time, it is imperative to keep a steady flow of traffic through the loading zone by moving as forward as possible in the carline to pick up your child. It is very important to follow the directives of the faculty and to be alert and courteous at all times. If a parent decides to park and walk to pick up his/her child, s/he must park in the church parking lot and walk in the crossing areas, out of the flow of traffic. Cell phone use is not permitted in carline.

SECURITY ON CAMPUS

In any disaster or during the school day the campus is secured. That means that no student will be allowed to leave the campus unless the child/student is properly signed out.

Any person authorized to pick up a student must follow the instructions of the person in authority. Each child must be signed out using the proper procedure. No parent or authorized person may remove a child from the campus without signing the child out. You cannot authorize the release of your child over the phone.

The schools gates will be locked at 8:00 AM and opened at 3:00 PM.

SEARCH AND/OR SEIZURE

Administration and school personnel may search a student's book bag, desk, person or belongings when there is reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is in violation of the law or school rules. School property (desks, cubbies, etc.) may be searched at any time.

BEFORE AND AFTER SCHOOL EXTENDED CARE PROGRAM

Holy Angels School operates its own extended care program before and after school for grades K-8. Morning extended care hours are from 7:00 a.m. until 7:30 a.m. No student may be dropped off before 7:00 a.m. Afternoon extended care hours are from the end of the school day until 6:00 p.m. If a child is not picked up within 20 minutes of dismissal, he/she will be placed in the extended care program and will be charged accordingly. Specific information regarding the extended care program is available in the office for interested families.

Extended care payments are paid directly to the school office. Extended care payments are based on ten months, September through June.

No child may be picked up from the extended care program by an individual who has not been previously designated on the appropriate form. No child will be released to any individual who is under the age of 18.

PRE-K EXTENDED CARE PROGRAM

The extended care for the Pre-K in the afternoon is from 11:45 a.m. until 2:45 p.m. Pre-K students may not be dropped off in the mornings prior to 7:45 and must be signed in by an adult.

WORK PERMITS

- Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.
- The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/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/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" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit.
- A copy of the signed work permit must be kept in the student's file.

PRIVACY AND ACCESS TO RECORDS

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/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.

Verbal/Written Confidences

Confidential information may be provided by students or parents/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 must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

TRANSFER OF RECORDS

STUDENT TRANSFERS AND GRADUATION

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents.

DAMAGED OR LOANED PROPERTY

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

ILLNESS AND ABSENCE POLICIES

Holy Angels School implores our parents to not send sick children to school. If your child is running a temperature, is nauseated, has been ill the night before, has a cold and/or cough, s/he is sick and needs parental attention and care. Children cannot perform or concentrate when they are ill, and they also bring the illness to school. If a child is absent from school due to a temperature, s/he may not return until they have been fever free for a minimum of twenty-four hours. Children who return too soon to school will not fully recover and, as a result, will miss more school. Please be sure that a child is completely recovered before returning to school. In accordance with State law, a parent's note must accompany a child upon his/her return to school.

If a parent is unable or unwilling to pick up a child deemed too ill to remain in school, the next person on the child's emergency list will be contacted to pick the child up.

If a student is absent from school, he/she may not participate in any after school activities.

If a child contracts any contagious illness, please notify the school office immediately so that our other families may be properly notified. Every family's cooperation is imperative in this matter.

STUDENT INSURANCE

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

CURRICULUM OFFERINGS

Holy Angels School offers a standardized curriculum that adheres to the standards and expectations set by the Archdiocese of Los Angeles. In addition to the core subjects of Religion, Mathematics, Language Arts, Social Studies, Science and Physical Education, the school also provides classes in computer, music and art. On occasion, classes in a variety of subjects may be offered outside of the regularly set school day for additional fees.

RELIGION PROGRAM AND EXPECTATIONS

Because Holy Angels School is first and foremost a *Catholic* school, the religion program is its primary focus and adherence to the expectations set by the school is non-negotiable. All students are required to participate in the daily religion classes, as well as attend weekly mass with the school. In addition, school families are expected to participate fully in the life of the parish, including but not limited to attendance at Sunday Mass and offering the predetermined amount of financial support.

ACADEMIC AND GRADUATION REQUIREMENTS

A student must have a cumulative grade of no less than a D over the course of two trimesters in each major subject (Math, Language Arts, Social Studies, Science, Religion). If the average is below 2.0, then make-up work will be required to be completed by the end of the next trimester in the subject. If the work is not made up, the child will not be promoted to the next grade level.

A student will be placed on academic probation if he has a grade point average below 2.0 at the conclusion of a trimester. No child shall be allowed to participate in any extra-curricular activities while on probation, which will last a minimum of six weeks, until the next progress report comes out. At that time, the principal and teacher may make the decision to lift the probation or extend it until the next report card is available.

In the case of an eighth grader, the overall GPA must be a 2.0 in order to graduate. If any grade in the final trimester is below a D, the student will not receive a diploma until the work is made up. The child also may not be allowed to participate in graduation activities (Graduation Ceremony, luncheon, class trip, Graduation Awards Ceremony, etc.) if they do not receive a diploma. In addition to the academic requirements necessary to graduate, an eighth grade student must also complete the required number of service hours set by the school and receive effort and behavior grades of no less than an “M” in 2 of the three trimesters.

PROMOTION

Students who complete the work of a particular grade in the basic skill areas and who are correspondingly mature shall be promoted to the next grade. Credit for courses will be given solely on the basis of skills mastered and never on the basis of attendance alone. Attendance does effect promotion. Excessive absence is considered 20 days per trimester or a total of 60 days per school year. Excessive absence or tardies (30 or more), even if necessary and excused, may be grounds for decreased credit or disciplinary action, possibly including reduction of grade, non-promotion, detention, or transfer to another school. Absence and tardiness affect a student’s performance and behavior in the classroom. If a student fails to meet the basic requirements, the parent/guardian will be notified and the student will also be called into this meeting. Retention is not a negative aspect of education, but it provides additional opportunity for student success. Students may be conditionally placed in the next grade: failure to meet the demands of the education for this grade will result in the student being moved back to the grade required. The principal of the school has final and ultimate say in decisions regarding retention or promotion of a student.

HOMEWORK AND CLASS ASSIGNMENTS GUIDELINES

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Daily assignments are to be turned in on the day they are due. Late assignments will be accepted at the individual teacher's discretion.

The following are general guidelines for homework for each grade:

- Grades K-2 Homework should not exceed half an hour.
Reading aloud and other kinds of short practices are encouraged.
- Grades 3 - 4 Homework should not exceed one hour.
- Grade 5 Homework should not exceed one and one-half-hour.
- Grades 6 - 8 Homework should not exceed two hours.

These times are approximate and may vary based on individual student study skills and home environment. If a child is consistently exceeding these allotments, the parent should schedule a conference with the teacher.

GRADING

The student evaluation process is designed to permit considerable flexibility in evaluating the student's academic performance, acquisition of skills, social habits, general behavior and attendance.

The following grades, and the corresponding percentages and grade points, will be issued for academic subjects in grades 4-8:

A (95-100) 4.0	B- (85-86) 2.67	D (65-69) 1.0
A- (93-94) 3.67	C+ (80-84) 2.33	F (64 and below) 0
B+ (90-92) 3.33	C (75-79) 2.0	
B (87-89) 3.0	C- (70-74) 1.67	

The following grades will be issued for academic subjects in grades 1-3, as well as for effort in the upper grades:

O - Outstanding G - Good S -Satisfactory NI - Needs Improvement

PROGRESS REPORTS

Progress reports are sent home after the sixth week of each trimester. Progress reports are general overviews of a student's performance at that time, and should be viewed in such a manner. It is a form of communication with a parent, and not to be viewed in the same manner as a report card grade.

REPORT CARDS

Report cards are issued within two weeks following the end of each twelve week grading period for levels K through eight. In Pre-Kindergarten assessment reports are issued twice each year. A mandatory parent-teacher conference is held with the parents to discuss the first report card at the conclusion of the first trimester.

Reports cards must be signed and returned within in one week of receipt. After one week, the card will be deemed lost. Lost report cards are charged a \$25.00 assessment.

ACADEMIC PROBATION

A student will be placed on Academic Probation if his/her grade point average is below 2.0. The student has one trimester to improve his/her grade point average to a 2.0 in order to be removed from academic probation. A student placed on academic probation will not be allowed to participate in extra-curricular activities and risks not being invited back to Holy Angels for the forthcoming year.

Any student displaying both academic and behavioral problems, and who is unwilling to change, will be asked to leave the school.

HONORS SYSTEM

The following awards are given each trimester to students achieving academic excellence in grades 4-8:

- Principal's Award: Students with a grade point average of 3.80-4.0
- Honor Roll: Students with a grade point average of 3.20-3.79.

Grades from the following subjects are used to determine grade point average: Religion, Math, English, Literature, Social Studies, Science, and Spelling/Vocabulary.

A "D" in any subject disqualifies a student from Honor Roll. Any grade lower than a "M" in behavior disqualifies a student from Honor Roll or Principal's List. Ten or more tardies in one trimester disqualifies a student from academic honors. Any form of suspension (in or out of school) disqualifies a student from academic honors for the trimester in which the suspension took place.

BEHAVIOR GRADING SCALE

The following grades will be issued for behavior:

- E Exceeds Expectations
- M Meets Expectations
- U Below Expectations

Behavior Grades are based on the observation of class and school rules at all times and places.

Exceeds Expectations (E)

A student who almost never needs a reminder about correct behavior. Accepts readily suggestions made by teachers for positive extra activities and exhibits some initiative. A student who behaves above and beyond the expectations of a student his or her age.

Meets Expectations (M)

A student who needs reminders about correct behavior. Usually responds and follows up teachers' suggestions for positive extra activities but has limited personal initiative. A student who meets the average behavior expectations of a student his or her age.

Below Expectations (U)

A student who constantly needs reminders about correct behavior. Seldom responds or exhibits an interest in positive extra activities suggested by teachers. A student who is consistently disruptive or requires an undue amount of personal attention. A student who fails to meet the average behavior expectations of a student his or her age.

FIELD TRIPS

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

Schools may plan field trips for one or more days including overnight field trips.

Schools, at their 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
- Preparation, follow-up, and specific educational goals for students
- 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
- All participants should have appropriate identification and travel documents
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- Transportation may be by personal car, school or chartered bus or van, boat, or air plane.
- School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.
- 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, valid California automobile insurance with limits of at least \$100,000/300,000. 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. Please see Chapter 4 and Form D.1.20 of the Archdiocese of Los Angeles Injury, Illness and Loss Prevention Program for more information.
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.

Because field trips are planned with academic goals and standards in mind, students who miss a field trip will be given an assignment that replicates the goals of the trip.

HEALTH PROGRAM

Medical information and proof of immunizations must be supplied to the front office and are kept on file there. Any significant medical information regarding a student should be supplied, in writing, to the front office and the child's teacher.

The Health Program at Holy Angels School is coordinated by volunteer parents. They are responsible for planning, supervising, and administering the following services:

- Vision Screening
- Hearing Testing
- Scoliosis Testing

Medical treatment is the responsibility of the parent(s) and family physician. Medications, both prescription and over-the-counter, are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. The patient is urged, with the help of the child's physician, to work out a schedule of giving medication at home, outside school hours, whenever possible.

California Education Code, Section 49423, allows school personnel to assist in carrying out a physician's recommendations. Designated non-medical school personnel may be administering your child's medication. Medication will be safely stored and locked or refrigerated if required.

Students may not carry medication or pills, including but limited to cough drops or pain relievers. Students may carry inhalers with proper forms on file in the school office.

In order to ensure a child's well-being, we insist that any student who has a serious medical condition (diabetes, epilepsy, etc.), has an emergency supply of their prescription medication at school with the appropriate consent forms in case of a disaster.

If medication is to be administered at school, (prescription or non-prescription) all of the following conditions must be met:

- A written statement signed by the physician specifying the condition for which the medication is to be given, the name, dosage, time and specific instructions for emergency treatment must be on file at school. (Medication Authorization and Permission forms are available in the school office)
- A signed request from the parent/guardian must be on file at school.
- Medication must be delivered to the school by the parent/guardian or other responsible adult.
- Medication must be in your child's original, labeled pharmacy container.
- All liquid medication must be accompanied by an appropriate measuring device.
- A separate form is required for each medication.

NOTE: Please discuss your physician's instructions with your child, so that he/she is aware of the time medication is due at school.

This request is valid for a maximum of one year. Whenever there is a change in medication, dose, or time, the parent and physician must complete a new form.

NUTRITION GUIDELINES

It is strongly recommended that parents monitor what a child eats. Parents are encouraged to provide their child(ren) with a nutritious breakfast. School snacks and lunches should be nutritious. Carbonated beverages are not allowed at school. Students do not have access to a microwave oven. Candy and gum are not allowed. Additionally, no glass bottles or glass containers are permitted in a student's lunch.

CLASSROOM CELEBRATIONS

If parents or guardians would like to plan a celebration to be held at school, they are required to meet with the teacher in advance to determine what time, date and activities are appropriate. Teachers may set aside one day a month to acknowledge all birthdays. Final decisions are at the teacher's discretion. The teacher should be informed in advance what will be brought for consumption and who will be responsible for their disbursement. In an effort to teach our students positive eating habits an overabundance of cakes, cookies, doughnuts, etc. are discouraged. Carbonated drinks are not allowed. Parties may not take up more than 30 minutes of the school day, or 45 minutes in a school week.

Balloons and flowers may not be delivered to a student at school.

SUMMER SCHOOL

Summer school classes are offered at Holy Angels School based upon the discretion of the individual teachers. Only teachers employed by the Archdiocese may offer summer school classes at Holy Angels, and participants understand that these offerings are not under the jurisdiction of Holy Angels School and are individual offerings made by the instructor. Thus, any concerns regarding the classes are to be directed to the course instructor and not the school principal.

ELECTRONIC COMMUNICATIONS POLICY

1. Systems, Devices and Materials

- **Electronic communications systems** include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- **Electronic communications devices** include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, e-mails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. **Electronic Communications Systems, Devices and Materials and Users Covered**

- All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;
- All electronic communications devices and materials taken from parish, school or archdiocesan office for use at home or on the road;
- All personal devices and materials brought from home and used on parish, school or archdiocesan premises during regular business hours;
- All personal devices and materials, regardless of location, that are used in such a manner that the parish, school or archdiocese may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, students, employees, staff, contractors, volunteers, clergy and religious, and their families.

3. **Ownership and Control of Communications**

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are “ON.”
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices

must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.

- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. **Guidelines for E-mail correspondence and other electronic communications**

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," "All Parents" "All Parishioners" and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

5. **Prohibited Practices:**

Users of parish, school or archdiocesan electronic communication systems, devices or materials **and** users of personal devices and materials on parish, school or archdiocesan premises, during normal business hours or under circumstances when the parish, school or archdiocese may become implicated in the use, may not:

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider

to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in Internet gambling.
- Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal

Communication Commission (“FCC”) or that would violate FCC rules or policies.

6. Consequences of violations of electronic communications policy

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

7 Local policies for parishes and schools

Parishes and schools should create their own policies addressing the use of electronic communications devices in classrooms or other parish or school-related settings to suit their local needs. Such policies may not deviate from this Electronic Communications Policy in any material way. Parishes and schools should incorporate paragraphs 1 through 6 of this policy in parish and parent/student handbooks in addition to local policies. The parish and school created policies should address:

- where students and staff may use electronic communications devices;
- when electronic communications devices may be used;
- where such devices will be stored when they are not in use (backpack, locker, elsewhere);
- extent to which the parish and school will communicate through email and the reasonable amount of time within which responses may be expected;
- appropriate language for email response to email or text messages that raise questions or concerns

Sample: “Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence.”

- consequences that will result if the parish or school policy is not followed.

TUTORING

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

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

COUNSELING POLICY

The mission and purpose of the school is education. 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 Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

EXTRA CURRICULAR ACTIVITIES

The following extra-curricular activities may be offered at Holy Angels:

- Seasonal Athletics
- Student Council
- Scouting
- Choir
- Musical Instrument Lessons
- Drama
- Legion of Mary
- Peace Patrol

- Altar Serving
- Tutoring in selected subjects
- Academic Decathlon
- Dance/Cheer
- Drumline
- National Junior Honor Society

STUDENT COUNCIL

The student council is an integral part of the school's total educational program. It functions in a democratic manner whereby students feel free to discuss and take action on issues of interest or concern for them, their school, and their community.

The purpose of this organization is to direct the activities of the student body and to uphold and promote the Catholic spirit, ideals and values of the school.

The Council has only delegated powers. The principal has the right and responsibility to veto proposals of the Council, which are in opposition to school policies or prudent judgment.

All student council participants must maintain a 2.0 grade point average, have at least an "M" in behavior and may not have any D's or F's on any progress report or report card grade.

ALTAR SERVERS

Students are encouraged to become active members of their church community as altar servers. Information regarding altar serving will be given to students in grades 4-8 annually.

SCHOOL SPORTS PROGRAM

An optional school sports program, under the supervision of the principal and the direction of an adult coach, may be conducted outside the schedule of the regular school day. It does not replace the required physical education time allotment in the school's curriculum. The Holy Angels School athletic program is primarily designed as an instructional league. Emphasis on winning is a secondary component of the program. The purpose of the school sports program is to:

- To teach the spirit of fair play and good sportsmanship;
- To assist students in developing athletic skills and physical coordination;
- To teach the importance of team spirit and following the rules of the sport;

The Athletic Department of Holy Angels School participates in the Catholic Youth Organization (CYO) of the Archdiocese of Los Angeles. It aims to develop outstanding sportsmanship in all participating students. The team sports offered in the after-school sports program are football, volleyball, basketball, softball, soccer, track and cheerleading.

To participate in any sports program, a student must have a minimum 2.0 grade point average, no F's on their report card and at least an "M" in behavior. Any suspension of a student results in a "U" in behavior and the student will not be able to participate in any sports. Grades from the spring trimester report card will be used to qualify for fall sports.

AFTER SCHOOL GAMES

Students who remain to watch after school games need to be with their parents or an identified guardian. (Written permission must be turned in the morning of a game if a parent other than the child's own will be acting as guardian for a student.) Failure to follow this procedure will result in a student being placed in daycare. Students are required to abide by the uniform policy while attending after school sports games. The purpose of attending the game is to support and observe the team. Students may not leave the school grounds and then return without supervision. Spectators, as well as players, are required to remain in the field or court specified by the coach.

Parents and students must display good sportsmanship at all times. Coaches and school staff have the right to ask anyone to leave the game or premises for any reason.

D. Tuition and Fees

REGISTRATION FEE

Students will be invited to return to Holy Angels School in March. At this time, a non-refundable registration fee is payable by the designated date. This once-yearly charge covers registration costs, insurance and standardized testing. Tuition must be current at the time of registration in order to have the registration accepted for the next school year. Failure to re-register at the scheduled time may result in the loss of a student's place for the coming school year.

TUITION

Tuition is established annually in accordance with Holy Angels Cost-Per-Student determinations and is published in the spring. Parents must assume responsibility for the published tuition rate. The difference between the published tuition and the actual educational cost per child is met through the annual fundraisers sponsored by the school. All families are required to give their complete support to these fundraisers. Tuition Assistance applications for both Holy Angels School tuition awards and Catholic Education Scholarships sponsored through the Archdiocese are available to our school families in the spring. Information and timelines are published on the website and weekly newsletter. Financial aid is not available to non-Catholic families or those deemed inactive.

TUITION PAYMENTS

The tuition is based on a full school year (180 days). The yearly tuition payments are broken up into ten or twelve equal installments. The collection of tuition is done through the school office. The tuition is due the first of each month starting in July and ending in April for the 10 month plan and June for the 12 month plan. If the payment does not reach the school office by the 10th of the month your account will be charged a \$50 late fee. If you withdraw your child from the school, there are no refunds on tuition already paid.

BOUNCED CHECKS

If your check bounces you will be required to pay by a certified check, money order, or cash. All bounced checks will be charged a \$20.00 fee.

FAMILY SERVICE PROGRAM

The goal of the Family Service Program is to involve parents in the school by requiring that they donate hours of service. The program also serves to offset operational costs and to provide a positive example to students of active involvement and commitment to church and community. Service hours consist of many different forms of assistance to the school.

The Family Service Program requirement is:

- 20 hours from September 1 through December 31, and 10 hours from January 1 through May 31 for a school family

Service hours may not be carried over from one time period to another. This ensures that the necessary parental volunteerism is available throughout the school year.

Coupons are used to record the hours parents have completed for a specific activity. Coupon books are available in the school office. Parents must fill out the coupon and have the chairperson, teacher, administrator, etc. sign to verify the service performed. Completed coupons may be submitted by placing them in the box in the school office labeled "Family Service Hours." Coupons must be turned in no more than two weeks after the service was volunteered. For purchased goods, receipts must be attached. Coupons received after the two-week deadline will not be accepted. Uncompleted Service Hours will be billed to the family at a rate of \$20.00 per hour.

E. DISCIPLINE

Discipline 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.

All disciplinary policies and procedures are subject to the approval of the principal. The principal has the right to adapt and/or revise these rules as may be deemed necessary.

CLASSROOM RULES

All teachers have classroom rules and consequences posted in their classrooms. Each faculty member is responsible for clearly articulating and notifying parents and students of the classroom policies and procedures.

DETENTION

Detention will be every Thursday beginning at 3:05, unless otherwise indicated. All detentions must be served – there are no exceptions. If a student has a written excuse from a parent for a particular Thursday, the detention will be made up the following week. If a student fails to show up for the detention, the Principal will notify the parent and the student may be suspended for one day during the following week of school, or the length of detention can be extended. If a student has any extra-curricular activity on the day s/he has detention, detention must be served first. Any sports, games or practice activity will NOT excuse a student from detention. Students should be picked up from the school office upon completing their detention time.

Card pulls on the academic modification side of the card will serve as notification to parents of indicators that will affect their students' grades. All missing assignments must be made up. Individual teachers will determine their policies on late work.

DISCIPLINARY PROBATION

A student may be placed on probation when inappropriate behavior has been demonstrated. A student receiving a "U" as a behavior grade on a report card will be placed on probation. Any student involved in bullying, aggressive behavior, or fighting, will be immediately placed on a disciplinary probation, a time period which will be determined by the principal. If by the end of the probation period the inappropriate behavior has not been corrected, the Administration (Pastor and Principal) will make a decision on possible expulsion.

CONDITIONS OF SUSPENSION

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student.
- Fighting at school will result in an automatic two day suspension.
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/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/her own authority suspend a student.

EXPULSION

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

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying 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

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/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/her own authority expel a student.
- Full credit will be given for all work completed 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. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Name of Student: _____

Offense or situation: _____

Date: _____

Parents notified by: _____ Date _____

Remarks: _____

First Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Signature(s): _____

Second Meeting:

Place: _____

Time: _____

Persons present: _____

Remarks: _____

Outcome: _____

Signature(s): _____

CASES INVOLVING GRAVE OFFENSES

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be 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/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 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 to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

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.

ACADEMIC DISHONESTY

Academic dishonesty of any sort will not be tolerated at Holy Angels School. Students caught partaking in any form of academic dishonesty will automatically fail the assignment in which they have been engaged. Any honor awards for the trimester will be forfeited and an essay on the consequences of their actions will be assigned. A second occurrence in the same school year will result in the same consequences, in addition to immediate suspension and the possibility of expulsion.

TOYS/ELECTRONICS

Toys or electronic items are not to be brought on the campus. This includes but is not limited to any type of electronics or collectable cards. All toys and games will be confiscated and returned only to the student's parent. A second infraction will result in the confiscated item being held until the completion of the trimester.

FORGOTTEN BOOKS AND HOMEWORK

In order to facilitate responsibility and organization, students will not be allowed to call home for forgotten assignments, books or materials. We ask that if a child forgets these items, a parent does not deliver it to school later in the day. Please help us support this policy.

STUDENT TELEPHONE USAGE

The telephone in the school office is an official business telephone. It is not for the use of students. Students will not be allowed use of the school telephone, and telephone messages will not be given to any student during school time, except in the case of an emergency.

Students may not use pagers and/or cell phones on campus during school hours. Cell phones and/or pagers will be taken away and returned to the parent. A second offense will result in the cell phone being taken away until the completion of the school year. Cell phone use is permitted on campus after school, provided prior approval has been granted by a school employee responsible for the immediate supervision of a child.

SUPPLIES

All students are required to have on hand the supplies listed in the supply sheet, distributed in the spring of each school year. Failure to adhere to these specifications will result in a card pull. **Roller back packs are only allowed in the junior high grades (6th-8th)**

ZERO TOLERANCE

Holy Angels Catholic School has a zero tolerance policy for any form of weapons on the campus, toys or otherwise. If any weapon is brought on campus, parents will be notified to come to the school and pick up their child. Depending on the type of weapon and its handling, the Arcadia Police Department will be notified.

Any weapon, real or otherwise, may be cause for dismissal from the school.

PHILOSOPHY OF THE DRESS CODE

Holy Angels School expects its students to conform to a consistent and acceptable dress code. The School believes that a student's appearance has an impact on his/her attitude and behavior in school. The school dress code shows respect for the classroom environment, the student's peer, as well as ensuring respectful attire for Mass. Finally, and most importantly, a single, enforced dress code eliminates the tendency of individuals to judge others by the way they look or dress and instead focuses them on the true qualities an individual possesses.

UNIFORM CODE

School uniforms are to be worn by all K-8 students attending Holy Angels School. Any student arriving at school wearing anything other than the school uniform forfeits the right to take part in any events other than classroom instruction for that day. The school retains the right to contact parents if a student is out of uniform and there is no note of explanation, or if the student is inappropriately dressed for school. The student risks not being allowed to return to class until the uniform violation is corrected.

At the conclusion of the 2011-12 school year, only white or hunter green uniform shirts with the official Holy Angels logo will be allowed to be worn at school.

OFFICIAL SCHOOL UNIFORMS

GIRLS

Grade PK-5: Plaid uniform jumper or skort (no shorter than 3 inches above the knee in length), or navy walking shorts or long pants; white, peter-pan collar blouse with short sleeves or white or hunter green polo with logo. Uniform shirts must be worn tucked in.

Grade 6 - 8: Plaid skirt or skort (no shorter than 3 inches above the knee in length), or navy walking shorts or long navy or khaki pants. White sport collar blouse with short sleeves or white or hunter green shirts with logo. Uniform shirts must be worn tucked into the students pants, and a belt worn.

BOYS

Grades PK - 8: Solid navy blue or khaki long pants or walking shorts. Navy blue (final year of use June 2012), white, or green knit shirts with logo. Uniform shirt must be tucked into the student's pants. Belts must be worn and may only be solid black, brown or navy. No large, extreme belt buckles are allowed.

PK

PK students may wear their PE uniforms any day of the week.

ALL STUDENTS

- **All Uniforms** must be appropriate in size and fit. No undergarments can be visible. The principal has final say over what is appropriate and inappropriate. Acceptable pant options include CKW or 4-pocket Dickies only.

- **P.E. Uniforms:** Holy Angels gray t-shirt and Holy Angels mesh green shorts are worn on days that students have P.E. class.
- **Specialty T-Shirts:** Fiesta, Jockey Game, etc. may be worn on P.E. days and other specified days. T-shirts may be worn for one year. Oversized t-shirts are not permitted.
- **Outerwear:** Choice of green sweater or windbreaker or Holy Angels hunter green sweatshirt. No other jackets, sweaters, or sweatshirts are allowed in school. In rainy weather, students may wear non-uniform jackets to school but not in the classrooms. Only uniform sweatshirts, sweaters, and jackets are to be worn in the classroom in cold weather.
- **Socks:** All students must wear white, navy, hunter or black knee high or crew socks.
- **Shoes:** Tennis or leather shoes are allowed - shoes may be any combination of navy blue, black, white, or gray. No other colors are acceptable, with the exception of the labels, logos, or emblems. Shoes may not have lights, rollers, pompoms, bells, platforms, prints or patterns. No extreme styles will be allowed. Shoes need to fit properly and be tied correctly to stay on the students' feet. Students must wear athletic shoes on P.E. days.
- All uniform polo shirts must have the official Holy Angels logo and should be labeled with the student's name and grade. A clothing lost and found is located in the hallway across from the Administrative Office.
- White or navy long-sleeved turtleneck shirts may be worn under the uniform shirt in cold weather.
- Students are to have ink-free skin.
- Girls may wear white or navy blue tights.
- Only plain white tee shirts under girls' or boys' outer clothing are acceptable.
- Students should come to school with clean uniforms, clean hair, bathed and with teeth brushed. It is important for children to take care of their personal hygiene needs on a regular basis.
- Eighth Grade: Special Class sweatshirts may be worn.
- Students must wear the Holy Angels PE uniform for any after school athletic practices.

MANDATORY DRESS CODE FOR MASS

Holy Angels School celebrates Mass as a community every Friday and on any Holy Days throughout the year. Dress uniform is required at all Masses. For girls this consists of the jumper, long pants, skirt or skort and polo shirt. For boys the required Mass uniform is the long school pants and polo shirt. Shirts and blouses must be tucked in and belts worn by any students wearing pants. Shorts and tee shirts are unacceptable at Mass. Failure to come in proper attire for church will result in school beautification assignments.

Beginning in Sept. 2012, the official dress uniform for Holy Angels will be a white polo only.

APPEARANCE STANDARDS FOR STUDENTS

HAIR - Exaggerated or trendy styles will not be permitted. This is also true for any coloring of hair that is deemed unnatural or exaggerated. Students should have clean, combed and well-groomed hairstyles. Hair may not obstruct the student's vision. Boys' hair must be off their collars and their earlobes visible. Any student who comes to school with any of the above violations will not be allowed to participate in any school activities outside of classroom instruction until it is deemed acceptable by the principal and vice-principal. The school reserves the right to refuse attendance privileges to any students in violation of this standard.

Colored nail polish is not permitted. (All Grades) Only clear polish is permitted.

Jewelry should be simple and kept to a minimum (i.e., one chain, one ring, a watch). Earrings must be small hoops or studs. No hoop or dangling earrings are permitted. Additionally, single piercing, one earring per ear, is the acceptable uniform standard for pierced ears. Silver or gold chains with a simple, SMALL religious medal, heart, cross, etc. are acceptable. No bracelets unless approved by the administration.

Boys may not wear an earring(s). They may not wear strings in their ears to keep the pierced ear open at school. Piercings, other than ears, are not allowed for any student.

No beeping or programmable watches are allowed.

The school is not responsible for lost jewelry

FREE DRESS STANDARDS

Non uniform dress is a privilege. Students who consistently violate these guidelines will have their free dress privileges revoked. Boys and girls will dress neatly and respectfully. On "free dress" days, students may wear:

▪Jeans ▪Slacks ▪Capri pants ▪Walking shorts ▪Collared shirts and blouses ▪Skirts and dresses (may not be shorter than 3 inches above the knee) ▪T-shirts (see restrictions below) ▪School shoes

On meeting days, Girl Scouts and Boy Scouts may wear their designated uniforms.

Jerseys and sports uniforms may be worn on game days by team members with the coaches' permission.

Students may NOT wear the following:

- Tight or revealing clothing including but not limited to halter tops, crop tops, see-through shirts, cut-off t-shirts, bare midriff, immodest necklines, spaghetti/narrow straps, or backless tops.
- T- Shirts must be free of suggestive or inappropriate symbols and/or language including those involving violence, vandalism, sex, drugs, alcohol, tobacco, or those degrading to any gender, cultural, religious or ethnic values.
- Sagging styles, oversized shirts or baggy pants.
- Clothing which allows underwear to be exposed.
- Sandals of any kind. All shoes must be closed toed.
- Except previously designated theme days, no hats or bandannas of any sort may be worn.

Parents will be called to bring appropriate clothing if a student is out of uniform or is violating the free dress guidelines. Any questionable uniform or grooming decisions should be referred to the administration prior to the making of the decision. In all instances, the administration reserves the final say in the regulation of the school dress code.

HARASSMENT, BULLYING AND HAZING POLICY

Holy Angels School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

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 based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

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

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

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 also may be involved in cyberbullying, 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 or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report 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 thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

STUDENT THREATS

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

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

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

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

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

SCHOOL SEARCHES

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

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

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

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

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

In the event that any items belonging to a student are confiscated, the principal should document that fact 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.

Appendix

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the Holy Angels School Parent/Student Handbook. We are aware of, understand, 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 Signature _____ Date _____

Mother's Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade ____ Student's First Name _____ Grade ____

Student's First Name _____ Grade ____ Student's First Name _____ Grade ____

Please return this signed form by September 4, 2009 to the School Office.
This form will be placed in the students' permanent files.

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS*

Revised August 20, 2007

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

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

- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/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 August 20, 2007

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

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 anytime 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/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 or guardian.

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Signature of Parent/Guardian: _____
Date: _____

Signature and Title of Witness: _____
Date: _____

Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish: Holy Angels

Class/Activity: PK-8

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

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity:

This section to be completed by Parent/Legal Guardian:

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

Please initial the applicable boxes

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

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

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

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

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

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

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

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

Signature: _____ Date: _____
Print Name: _____ Relationship to Child: _____
Address: _____ Telephone: _____
Name of Child: _____ Age: _____