

**ST. MARTHA  
PARISH SCHOOL**



**PARENT/STUDENT  
HANDBOOK**

**ACCREDITED BY THE WESTERN  
ASSOCIATION OF SCHOOLS AND COLLEGES**

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# ARCHDIOCESAN POLICIES AND PROCEDURES

## GENERAL INFORMATION

### 1.1. Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

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

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

### 1.2 Zero Tolerance Policy

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

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

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

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

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

### 1.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **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 students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

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

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

## **1.4 Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events**

*Revised August 20, 2007*

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

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others

- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

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

*Revised August 20, 2007*

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

## **1.6 Parent/Student Complaint Review Process**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **1.6.a School Level**

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

### **1.6.b Department of Catholic Schools Level**

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **1.7 Parent or Parent-Teacher Organizations and Consultative School Council**

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

### **1.7.a Parent or Parent-Teacher Organizations**

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

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

### **1.7.b Consultative School Council**

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

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

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

## **ADMISSION AND ATTENDANCE**

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

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

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

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



## 2.2 Inclusion Procedures

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

## 2.3 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student’s continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

## 2.4 Privacy and Access to Records

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

### 2.4.a Pupil Records

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

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

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

### 2.4.b Directory Information

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

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

#### **2.4.c Parent Authorization to Use Child's Personal Information**

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

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

#### **2.4.d Verbal/Written Confidences**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

### **2.5 Transfer of Records**

#### **2.5.a Student Transfers, Withdrawals and Graduation**

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

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

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

#### **2.5.b Withholding of Records**

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

#### **2.5.c Cumulative Pupil Record**

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

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

## **2.6. Absence**

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

### **2.6.a Absences with Acceptable Excuse**

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

### **2.6.b Extended Absences**

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

*Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in the Appendix.*

### **2.6.d Leaving School Early**

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

### **2.6.e Tardiness**

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

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

### **2.6.f Truancy**

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any

combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

## **2.6 Work Permits**

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

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student's file.

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

## **2.7 Student Accident Insurance**

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

# **ACADEMICS AND CO-CURRICULAR ACTIVITIES**

## **3.1 Tutoring**

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

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

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

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

### **3.2 Counseling Policy**

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

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

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

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

## **DISCIPLINE**

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

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

### **4.1 Maintenance of Effective Discipline**

Effective discipline is maintained when there is:

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

### **4.2 Disapproved Disciplinary Measures**

The following disciplinary measures are forbidden:

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

### **4.3 Detention**

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

### **4.4 Suspension**

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

### **4.5 Expulsion**

#### **4.5.a Reasons for Expulsion**

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation



- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

#### **4.5.b Procedure for Expulsion**

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

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

#### **4.5.c Written Record**

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

#### **4.5.d Cases Involving Grave Offenses**

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

#### **4.5.e Time of Expulsion**

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

#### **4.5.f Reporting of Expulsions**

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

#### **4.5.g Right to Make Exceptions**

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

#### 4.5.h Home Study

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

### 4.6 Harassment, Bullying And Hazing Policy

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

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

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

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

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

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

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

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

Students are responsible for:



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

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

## 4.7 Student Threats

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

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

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

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

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

## 4.8 School Searches

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

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

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

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

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

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

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

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

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

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

## 5.1 Definitions

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

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

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

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

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

## 5.3 Ownership and Control of Communications

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

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

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

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

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

## **5.5 Prohibited Practices**

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

- a. Violate any federal, state or local laws or regulations.

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

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

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

## **HEALTH AND SAFETY**

### **6.1 Emergency Card**

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

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

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

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

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

### **6.2 Examinations and Inoculations**

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

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

### **6.3 Immunization**

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

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

### **6.4 Health Records**



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

## **6.5 Medical Appointments**

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

## **6.6 Medications**

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

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

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

## **6.7 Communicable Diseases**

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

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

## **6.8 Allergies**

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

## **6.9 Student Sexual Conduct and Pregnancy**

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

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

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

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

## **6.10 Closed Campus**

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

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

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

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

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

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

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

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification

- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

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

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

### **6.14.a Procedures in the Case of Suspected Possession or Use**

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

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



# APPENDIX A

## CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

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

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

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

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

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

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

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

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

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

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

# APPENDIX B

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Please fill out the following form. You can save data typed into this form. Highlight Fields

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### PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

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

Archdiocese/School Parish: \_\_\_\_\_

Class/Activity: \_\_\_\_\_

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):

\_\_\_\_\_

---

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.

---

 Print Release Child Noncomm en | Updated 10/21/09  
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Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_X/parental\\_release\\_for\\_child\\_non\\_comm/?i=883](http://school.policy.la-archdiocese.org/Resources/Chapter_X/parental_release_for_child_non_comm/?i=883)

# APPENDIX C

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### STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Activity:  Field Trip  Other (specify): \_\_\_\_\_

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

Educational Purpose: \_\_\_\_\_

Description of Activity: \_\_\_\_\_  See Attached

Mode of Transportation:  Walk  Car Pool  Bus  Other (specify): \_\_\_\_\_

Teacher/Adult Leader: \_\_\_\_\_ Attire: \_\_\_\_\_

I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him or her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to cooperate and conform to directions and instructions of the parish, school or Archdiocesan personnel responsible for this activity.

As a condition of participating in this activity, I hereby release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the school and parish, their respective employees and any parent/volunteer chaperone, from any and all claims for personal injuries, wrongful death or property damage that my son/daughter may suffer as a result of participation in the activity described above, whether or not such injuries or damage are caused by the negligence (active or passive) of the Archdiocese, the parish, the school or their employees or chaperones.

Should it be necessary for my son/daughter to have medical treatment while participating in this trip, I hereby

Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_XII/Student\\_and\\_Youth\\_Activity\\_Permission\\_Form/?i=808](http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808)

# APPENDIX D

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**ARCHDIOCESE OF LOS ANGELES  
MEDICATION AUTHORIZATION AND PERMISSION FORM**

Part A, B & C to be completed by a licensed Physician  
Part D by parent/guardian – *please print*

A. \_\_\_\_\_  
Last Name of Student                      First Name                      Sex                      Birth Date

\_\_\_\_\_                      \_\_\_\_\_  
Purpose of Medication or Diagnosis                      Name of Medication

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
Dosage Prescribed                      Time Schedule at School                      Dose Form (tablet/liquid)                      Color

\_\_\_\_\_                      \_\_\_\_\_  
Date of Prescription                      Length of Time this Medication will be Necessary

B. **Physician's Recommendations.** (check where applicable)

\_\_\_\_\_ Please notify this office if patient misses medication at school.

\_\_\_\_\_ Medication may have adverse effects (explain) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Special instructions and/or comments \_\_\_\_\_  
\_\_\_\_\_

C. **Physician's Authorization.** The student for whom this medication is

Document available at [http://school.policy.la-archdiocese.org/Resources/Chapter\\_VIII/Medication\\_Authorization\\_and\\_Permission\\_Form/?i=788](http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788)

# STATEMENT OF SCHOOL PHILOSOPHY

St. Martha School Community is committed to the development of the whole person. The faculty and staff strive to achieve this by cultivating truth, identity, respect, service, and the love of God and others. Students are nourished by a strong sacramental and liturgical life in the faith-filled environment where Jesus is the center and model for Christian living.

St. Martha School acknowledges and respects that parents are the primary educators of their children. The school acts as an extension of the home and enhances the values and behaviors that are first initiated in the home. We form a unique partnership with the parents. With them, we share an important goal: to provide for our students an education devoted to academic excellence and committed to Catholic values and ideals.

We believe that the specific function of the school is to educate the students to accept/realize that each person is created by God with special gifts and talents - regardless of race, creed, or ethnicity -, is capable of choosing right or wrong, and is destined for a final goal, eternal happiness.

To meet the immense task of educating the whole person, we view education not only in terms of developing proficiency in academics and skills, but also in terms of enabling our students to become mature, responsible members of society in a constantly changing world.

## MISSION STATEMENT

St. Martha School strives to provide students with solid Catholic moral values, high academic standards, and a strong sense of community.

## ORGANIZATIONAL CHART

Archdiocese of Los Angeles

Department of Catholic Schools

Pastor

Principal

Faculty and Staff

## SCHOOL PERSONNEL

### ADMINISTRATIVE

PASTOR is ex-officio the chief administrative officer of the school. He implements the policies of the Catholic School Board in the school and, on points not covered by archdiocesan policy, he determines policies consistent with Board policy and appropriate to the needs of the school.

PRINCIPAL directs the educational program and is the ordinary administrator of the school.

VICE - PRINCIPAL assists the administration in the supervision of the school and exercises the





**YARD HEAD SUPERVISOR** is directly responsible to the principal. He/she supervises the students during lunch and recess and assigns duties and positions to the other supervisors and to parent volunteers. He/she has the same authority to correct and handle problems as other members of the staff.

**CUSTODIAN/TRAFFIC DIRECTOR** is directly responsible to the principal. He is responsible for the general maintenance of the school campus. He sets up the cones for students' drop off and for pick up and coordinates traffic. He also assigns positions to the parent volunteers.

**PTO BOARD MEMBERS** supports the school and provide both financial help as well as auxiliary and enrichment services to the school.

**SCHOOL BOARD MEMBERS** act in a consultative and advisory capacity. The general responsibilities of the 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.

## **SCHOOL-WIDE LEARNING EXPECTATIONS (SLEs)**

### **Grades 4-8**

A student at St. Martha School is a holistic person.

**A. SPIRITUAL - A Committed and Faithful Catholic Who:**

1. Has a basic knowledge of the beliefs, practices, and teachings of the Catholic Church.
2. Values a personal relationship with Jesus and applies Gospel values to everyday life.
3. Models good behavior and has the ability to make moral choices.
4. Has respect for God's creation and for life in all its forms.
5. Actively worships with the faith community.

**B. ACADEMIC - An Enthusiastic Life-Long Learner Who:**

1. Has a solid foundation in the basic skills of all academic disciplines.
2. Applies critical thinking and problem solving skills to everyday life.
3. Has developed organizational skills and responsibly carries tasks to completion.
4. Is computer literate and uses technology for learning, research, and enjoyment.

**C. SOCIAL/PSYCHOLOGICAL - An Integrated Individual Who:**

1. Demonstrates self-control and takes responsibility for his/her actions.
2. Respects authority and obeys laws and rules with a conscience-based sense of right and wrong.
3. Is able to work cooperatively with others demonstrating tolerance and respect.
4. Is aware of global issues and responds according to his/her possibilities.
5. Knows and applies strategies for peaceful conflict resolutions.
6. Has a sense of self-worth and adjusts well to new situations, experiences, and people.
7. Has an appreciation for the fine arts.

**SCHOOL-WIDE LEARNING EXPECTATIONS (SLEs)**

**Grades TK-3**

A student at St. Martha School is a holistic person.

**A. SPIRITUAL - A Committed and Faithful Catholic**

1. I am a child of God.
2. I know that Jesus loves me and wants me to love everyone.
3. I will try to always do my best.
4. I love and take care of everything God made.
5. I go to Church with my family and God's family.

**B. ACADEMIC - An Enthusiastic Life-Long Learner**

1. I learn how to read, write, spell, and do math.
2. I use my brain to think and to do my work well.
3. I listen, follow directions, stay on task, and complete my work.
4. I use the computer to learn more.

**C. SOCIAL/PSYCHOLOGICAL - An Integrated Individual**

1. I am responsible for myself and for what I do.
2. I am respectful of others and follow the rules.
3. I can work cooperatively with others.
4. I know that everyone in the world is my brother and sister.
5. I try to be a peacemaker.
6. I am unique and special.
7. I can sing, draw, dance, and do a lot of things.

## HISTORY OF THE SCHOOL

St. Martha School first opened in September, 1960, under the direction of the Parish Pastor, Rev. John MacNamara, and the Sisters of the Love of God. The school enrollment consisted of one hundred sixty students, in grades one through four.

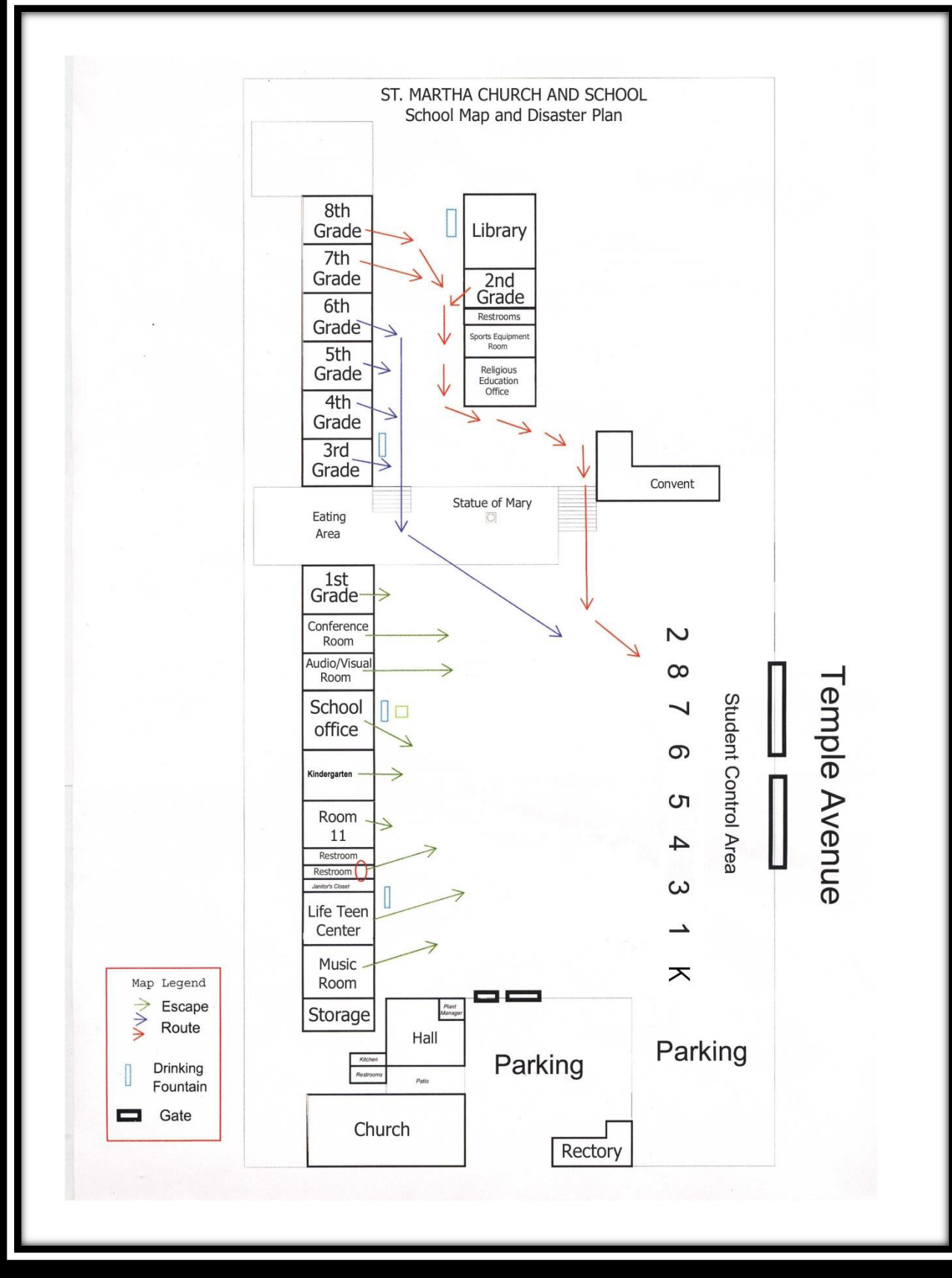
In September, 1961, grade five was added and the faculty consisted of five Sisters. Each year thereafter a grade was added and it was in September, 1964, that the school was finally furnished with grade one through eight. In August 2011, the school opened a Kindergarten, and in August 2013 the school added a Transitional Kindergarten.

For many years the classes were overcrowded with a long waiting list. The school was staffed mainly by Sisters with one or two lay teachers. At present, the school enrollment is 225 students. The staff consists of eight lay teachers, three Sisters, a secretary, and a secretary assistant. Also, working on a part-time basis are six teacher aides for grades TK- 3, and teachers for music, computers, and physical education.

The school offers Afternoon Day Care Program for our working parents. These are staffed by a Day Care Chairperson and an Assistant.

St. Martha School has provided and continues to provide solid Catholic moral values, high academic standards, and a strong sense of community.





### ADMISSION POLICY

St. Martha School is parochial; i.e., established to serve the children of families living within the boundaries and/or listed as parishioners of St. Martha Parish. Students from families living outside the parish may be admitted according to the spaces available at the time of registration.

## **ADMISSION PROCEDURES – GENERAL ADMISSION POLICY**

All student applicants are academically tested and will, upon satisfactory test performance and verification of effort and behavior grades from the previous school, plus completion of required interviews, be admitted to fill vacancies as follows:

1. Students whose families are registered, active, and supporting participants of St. Martha Parish and who attend Mass at St. Martha Parish on a weekly basis, as verified by the use of Church envelopes. Parish envelope use is recorded weekly by parish staff.
2. If room is available, student applicants whose current parish of residence and participation is St. Martha Parish and who previously attended another Catholic school will be admitted.
3. If room is available, student applicants whose current parish of residence and participation is St. Martha Parish and who previously attended a public or non-Catholic private school will be admitted.
4. If room is available, student applicants who live support and participate in a Catholic parish other than St. Martha Parish will be admitted.
5. If room is available, other students who by their behavior and attitude demonstrate an acceptance of the St. Martha Parish School philosophy and rules will be admitted.

**Admission to TRANSITIONAL KINDERGARTEN:** A child who is four years of age by December 1<sup>st</sup> of the academic year, and who is developmentally ready as determined by data compiled from readiness screening.

**Admission to KINDERGARTEN:** A child who is five years of age by December 1<sup>st</sup> of the academic year, and who is developmentally ready as determined by data compiled from readiness screening.

**Admission to GRADE 1:** A child who is six years of age by December 1<sup>st</sup> of the academic year, and who is developmentally ready as determined by data compiled from readiness screening. Students are also tested for Readiness in Language and Math skills.

Students entering GRADE TWO through EIGHT are tested and must present the Report Card and Standardized testing Record from school of previous attendance.

It is of utmost importance that parents seriously realize that their support of the school, especially in regards to prompt payment of tuition and a willingness to volunteer in school projects, does work as a pre-requisite for admission and continuation in the school. The school reserves the right to deny re-admission to any family who has not complied with the obligations stated in the Parent Agreement.

### **RE-ADMISSION**

It is of utmost importance that parents constantly seek to remind themselves that their positive support of the parish school and prompt payment of tuition do operate as pre-requisites to re-admission and conditions for continued presence in St. Martha's School. Applications for re-admission are offered to only those families whose current obligations have been met and whose students' behavior and attitude demonstrate an acceptance of St. Martha's School philosophy and policies.

### **ATTENDANCE AND ABSENTEEISM**

Students are expected to be in attendance at all times when school is in session unless illness or an emergency prevents it. Generally, a student who has accumulated 15 days of absences and 15 days of tardiness may be retained in the current grade for another year.

If student is absent, the parents shall notify the school office as soon as possible. If unable to contact the school, the student **must bring a note signed by a parent or guardian** stating the reason for the absence.

### **FOR THE SAFETY OF THE CHILDREN:**

When requesting a child be excused from school for any reason, parents are to notify the teacher a day in advance. In the event

that a child is to be picked up during the day for a doctor's appointment, etc., this procedure shall be followed:

- When a child is to be picked up, the parents, guardian, or other adult who has been designated by the parent is to go to the office and sign the child out. The Principal or the Secretary will call the classroom to have the child dismissed. **NO ONE IS TO GO TO THE CLASSROOM AND INTERRUPT CLASSES AT ANY TIME!** Parent signs the child out-giving their name, date, and the reason for leaving.

## **TARDY**

Students arriving after morning assembly will be classified as tardy and must be taken by the parent to the school office. Parents must park their car, accompany the child/ren to the office, write the tardy slip, and get it validated by a school staff member in order for the student to be admitted to class. Consistent tardiness may result in non-promotion, a reduction in grade, or withdrawal from school.

## **ABSENCE**

If a child is absent from school, please notify the school office at (626) 964-1093 before 9:00 a.m.

Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher.

If a child has been diagnosed as having a contagious disease, kindly notify the office, so that precautions can be taken and notifications can be sent home.

Students are responsible for work missed because of absenteeism or tardiness. Arrangements must be made, at the convenience of the teacher, upon return to make up the classwork. This is the sole responsibility of the student. (A student may not be entitled to receive a report card for any quarter in which he/she has been absent from school for 15 days or more.)

## **VEHICLES OF COMMUNICATION**

### **SCHOOL OFFICE**

The school office is open from 7:30 a.m. until 3:00 p.m. Please consult the school calendar for early dismissal days so that your children do not have to call home for someone to pick them up. Please also be sure that your child brings lunch, has purchased a lunch ticket, or brings lunch money (on Wednesdays), is in proper uniform, and has all required supplies to eliminate the need to call home.

### **ORIENTATION MEETING**

A Parent Teacher Orientation meeting is held at the beginning of the school year in the classrooms. The purpose of this meeting is to give the parents an overview of what will be taught at that grade level, teacher expectations, and to clarify whatever questions parents might have.

### **PTO MEETING**

The Parent Teacher Organization meetings are held bi-monthly. These give the parents as well as the teachers the opportunity to discuss any concern either side may have.

### **CONFERENCES**

Parent-Teacher Conferences are scheduled at the end of the first quarter. Additional conferences may be requested by either the parents or the teacher should the need arise. Such conferences will be scheduled at a convenient time and are always welcome. Please schedule appointments by calling the school office or by writing a note to the teacher. **Parents are asked to not call teachers by phone or come to the classroom or playground to discuss their children during school hours.**

**Please do not stop teachers in the yard or grab them on the spur of the moment for a conference.** Usually at these times, teachers are supervising children and do not have the time nor the attention to address any of your concerns. Parents are advised to discuss any student's concerns with the teacher first before contacting the principal. Please make an appointment with the teacher ahead of time through the school office.



## TELEPHONE

The office telephone is for the use of the principal, faculty and staff. It is to be used by parents and students only in cases of emergency. Students are to make previous arrangements for after-school sports and other activities. (No cell phones are allowed in the school. Should a child bring a cell phone to school, it will be confiscated and the parent will have to retrieve the cell phone from the Principal.)

## MONTHLY NEWSLETTER

A monthly newsletter will be sent home in a returnable envelope with the oldest child in the family. This will acquaint parents/guardians with important dates and events that will take place during the month. New or modified school policies may be given in these newsletters that will supersede those stated in this handbook and to which you will be bound. Please post the newsletter at home so that reference can be made to it when necessary. The envelope is to be signed and returned the following school day.

## GRADELINK

This program allows parents to track their child's academic progress online, check current GPA average, attendance, and when assignments are due. **As primary educators, it is the parent's responsibility to regularly monitor their child's progress on Gradelink.** Parents may also request an email to be sent to them if their child is absent and when he/she is getting good and/or poor grades through Gradelink data base. With Gradelink, the school office can also communicate with the parents through a mass mailing.

## STUDENT ARRIVAL /DEPARTURE PLAN

Please help us to prevent the risk of serious injury by carefully adhering to all rules of traffic safety:

- All students must be dropped off and picked up in the school playground only. **Supervision begins at 7:30 am. It is the parents' responsibility to drop-off students during supervised campus hours.** Please do not put your child into a hazardous situation by dropping him/her off in an unauthorized or unsupervised area. This policy is only intended to prevent serious injury and to ensure the safety of all students.
- Drivers are asked to enter the school playground from Temple Avenue only. (Entrance at 5 miles per hour) Maintain one lane of traffic, following along the cones, and drop off/pick up your child where the traffic directors indicate to do so. (Go around again if your child is not ready yet.)
- All drivers must exit on Temple Street making a right turn only.
- Drivers are not permitted to enter from Azusa Avenue to drop off/pick up students. The school parents must never use the Church parking lot by the church – off of Azusa – when dropping off/picking up students.
- Students are not allowed to walk to parked cars. Parents may park their cars, come get their children, and walk them to the car.
- Parents are asked not to drive or park their cars on the playground during school hours.

## LEAVING SCHOOL EARLY

Advance written notice must be given to the teacher requesting any such release of a student during the school day. The parent must sign the log in the School Office at the time of the student's release. **NO STUDENT IS TO LEAVE THE CLASSROOM** until the office calls for the student. The time spent in treatment is legally credited as attendance when a note signed by the doctor is returned to the school. It is preferable, however, that medical appointments be made outside of school hours. Children returning to school from an appointment need to report to the office before going to class.

## **AFTER SCHOOL DAY CARE**

St. Martha School offers the Extended Day Care Program to those parents who are in need of this service. If you are interested in this program, please request the *Handbook* from the school office for pertinent information.

**POLICY FOR ALL STUDENTS:** *"ALL CHILDREN (EXCEPT THOSE IN SPORTS OR OTHER SUPERVISED AFTER SCHOOL ACTIVITIES) WHO ARE ON SCHOOL GROUNDS AFTER 3:00 P.M. ON REGULAR SCHOOL DAYS, AND AFTER 12:30 P.M. ON MINIMUM DAYS, WILL AUTOMATICALLY HAVE TO ATTEND THE EXTENDED DAY CARE PROGRAM AND WILL BE CHARGED \$5.00 AN HOUR PER STUDENT, PAYABLE WHEN THEY ARE PICKED UP. UNSUPERVISED STUDENTS ARE NOT ALLOWED ON SCHOOL GROUNDS OR CAMPUS. THE STUDENTS' SAFETY AND WELL-BEING IS OUR #1 PRIORITY."*

## **CLOSED CAMPUS**

All visitors, including parents, must report to the school office before entering a classroom or remaining on the school grounds. For the safety of our children we need to know who is on the campus at all times.

## **NON-CUSTODIAL PARENT**

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. "In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order."

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree in the school office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

## **CHILD IN FOSTER CARE**

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

## **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 behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.*

*It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in 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.*

- *These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended day 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 and/or without an intermediate step short of withdrawal." (Archdiocesan Administrative Handbook, 9-6,7)*

## **RELEASE OF STUDENTS**

During the school day, students are released only to those adults who have the explicit permission to pick up that particular child. At the beginning of each school year, the parents fill out the emergency card and include families and friends who are authorized to pick up their child. If school is in session, the authorized adult should go to the office (not the classroom) and request the child by name and sign a release form. The child is then called to the office and both child and adult leave together. If the release is at the end of the school day, the child follows the "traffic pattern" with the other children.

## **WORK PERMITS**

"No minor may work without a permit. Under certain conditions work permits are granted to students. Student work permits may be obtained from the Work Experience office in the local area. A copy of the signed work permit must be kept in the student's file. Before signing a work permit for a student, the principal shall:

- Verify the information entered on the permit by the parent/guardian
  - Examine the student's records and consult the teacher for a record of satisfactory academic achievement to date."
- (Archdiocesan Administrative Handbook, 7-11)

## **WITHDRAWAL OF STUDENTS**

"The school grants full credit for all work a student accomplishes up to the time of transfer." (Archdiocesan Administrative Handbook, 7-7)

# **REPORTS AND RECORDS**

## **REPORT CARDS**

Report Cards are issued four times during the school year. The report cards are given out during a parent/teacher conference at the end of the first quarter. Appointments are made in advance. Parents are asked to get the necessary permission from their work so that they can attend these conferences. Governor Wilson signed a bill into law allowing employees to take up to 40 hours unpaid leave time annually in order to participate in their children's school activities. The law took effect on January 1, 1995. This law makes it easier for parents to come for the conferences as needed.

Report cards are distributed directly to students at the end of the other three quarters. However, they will be withheld until financial obligations are fulfilled, within that Report Card period.

An absence of 15 days during the same quarter is sufficient cause for withholding the report card.

## **STUDENT PERFORMANCE - GRADELINK**

This program enables parents to track their child's/children's progress online. (The password is provided by the school office.)

## **ACCESS TO RECORDS**

Each student has a cumulative record folder in the office files. The principal, as custodian of the records, authorizes the release of personal information about students. Access to records may include not only an oral description by the authorized school official, but also permission to read the original record. Official transcripts are not given to students or parents. The following persons may receive such information:

- A parent/guardian of the student, unless a court order determines otherwise.
- An officer of a school where the student attends, has attended, or intends to enroll.
- Those so authorized in compliance with a court order.
- An officer of the United States, the state, the city, or the county seeking information in the course of duty.

- An officer of a guidance or welfare agency of which the student is a client. When the school releases student record information to any of the above, other than a parent or legal guardian, a reasonable effort should be made to inform the said parent/guardian of such release.
- Students in foster homes may have been placed there by court order and are frequently supervised by a child placement agency. It is advisable to consult with the agency regarding the parents' request for and legal right to information.

### **TRANSFER OF RECORDS**

Whenever a student transfers from one school district to another, or to a private school, or transfers from a private school to a school district within the state, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former district or private school upon a request from the district or private school where the student intends to enroll.

### **REQUEST OF RECORDS**

Whenever a student comes to St. Martha School from another school district, or from to another private school a copy of the Cumulative Student Report and the original Health records will be requested from the former district or private school.

### **ACTIONS/ATTITUDES OF PARENTS/GUARDIANS**

*"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 misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.*

*Any parent/guardian, or other family member who upbraids, insults, or abuses the principal or any teacher of the school is risking their child(ren)'s continuation in the school.*

*Any parent/guardian, or other person who insults or abuses the principal or any 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." (Archdiocesan Administrative Handbook, 9-7)*

### **ROOM PARENTS**

Two parents from each class, the room parent and an assistant, volunteer to assist the teacher throughout the year. They are also in charge of contacting parents to help with the school and/or parish activities.

## **ACADEMICS**

### **CURRICULUM**

The curriculum adopted by the Department of Catholic Schools beginning in kindergarten and continuing through eighth grade includes the following areas:

Religion	Social Studies	Reading/Literature	Physical Education
Language	Math	Science	Music
Spelling/Handwriting	Art	Computer Literacy	Teaching/Touching Safety Program

### **RELIGION PROGRAM AND EXPECTATIONS**

The religion textbook used is on the list from the Archdiocese. The Religion Program permeates the entire curriculum. It is a "spiral curriculum" in which each grade level builds upon the previous level's content. The program covers the following topics: Scripture/Christian Life; Sacraments/Worship; Morality/Social Justice; Christian Faith and Practice.

Our expectations are that each of our students becomes a committed and faithful catholic who:

- Has a basic knowledge of the beliefs, practices, and teachings of the Catholic Church.
- Values a personal relationship with Jesus and applies Gospel values to everyday life.
- Models good behavior and has the ability to make moral choices.

- Has respect for God's creation and for life in all its forms.
- Actively worships with the faith community.

## **SACRAMENTAL PREPARATION**

Students in grades 2-8, who have not received the Sacrament of Baptism upon entering St. Martha School, will enroll in the RCIC parish program on their second year and will receive the Sacraments of Initiation at the Easter Vigil. Parents or Guardians must attend two meetings and a retreat on the second year.

Students may attend the parish program, however, they will receive the Sacraments of Initiation at a special school mass.

Students in grades 3-7, who have not received the Sacraments of Reconciliation and Eucharist upon entering St. Martha School, will undergo a two year preparation period. Parents or Guardians must attend two meetings and a retreat on the second year.

Students in Grade 2 will be prepared for the reception of the Sacraments of Reconciliation and Eucharist as part of their religion curriculum. Parents of these students must participate in the Parish Sacramental Preparation Program by attending two meetings and a retreat.

## **GRADUATION REQUIREMENTS**

Graduation from St. Martha School indicates that our students have completed their elementary education by having successfully achieved an academic standard that will help them to step into the future with confidence and self-assurance.

## **ACADEMIC PROBATION**

Academic probation is dealt with on an individual basis between the principal, teacher, parent, and child. The teacher works closely with the parent and the child to bring the grades up to a level of understanding and average mastery.

## **RETENTION POLICY**

When considering a child for retention, the following must be observed:

1. The teacher will notify the principal as soon as he/she feels that this will be in the best interest of the child.
2. Parents will be informed with the **1st Retention Letter** followed by a conference at the end of the second quarter.
3. Consistent D's and/or F's in at least two core subjects must be evident and documented by written grades of tests and assignments.
4. The final decision must be put in writing on the form provided by the principal, and signed by the teacher, the parent, and the principal.

## **TESTING AND ASSESSMENT**

Assessment of student learning is a critical component of the educational program, it is on-going and multifaceted. In addition to the regular class testing, standardized testing is administered to grades TK-8 during the year.

Grades TK-8 STAR Testing

Grade 5 Assessment of Catechesis Religious Education (ACRE I)

Grade 8 Assessment of Catechesis Religious Education (ACRE II)

High School Placement Test (given at the Catholic High School where the student is applying)

Assessment is also done through teacher observation, textbook tests, teacher-made tests, hands-on projects, class participation, and others.

## **HOMEWORK**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework assignments are geared to the average child. Parents should be mindful that homework assignments, as well as short and long-term projects, are considered homework. The time spent on homework should be quiet and uninterrupted and should not exceed the following:

## TIME ALLOTMENT FOR GRADE LEVELS

TK	Approximately ½ hour a day
Kindergarten	Approximately – to 1 hour a day
Grades 1 - 2	Approximately 1 hour a day
Grades 3 - 4	Approximately 1 – hour a day
Grades 5 - 8	Approximately 2 hours a day

If a student cannot finish his/her homework, a signature of either parent on the paper with appropriate explanation will be accepted, provided that this is done only for legitimate and exceptional reasons.

It is the responsibility of the student to see to it that assignments are properly written down and completed on time. Concerns pertinent to homework must be immediately addressed to the teacher who assigned the homework. We urge all parents to take an active interest in the child's homework.

### **REQUEST FOR HOMEWORK**

Parents' request for class assignments should be made before 12:00 noon. Assignments may be picked up in the school office shortly after 2:30 p.m. Students are expected to make up the work they miss when absent.

## **GRADING**

### Academic Rubric (TK)

M	Mastery
NM	Non-Mastery
/	Not assessed at this time

### Developmental Skills (TK)

X	Expected development
T	Needs more time to develop

### Academic Grading Key (Grades K-4)

96 -100	A
91 – 95	A-
88 – 90	B+
85 – 87	B
81 – 84	B-
77 – 80	C+
73 – 76	C
70 – 72	C-
68 – 69	D+
65 – 67	D
60 – 64	D-
0 – 59	F

### Academic Grading Key (Grades 5-8)

97 - 100	A	(Superior)
93 - 96	A -	(Superior)
90 - 92	B +	(Above Average)
89	B	(Above Average)



85 - 86	B -	(Above Average)
80 - 84	C +	(Upper Average)
75 - 79	C	(Average)
70 - 74	C -	(Lower Average)
65 - 69	D	(Below Average)
64 and below	F	(Failing)

## HONOR ROLL

Students are encouraged to do their best at all times. At the end of each quarter, students will be recognized for their achievement in the following manner:

- Gold: A Honors  
Students with straight A's in all core academic subjects, including conduct and work habits. (K-3, straight O's)
- Silver: A/B Honors  
Students with A's and B's in all core academic subjects, including conduct and work habits. (K-3, O's and G's)
- Bronze: B  
Students with B in all core academic subjects, including conduct and work habits. (K-3, only G's)

**\*Core subjects include Religion, Reading, Language, Spelling, Math, Science, Social Studies, Conduct and Work Habits.**

## ACADEMIC AWARDS

Students in grades 1-7 are recognized and awarded certificates and ribbons at the end of the school year. The categories are: A Honors, A-B Honors, and B Honors, based on the core curriculum areas and conduct.

## TRANSITIONAL KINDERGARTEN

The Transitional Kindergarteners receive the awards at their Graduation at the end of the school year.

## KINDERGARTEN

The Kindergarteners receive the awards at their Graduation at the end of the school year.

We also have an **Eighth Grade Awards Night** at the end of the school year. Scholarships and awards are given to the Graduates who have excelled in the different areas during their eighth grade year.

## EXTRA-CURRICULAR ACTIVITIES

Extra - curricular activities at St. Martha School are not a right, but a privilege. Therefore, students who wish to participate must maintain a "C" grade or above in all core academic subject areas, including conduct and work habits.

## SPORTS PROGRAM

St. Martha School offers an athletic program to provide students with unique learning experiences not offered in other parts of the school curriculum. Through participation in athletics, athletes improve their strength, speed and endurance, and acquire the complex skills and poise needed to perform at their best in athletic competition.

Coaches are responsible for promoting the qualities necessary for health athletic competition and good sportsmanship: self-discipline, teamwork, emotional control, doing one's best, and good citizenship.

## STUDENTS REQUIREMENTS FOR ELIGIBILITY

Sports at St. Martha School is not a right but a privilege. Students who wish to participate in the sports program must maintain the following:

**5<sup>th</sup> - 8<sup>th</sup> grades – "C" or above in each academic subject as well as conduct and work habits.**

**St. Martha School will not offer sports for 4<sup>th</sup> grade and below.**

- Students who do not maintain the above mentioned grade will be dropped from the team the day after the report card is given (i.e. practice and games) They can be reinstated at the beginning of the next season when the next report indicates that all grades are as mentioned above.

- In order to represent St. Martha Catholic school on a sports team, a school contract must be signed and fulfilled during the entire season.
- Students must purchase their sports uniforms.
- There is also a non-refundable sports fee to pay the referees.

Coaches must check with the teacher(s) as to the eligibility of the students before they sign up for a particular sport. This also applies to days when school is not in session.

## CODE OF CONDUCT

The students' interest in receiving a quality 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 parent/guardian to withdraw their child from sports.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school. These principles include, but are not limited to, any policies or procedures set forth in any Parent/Student Handbook of the school.

**These Christian principles further include, but are not limited to, the following:**

### PLAYERS CODE

1. More than three unexcused practices will result in removal from the team.
2. Players must be on time to practice.
3. Each player must attend school the day prior to any game to play.
4. Play the game for the game's sake.
5. Be generous when you win and be graceful when you lose.
6. Always be fair no matter what cost.
7. Obey all the rules of the game.
8. Work for the good of your team and teammates.
9. Accept the decisions of the officials with good grace.
10. Believe in the honesty of your opponents.
11. Conduct yourself with honor and dignity.
12. Honestly and wholeheartedly applaud the efforts of your teammates and your opponents.
13. A student may quit a sport for special reasons with the approval of the coach and principal.
14. Do not make any derogatory remarks or gestures during practice or during games to referees, or other players, substitutes, or spectators
15. Profanity is not allowed.
16. Do not provoke, in any manner, descriptive behavior of any kind. **THIS INCLUDES HORSING AROUND!**

### PLAYERS CODE OF CONDUCT

The Principal will review Academic, Conduct and Study Habits Grades of all recorded players and will make her determination prior to the start of a season. The Athletic Director and coach will comply with the Principal's recommendations.

Any player who physically hurts another player, or disrespects an official, may be suspended from play for the remainder of the season. The Principal, after consultation with the Athletic Director and coach, reserves the right to disqualify that student from the Sports Program for a given time.

Any player who repeatedly shows disrespect for coaches or any supervising adult will be warned of "unacceptable" behavior. Following a **SECOND WARNING**, parents will be notified, **THE THIRD WARNING** will result in removal from the team.

Any player who is ejected from a game for displaying un-sportsmanship like conduct will be suspended from the following game. Participation practices will be at the discretion of the Athletic Director and coach.



Player are not permitted to use St. Martha School uniforms or equipment in any capacity other than for officially scheduled practices or games.

Parents are requested to pick up their child from practices and games. Any child who is repeatedly left waiting for their parent or guardian will be taken to day care and fees will be charged accordingly.

Players are expected to practice their skills.

Players are to remain with the coach before, during and after the games, unless arrangements have been made in advance with the coach. No playing on the playground equipment, unless the coach approves this. **THIS IS FOR YOUR SAFETY!**

A parent or guardian **ONLY** must administer any medications needed by a participant.

### **STUDENT COUNCIL**

The purpose of the Student Council is to promote good citizenship, help students develop leadership and responsibility, demonstrate the practical application of democracy, encourage high standard of scholarship, arouse school spirit, and advance the welfare of the school and its members in every possible manner.

### **REQUIREMENTS**

- Candidates for election are taken from the sixth and seventh grades.
- Candidates must maintain a “B” average or above in all subjects as well as conduct and work habits.
- The Commissioner General and the Assistant Commissioner General must maintain a “B” average or above in all subjects as well as conduct and work habits.
- Students who are elected must maintain the above mentioned grades in order to stay in the Student Council.
- Students who have been suspended from school in the sixth or seventh grade cannot run for Student Council the following year and/or will be dropped if they get suspended while in Student Council.

### **CHEERLEADING**

The purpose of the Cheerleading Squad at St. Martha School is to promote school spirit, to create unity among the team members of all the different sports, and to provide inspiration and pride for the whole school.

### **REQUIREMENTS**

- Students who wish to participate in this program must maintain a "C" or above in all academic subjects as well as in conduct. (Students will be dropped from the squad if they do not maintain the grades.)
- Students who have been suspended from school cannot try out for Cheerleading the following year and/or will be dropped if they get suspended while in Cheerleading.
- Cheerleaders must attend all practices and games.
- Cheerleaders must purchase their own uniforms.
- Since Cheerleading is an all year round sport, cheerleaders may not be on any other St. Martha team.

### **FIELD TRIP/EXCURSIONS POLICY**

One field trip of educational and/or cultural value that is directly related to the curriculum may be taken by each grade during the academic year. Such trips are arranged by the faculty with the approval of the principal. In order to participate in a field trip, students need to have a written permission form signed by a parent or guardian. This form must be returned to school prior to the day of the excursion. Telephone conversations are not acceptable substitutes for a signed permission. All costs are absorbed by the students, including any type of transportation. The school reserves the right to not allow a student to participate in the field trip when his/her behavior is judged inappropriate.

Field trips are part of the student's curriculum; therefore, no student should be prevented from taking part without a serious reason. Thus, they will be marked absent if they do not participate in the field trip.

### **PARENT DRIVERS FOR AFTER SCHOOL ATHLETICS AND FIELD TRIPS**

Drivers who volunteer their car and time for transporting students to games, field trips, or other activities are acting as

representatives of the school and as delegates are liable for the safety of all persons in the vehicle. Therefore, caution must be given for adherence to the number of passengers, use of seat belts, and driving under the influence of alcohol or medication that causes drowsiness. Parent permission forms must accompany the driver and students may not change vehicles at mid-point of the trip. Parents must be fingerprinted with the school and have a copy of their driver's license and insurance of their car in the school office. They must also have a first aid kit in their car. (Other forms required by the Office of Education will be made known to parents when they come to offer your services.)

## **SUMMER SCHOOL**

St. Martha School does not have a summer school program.

## **COMPUTERS**

Computers are a part of the curriculum and have a specific time to be used by students in grades K-8. Students are supervised at all times. As required by the Archdiocese, parents and students must sign a Use of Electronic Communication Systems and Devices.

## **E-MAIL**

St. Martha School does not allow students to use "e-mail" at any time.

**ST. MARTHA SCHOOL  
440 N. AZUSA AVENUE  
VALINDA, CA 91744  
(626) 964-1093**



**Archdiocese of Los Angeles**

## **Guidelines for Use of Electronic Communication Systems and Devices**

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

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

### **Guidelines for Use of School Computers, Related Electronic Communications Systems and Other Electronic Communication Devices:**

- All school electronic communication devices, all school computers and related electronic communication systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member. During school hours while on school premises, students may not use any electronic communications devices that they bring from home without direct approval of a staff member and under direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers for posting on school approved sites. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.

- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system for posting on approved sites. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

**Students using school computers and/or related electronic communications systems and/or electronic communication devices may not:**

- Violate any school conduct or educational rules.
- Engage in conduct that does not accord with the teachings of the Roman Catholic Church.
- Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend a reasonable person or organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated substances and goods.
- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or illegal, improper discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter, without authorization, the start up screen or the desktop, or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

## **Guidelines for Use of Computers or Personal Electronic Communication Devices:**

**We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.**

### **Students may not:**

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

### **Consequences for violating any of the above guidelines:**

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

### **Parent Conduct**

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

### **CONSENT:**

As the parent or legal guardian of the student signing above, I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

### **VIDEO USAGE**

All videos used at St. Martha School are used for academic purposes. Most of them are "G" rated. Those rated "PG" will require parental approval in order for the student to be allowed to watch the video.

### **CELL PHONE USAGE**

Students are not permitted to have/use cell phones, pagers, or beepers on school grounds. The faculty and staff do not see the need as they can be abused at times (Children have been caught text messaging each other during class and tests.) Should there be an emergency, parents can always call the school office and the message will be delivered to the child. Should the child need to get a hold of the parent, he/she can come to the office and call. Thus, there is no reason for any student to have a cell phone, a pager or a beeper at school. (After school, the phone is available in the Day Care. However, a 25 cents fine will be charged if the child is repeatedly using the phone.) Cell phones, pagers, and/or beepers that are brought to school will be confiscated and the parent will have to pick them up from the Principal.

## **FINANCE**

### **TUITION/TUITION COLLECTION**

Tuition payments are made in 11 or 10 installments, starting in July, payable to FACTS. Parents may choose to pay by the 5<sup>th</sup> or the 20<sup>th</sup> of the month. If payments are not received by that date, a \$25.00 late fee will be charged by FACTS. (Tuition may also be paid in full directly to the school with a \$100.00 discount. The due date will be set by the school.)

### **ANNUAL STUDENT FEES**

The Annual Student Fees are paid directly to the school. Students may not start school until all fees are paid in full.

### **SPECIAL REQUIREMENTS**

1. Accounts must be kept current at all times. If your account becomes delinquent, you may be asked to keep your child/ren home unless prior arrangements have been made with the school office. Report Cards will be withheld for any outstanding balance due at that time.
2. No family will be permitted to re-register for the next school year if any tuition or fees have not been paid by May 15, 2020. This means that the delinquent family will be dropped from the school.
3. No Eighth Grader will be allowed to participate in graduation activities if accounts are not current by May 15, 2020.



### **SAINT MARTHA SCHOOL**

440 N. Azusa Ave., Valinda, CA 91744

Tel: (626) 964-1093 FAX: (626) 912-2014

[saintmarthaschool.org](http://saintmarthaschool.org)

**FINANCIAL**

**AGREEMENT**

I/We, the undersigned parent(s) or guardian, have read, agreed and request admission for our child/ren, \_\_\_\_\_ at St. Martha School for the 2023-2024 school year.

I/We agree, for our child/ren’s attendance at St. Martha School and understand that in return for my/our child/ren’s educational program, I/we are making an agreement with St. Martha School to provide for the partial financing of their education. The contributed services of the faculty, staff, parish priests, and the fundraising activities of the students and the parents supplement the total cost of the educational program.

**TUITION AND FEES PAYMENT PLAN FOR 2023-2024:**

**TUITION AND FULL TIME DAY CARE — PAYABLE THROUGH FACTS**

**Bethany Scholarship Annual Rate**

**Standard Annual Rate**

\$ \_\_\_\_\_

Number of Student	Amount
1	\$4,200.00
2	\$6,800.00
3	\$8925.00
4	\$9,775.00

Number of Student	Amount
1	\$4,850.00
2	\$9,550.00
3 or more	\$13,500.00

**Full-Time DayCare Annual Rate**

Number of Student	Amount
1	\$1,900.00
2	\$2,775.00

**PAYMENT OPTIONS:** *(Please check one)*

\$ \_\_\_\_\_

- Full Payment — \$200.00 discount if paid in full by Tuesday, August 14, 2023
- 10 Monthly payments
- 11 Monthly Payments

\*\*All monthly payments will start in July, 2023.

**Facts Total Balance Due** \$ \_\_\_\_\_

**All required fees are non-refundable and must be paid by August 14, 2023, in order for students to start school.**

**FEES PAYMENT PLAN**

**Full payment due by:** August 14, 2023 *(School Office will be open starting August 7, 2023 from 9-3 pm)*

**Returning Student Pre-registration:** \$200.00 per student *(additional \$100.00 after Feb. 13,2023)* \$ \_\_\_\_\_

**New Student Registration:** \$200.00 per student x (number of student)\_\_\_\_\_ \$ \_\_\_\_\_

**Student Fee:** \$300.00 per student x (number of student)\_\_\_\_\_ \$ \_\_\_\_\_

Covers: student insurance, instructional materials, and standardized testing.

**TK and Kindergarten Student Mat and Supplies Fee:** \$150 per student x (number of student)\_\_\_\_\_ \$ \_\_\_\_\_

**FUNDRAISERS:** \$ 350.00

Due to COVID19, there will be no social gatherings until further notice. The amount indicated is for approved fundraisers.

**Earthquake Kit (New Students and 6th Graders Only):** \$15.00 x (number of student)\_\_\_\_\_ \$ \_\_\_\_\_

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**Drop – In DAYCARE FEE**

**\$10.00** per child/per hour

**PTO FEE:** *(Per Family)*

\$ 200.00

**Total Due** \$ \_\_\_\_\_



# PARENTAL AGREEMENT — 2023-2024

As the first educators of their children, parents are to help the parish and the parish school complement, reinforce, and support the fundamental purpose of Catholic Education.

SCHOOL REQUIREMENTS for each family:

1. I/We agree and understand that the school is Catholic parish school, under the jurisdiction of the Archdiocese of Los Angeles. We accept, therefore: a) that the pastor of the parish is the ex-officio chief administrative officer of the school who carries out the policies on points not covered by Archdiocesan policy, and determines policy appropriate to the needs of the school; b) that the principal is responsible for the immediate direction and supervision of the school program.
2. I/We agree that this is a Catholic school and that we as parents have a sacred duty to set a religious example for our child/ren by fulfilling our Catholic Christian obligation.
3. I/We agree that as this is a parish school of St. Martha, to qualify for the Martha of Bethany Scholarship we must be registered at the Church Rectory.
4. **Yes, I want to apply for the Martha of Bethany Scholarship. A Sunday Envelope must be provided to show proof that the Family is registered. My Envelope Number is \_\_\_\_\_.** *(Please attach your Sunday Family Envelope. If your Sunday Envelope is not attached, the out of Parish Tuition Price will be charged.)*
5. I/We agree to fulfill our Financial obligation as chosen in the Financial agreement.
6. I/We agree to enforce the school policies as stated in the Parent/Student Handbook.
7. I/We agree to help support the school by giving **10 School Service Hours or equivalent monetary donation** and **5 Fiesta Hours** to St. Martha School during the 2023- 2024 school year. If Covid-19 permits, Service Hours must be completed by May 10, 2024. **Unworked hours will be charged at \$25.00 per hour and should be paid no later than May 10, 2024. There will be a \$30.00 penalty on missed scheduled hours.**
8. If Covid-19 permits, I/We agree to support St. Martha School by supervising the **“Lunch Yard Duty”** from 12:00 – 12:45 p.m. **Four (4) days per family are required during the 2023-2024 school year, or you will be charged \$40.00 per each Lunch Yard Duty missed.**
9. I/We agree to support my/our child/ren by attending the St. Martha PTO meetings. There are four (4) meetings per year.
10. I/We agree to support the school **Fundraisers** as stated on the Fees Payment Plan fee of \$350.00.
11. I/We agree to be a member of St. Martha PTO Board by each family paying the PTO fee of \$200.00.
12. I/We agree to be actively involved and supportive of additional school functions as announced by the School Board, the PTO Board, and/or by the school during the school year.
13. I/We agree that each year we must re-apply for admission to the next academic year. Admission to the next academic year may be denied to any existing, new or returning student(s) or families if they are delinquent with any school financial obligations, and if there are academic or discipline problems.
14. Payment plan for St. Martha School Tuition, Full Time Day Care, is through the FACTS Tuition Management Program. This is an automatic debit system to collect Tuition, Full Time Day Care.
15. **A monthly \$25.00 late charge fee will be billed to your account for non payment of past due accounts over 30 days. This includes miscellaneous charges, Drop-In Day Care, etc.**

16. If payment to FACTS MANAGEMENT is returned without prior notice to the school: 1) for stop payment, 2) account closed, and/or 3) insufficient funds, three (3) times, a fee of \$100.00 will be charged by the school in addition to the fees charged by FACTS.
17. In the event a check is returned to the school for any reason, a \$35.00 return check service charge will be added to the collection of the returned check amount and the amount must be paid in cash, cashiers check or money order. The second incident, all payments must be made in cash, cashiers check, or money order, for the balance of the school year.

**I/We have read and understand the above agreement for 2023 – 2024 school year as presented by St. Martha School. I/We promise to fulfill each of the stated obligations on time. (This Contract and Fees are to be signed and returned to the school office Monday, August 14, 2023.**

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Parent/Guardian Signature

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Date

---

Print Guardian/Parent First & Last Name

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Oldest Child's Name

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Grade in September 2023

---

Mrs. Amelita Martinez (*Principal*)

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Date



## *Archdiocese of Los Angeles*

### **PARENT'S PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs, and other work posted on the Internet or in other media will include only the student's last name's initial and first name.

#### **Web Site**

I acknowledge that the our school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

#### **Other Media**

I hereby waive, release, and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization, or entity assisting them in connection with publishing in other media, for damages or injuries in any way related to, connected to, or arising from the publishing or the use of that information, and expressly assume the risk of any injury or damage resulting from said publishing.

#### **Authorization in Effect**

I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

Please check:

\_\_\_\_\_ My child's work and photograph can be published on the Internet.

\_\_\_\_\_ My child's work and photograph can be published in other media.

\_\_\_\_\_ I do not want my child's work or photograph be published on the Internet.

\_\_\_\_\_ I do not want my child's work or photograph be published in other media.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_



ACKNOWLEDGMENT OF RECEIPT  
OF  
GUIDELINES FOR ADULTS INTERACTING WITH MINORS  
AT PARISH/SCHOOL ACTIVITIES OR EVENTS

Revised 8/2007 - 12/2010 - Revised 6/5/2016 - Revised 2/2015

I have received and agree to comply with the *Guidelines for Adults Interacting with Minors at Parish, Parish School, Youth Ministry or Religious Education Activities or Events* of the Archdiocese of Los Angeles. As stated in the copy of these guidelines: "All adults working or volunteering with minors are also accountable to follow all policies contained in any other 'Handbooks' that the parish/school may use" (i.e.: *Catholic Schools Handbook*, *Parish ministry handbook*, etc.). All 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. Clergy/staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off the parish or parish school locations." These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Activity(ies) or Event(s) in which I am involved:

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Name (please print legibly): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**ARCHDIOCESE OF LOS ANGELES GUIDELINES FOR  
ADULTS INTERACTING WITH MINORS AT PARISH OR  
PARISH SCHOOL ACTIVITIES OR EVENTS Revised 2/2015**

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

- Clergy/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 clergy/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.
- Clergy/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.
- Clergy/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 clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, letters, e-mail 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.
- Clergy/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 clergy/staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish or 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 clergy/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.
- Clergy/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.
- Clergy/staff members/faculty/volunteers planning parish/school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/staff members/faculty/volunteers may not have any minors in their homes without the knowledge of the minor's parent or guardian.
- Clergy/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/minors only after complying with Archdiocesan policies regarding fingerprinting and safe environment training.

## **TUITION ASSISTANCE**

St. Martha School does not have any tuition assistance other than the Martha of Bethany Scholarship.

## **STUDENT INSURANCE**

The student Insurance Program is provided for all students in archdiocesan parish elementary 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. When the occasion arises, claim forms must be filled out within 24 hours. It is the responsibility of the parent/guardian to request an Insurance Accident Form from the school office and submit it to the appropriate claims office.

# **DISCIPLINE**

## **RULES, REGULATIONS, AND CONSEQUENCES**

Discipline at St. Martha School is an aspect of moral guidance and not a form of punishment.

The purpose of discipline is:

- To provide a classroom atmosphere that is conducive to learning.
- To promote character formation.
- To promote self-discipline.

## **CLASSROOM**

1. Students are not allowed in the classroom at any time unless the teacher is in the room.
2. Classrooms are places of study. Disturbing class order in any way will not be tolerated.
3. Writing, passing or reading personal notes in class is not permitted.
4. Books must be covered at all times. If covers show wear and tear, they should be replaced by a clean cover. Scribbling on books or covers is not allowed. Damaged books must be paid for by the student.

## **RESTROOMS**

1. Restrooms and drinking fountains are to be used safely and to be kept clean.
2. Loitering or playing in the bathrooms is not permitted.

## **PLAYGROUND**

1. Students should be in their assigned play areas during recess and lunch hour.
2. All equipment is to be used safely and in the prescribed manner.
3. While playing, students are to be fair and courteous. Name calling, fighting, and improper language are prohibited.
4. Students should play *safely*. Tackle football and tag games are never allowed on the school grounds.
5. The bell ending recess is the signal to stop playing. After the bell, students are to walk immediately to line up.
6. All students, regardless of grade, are to assist in keeping the school grounds and facilities free of papers and other debris.

### ***LUNCH AREA***

Behavior in the eating area should be based on courtesy and cleanliness. This means leaving the lunch area clean. Students are to remain in the eating area until they finish eating and are dismissed by the lunch assistant on duty. At no time are students allowed to take food outside of the eating area.

### **OTHER RULES**

1. Students may not leave the school grounds at any time during the school day without written permission and clearance from the school office.
2. Gum chewing is absolutely forbidden on the school premises.
3. Students are expected to use only acceptable language; name calling, profanity or obscenity are not allowed.
4. Make-up, eye shadow, rouge, lipstick, fingernail polish, fake nails, etc. are not allowed at school. Excessive jewelry is not permitted. (Both boys and girls may only wear around their neck a religious medal on a chain.)
5. Shirts must be tucked in at all times.
6. Boys must wear their size pants, at the waistline, and with a belt.
7. P.E. shorts must be worn at the waistline.
8. Girls must wear their skirts no shorter than 2 inches above the knee.
9. Socks must be solid white "crew socks" only for everything (for both boys and girls)
10. Radios, CD players, I pods, tape recorders, cameras, video games, cell phones, and other valuables are not permitted at school without special permission. When special permission is given, the school does not take responsibility for the damage or loss of these items.

### ***FORGOTTEN LUNCHES, BOOKS, ETC., TELEPHONE USE***

To minimize classroom interruptions, any forgotten article brought to school during class time must be taken to the office, not to the classroom. The children may then come to the office at recess or lunchtime to get anything left there for them.

***MESSAGES*** - Parents are asked to not interrupt class periods. Should they wish to communicate with either students or teachers while class is in session, they must report to the school office. No child may be called to the telephone unless it is an emergency. A message may be left at the office when strictly necessary.

Parents' support of school-wide and classroom rules is essential for the moral, social, psychological, and spiritual development of the children. We must work together in order to not confuse the children by advocating different or even opposite modes of behavior or morality.

Parents are asked to also follow and enforce rules, guidelines, and requests made by the school in order to teach their children by example. (If children see parents not following rules, they learn that neither do they have to follow their parents' or other authority's rules.)

### **GRAFFITI**

Graffiti is not tolerated at St. Martha School. When it is noticed and found out who did the graffiti, the student/s will have a conference with the principal, the teacher, and the parent/guardian. They will be made to clean the graffiti and this may be cause for suspension and/or expulsion.

### **DRESS/UNIFORM CODE**

All students are to be in full uniform each day, including the first day of school. Please refer to the current



uniform list. Only uniform clothing and P.E. uniforms purchased from School Uniformity will be acceptable. Please mark all parts of the uniform with the child's name and last name. Sweaters and jackets must have the school emblem.



Dennis Uniform Shop online [www.dennisuniform.com](http://www.dennisuniform.com)  
2640 North San Fernando Road School Code LA00MT  
Los Angeles, CA 90065  
(323) 441-0168

## UNIFORM REQUIREMENTS:

### GIRLS

Blue Plaid Jumper or Skorts for Grades TK-3 (Optional)

Blue Plaid Jumper, Blue Plaid Pleated Skirt, and skorts – Grades 4 & 5

Blue Plaid Pleated Skirt - Grades 6 - 8

Knit Shirt with School Logo

White turtleneck or long sleeved underwear is allowed under blouse during cold weather only

SHIRTS MUST BE TUCKED IN AT ALL TIMES

Navy Walking Shorts - may be worn from August through October and again beginning April through June

Pants - navy twill pants may be worn November through March

Socks- Solid white crew socks (white tights may be worn during cold weather only)

Sweater- Navy Blue Cardigan with School Logo (Optional)

Zipper Hooded Sweatshirt with School Logo (Not to exceed hip length)

Hooded Jacket with School Logo (Optional)

Pullover with School Logo

Skirts and jumpers are not to be worn higher than 2" above the knee.

St. Martha School girls are not allowed to wear make-up, eyeliner, finger nail polish, fake fingernails, or costume jewelry at school or school sponsored events. (Girls are only permitted to have clear nail polish and clear chap stick or clear lip gloss.) Small earrings are permitted (only one earring per ear). Because of safety reasons, dangling or looped earrings may not be worn. Flip-flop sandals or sandals are not permitted.

### BOYS:

Pants -Navy Blue Cords or Navy Blue Tri-Blend (right size)

Knit Shirt with School Logo (right size)

SHIRTS MUST BE TUCKED IN AT ALL TIMES

Sweater - Navy Blue Cardigan with School Logo (Optional)

Pullover with School Logo

Zipper Hooded Sweatshirt with School Logo (Not to exceed hip length)

Hooded Jacket with School Logo (Optional)

Belt - Black or Navy blue

Socks – Solid white crew socks

Undershirt - Short sleeve, solid white

**BOYS & GIRLS: All Grades TK – 8th**  
**SHOES – Tennis Shoes or Mary Jane’s, BLACK or WHITE ONLY**  
**(TK, K, & 1<sup>ST</sup> MAY HAVE VELCRO)**  
**PLEASE NO DESIGNS OR LOGOS OF ANY COLOR WILL BE ALLOWED.**



**BOYS & GIRLS: P.E. UNIFORM (P.E. days only)**

**Summer:**

T-shirt with School Logo

Mesh Short with School Logo

Tennis shoes - black or white

Socks – Solid white crew socks

Undershirt - Short sleeve, solid white

**Winter:**

T-shirt with School Logo

Sweat Top with School Logo

Sweat Pant with School Logo

Tennis shoes - black or white

Socks – Solid white crew socks

Undershirt - Short sleeve, solid white

(All uniforms should be marked with the student’s name)

**DRESS CODE FOR FREE DRESS**

**Practical Casual Clothing:**

Free dress will be allowed **ONLY** on the celebration of student’s birthday and when designated by the Principal.

**ST. MARTHA STUDENTS ARE NOT ALLOWED TO WEAR ANY OF THE FOLLOWING TO SCHOOL OR SCHOOL-RELATED FUNCTIONS:**

BARE MIDRIFFS

- 2 inch tank tops
- Low cut blouse/tops
- Spaghetti straps
- Baggy or ripped clothing
- Shorts that do not extend beyond the fingertip when arms are at the student's side
- Clothing that is extremely tight
- T-shirts with inappropriate writing
- Tennis shoes that convert to roller skates
- Biker shorts/Yoga pants
- Makeup
- Fingernails polish
- Flip-flop sandals
- Hats/excessive jewelry

- 2 inch tank tops
- Low cut blouse/tops
- Spaghetti straps
- Baggy or ripped clothing
- Shorts that do not extend beyond the fingertip when arms are at the student's side
- Clothing that is extremely tight
- T-shirts with inappropriate writing
- Tennis shoes that convert to roller skates
- Biker shorts/Yoga pants
- Makeup
- Fingernails polish
- Flip-flop sandals
- Hats/excessive jewelry

## **HAIR**

***Girls*** are expected to wear their hair in simple styles. Hair should be neatly combed and cleaned. Hair coloring (bleached, highlighted, sprayed, etc.) and extreme hairstyles are not permitted.

***Boys*** are expected to have standard haircuts no shorter than a #2 (regular boys haircut style). No "tails", no lines, no spikes, no fade or taper/undercut or multi-layered styles (step cuts and/or shaved) are allowed. Short, trimmed, and tapered necklines are the rule. Hair should not exceed the neckline.

Neither the boys nor the girls are allowed to dye their hair in any way.

## **CONSEQUENCES:**

Failure to observe this dress code will result in a parent called to bring appropriate clothing. If the student fails to observe the dress code, it will also forfeit next **free dress day**.

## **PICTURE DAY CLOTHING**

Regular school uniform is worn.

## **VOLUNTEER/PARENT DRESS**

Because example is the best teacher, and because we teach Christian values, we expect our parents and volunteers to dress appropriately, in a manner befitting the professional atmosphere.

## **RIGHT TO AMEND**

The principal has the right to amend this handbook whenever necessary. Parents will be given prompt notification when changes are made.

## **WAIVER OF POLICIES**

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

## **GOSSIP**

**Parents cannot expect the school to be effective in communicating Christian values if these values are not lived at home. Children lose respect for their school and faculty when they listen to parents gossip about the school and parish community. Gossip destroys trust and often spreads lies. St. Martha families are expected to live as mature Christians and shun gossip in all its ugly forms.**

## **IMPORTANT**

Please keep this Handbook at hand for your own reference. Periodically during the year, additional information concerning school policy will be sent home. This will be given to the oldest child in each family. A monthly calendar will also be provided to keep you well-informed on important meetings, events, school functions, and unexpected change in schedule.

Please keep this information at hand to avoid missing deadlines or having to call the school office.

**ST. MARTHA SCHOOL  
440 N. AZUSA AVENUE  
VALINDA, CA 91744**

**Tel. (626) 964-1093  
Fax (626) 912-2014  
www.stmarthaval.org**

## **ACCEPTANCE OF HANDBOOK**

**Revised 2017**

## **Parent/Student Policies Agreement Form**



## **ACCEPTANCE OF PARENT/STUDENT HANDBOOK**

Our family has received and read the \_\_\_\_\_ School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school

year as needed and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Handbook.

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

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

Print student names and grades:

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

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

Please return this signed form promptly to the School Office.

This form will be placed in the students' permanent files