PARENT / STUDENT HANDBOOK

Dual Language Immersion Program
Our Goals: Heaven, College, Career

2026-2027

TABLE OF CONTENTS:

Table of Contents	pg.2
Office Information	pg.3
St. Patrick School Staff Roster	pg.4
Schoolwide Learning Expectations	pg.5
Mission Statement / Philosophy / Nondiscrimination Policy	pg.6
Admission Policy	pg.9
School Day	pg.10
Dress Code	pg.11
School Rules and Discipline	pg.14
Harassment Policy	pg.21
Attendance	pg.24
Homework Policy	pg.26
Grade Equivalents & Percentage	pg.27
Honor Roll Policy	pg.28
Graduation & End of the Year Activities Requirements	pg.28
Student Service Hours	pg.30
Retention Policy	pg.30
Records	pg.31
Academic and Co-curricular Activities	pg.33
Extended School Day Program	pg.36
Electronic Communication Policy	pg.40
Yard Duty Policy	pg.45
Policy for Birthday Parties	pg.46
Knights Athletic Program	pg.47
Arrival and Dismissal Procedures	pg.50
Channels of Communication	pg.51
Code of Christian Conduct	pg.56
Parents Taking Action & Consultative Boards	pg.57
Zero Tolerance Policy	pg.59
2005 Charter for the Protection of Children and Young People	pg.64
Archdiocese of Los Angeles- Victims Assistance Ministry	pg.70

ST. PATRICK SCHOOL

10626 Erwin Street, North Hollywood, CA 91606
(818) 761-7363
(818) 761-6349 (Fax)
(818) 763-6473 Preschool

Office Hours: 7:30 a.m. to 3:30 p.m.

PASTOR ADMINISTRATOR: Rev. Nicolas Sanchez

Business Manager: Emilano Forino-Procacci

PRINCIPAL: Mario Landeros

Assistant PRINCIPAL-

Office Administrator: Monica Servellon

CHURCH OFFICES: 6153 Cahuenga Blvd.
North Hollywood, CA 91606
(818) 752-3240

PURPOSE OF THIS BOOK

In the building of the soul and character of the child, God enlists the best efforts of the parents and the teacher. The principles and the precepts imparted to the child in school will not acquire deep roots unless they are supplemented by the influence of the home.

Our purpose in compiling this handbook for parents and students is a simple one. We wish to do everything possible to unify the efforts of parents and teachers in achieving the goals that we have in common. We wish for your child an education that will enable her/him to meet the world confidently, a character molded with strong convictions, and a deep sense of worth as a Christian in a society that must be brought close to God. Let us work together so that we may form the character of your child so that the kingdom of God will be strengthened.

ST. PATRICK SCHOOL STAFF ROSTER 2023-2024

Pastor Administrator	Rev. Nicolas Sanchez
Principal	Mr. Mario Landeros
Administrative Secretary	Ms. Monica Servellon
Preschool Director	Mrs. Karen Nunez
Preschool Teacher	Evelyn Yxcot
Preschool Extended Day	Ms. Apolonia Martinez
Transitional Kindergarten	Mrs. Myrna Vasquez
TK Instructional Aid	Ms. Viviana Lopez
Kindergarten	Ms. Alexis Chavarin
K Instructional Aide	Ms. Portello
Grade One	Ms. Jennifer Navarette
Grade Two	Ms. Meggie Mastopietro
Grade Three	Ms. Carolina Sandoval
Grade Four	Ms. Jessica Reyes
Grade Five	Ms. Yvette Perez
Grade Six Homeroom	Ms. Jose Wawrik

Grade Seven Homeroom	Mr. Atzimba Villalobos
Grade Eight Homeroom	Mr. Nharelyn Chavez-Turcios
PE	Mr. Coach Teo
Spanish Teacher	Mr. Mario Landeros
Boys and Girls Club	Ms. Viviana Lopez
Lunch Coordinator	Mrs. Orozco
Custodian	Mr. Isis
Maintenance	Mr. Alejandro Hernandez

ST. PATRICK SCHOOL
School wide Learning Expectations

We expect our students to take Action by…

Achieving academic success

As *academically prepared individuals*, we expect our students to

- Be enthusiastic life-long learners.
- Be creative and independent thinkers.
- Have developed analytical and critical reasoning skills.
- Utilize technology for their academic needs.
- Have developed organizational, time-management, and research skills**.**

Communicating effectively with the community

As *effective communicators,* we expect our students to

- Articulate ideas clearly and concisely in verbal and written expression.
- Exercise basic leadership skills.
- Use listening skills.

Training to appreciate the fine arts

As *aesthetically developed individuals*, we expect our students to

- Have knowledge and appreciation for literature, music, dance, and the visual and dramatic arts.
- Have had an opportunity to develop their talents in the fine arts.
- Understand the connection between culture and the arts.

Inspiring others to be moral individuals

As *socially responsible individuals,* we expect our students to

- Demonstrate ethical behavior.
- Exhibit respect for authority.
- Show respect for the opinions of others.

Observing Christian values

As *spiritual individuals*, we expect our students to

- Look to Christ's teachings for guidance.
- Appreciate the Catholic tradition.
- Be committed to serving others.
- Accept responsibility for their actions.

Nurturing a commitment to physical fitness

As *physically developed individuals*, we expect our students to

- Have skills in the maintenance of physical health.
- Have developed good motor skills
- Have knowledge of various modes of physical fitness.

MISSION STATEMENT

St. Patrick Catholic School is a diverse, dual-language community centered in Jesus Christ. Together with families, we form the whole person in faith, knowledge, and virtue, preparing students for college, career, and heaven.

PHILOSOPHY

We, at St. Patrick School, seek to develop moral and spiritual individuals. We expect our students to embrace the importance and value of prayer, personal reflection, and the guidance of Christ's message. Our students learn to appreciate, understand, and internalize the Catholic faith. Our goal is to develop a solid base in life strategies in order for them to make healthy and courageous choices.

Our primary focus encourages students to be responsible and respectful individuals able to appreciate diversity. We expect our students to assume responsible citizenship and to demonstrate positive social attitudes and ethical behavior.

We strive to foster in our students a positive sense of self-worth and to develop fully integrated individuals. Our goal is to provide opportunities for students to explore their individual talents through various venues. This emphasis will help our students to maintain a healthy, balanced lifestyle.

St. Patrick School strives to provide a classroom environment that develops the whole child. Mastering academic standards and developing leadership, technological, and organizational skills is the immediate impetus behind all instruction.

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, admissions policies, scholarship and loan 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.

NON-CUSTODIAL PARENT:

A parent who does not have legal custody of his/her child, but has the right of visitation, may visit, subject to the school's parental visitation policy, unless the school has received a legal order prohibiting such a visit.

HANDBOOK ADDENDUMS:

St. Patrick School reserves the right to amend any item included in this handbook. Parents will be notified in a timely manner of any and all changes.

WAIVER OF POLICIES:

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

SCHOOL MASCOT:

The St. Patrick School mascot is the Knight.

St. Patrick School is an integral part of the parish community. The pastor is ex officio the chief administrative officer of the parish school. The immediate direction and supervision of the school program is, however, delegated to the principal.

INCLUSION PROCEDURES

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

WORK PERMITS

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

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

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

ADMISSIONS POLICY:

To enter St. Patrick School a student must first be tested. Parents must bring a copy of the birth certificate, baptism certificate, record of immunizations, and report card. A testing day and time will be given to parents on registration day. The student must pass the test to be considered for admittance. Experience has shown the faculty that if a student does not pass the test, he/she will not succeed academically at St. Patrick School. This results in student frustration and a lowering of self-esteem.

All students who have passed the test will be considered. If the number of openings is limited, school families will have priority; their children will be considered first. A student who has been tested, may be placed on a waiting list depending on the results of the test and the space available. During the new parent meeting, parent responsibilities are discussed. The parental role in the school with relation to volunteer requirements are also discussed. The parents are encouraged to participate fully in the decision-making process and fund raising activities. After the registration fee is paid the family becomes part of the school community.

GUIDELINES FOR ADMISSION

- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is thirty-five (35).
- The required age for Transitional Kindergarten students is four (4) years of age on or before September 1.
- The required age for kindergarten students is five (5) years of age on or before September 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- Student must have good behavioral standing.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.
- All students should be able to go to the bathroom by themselves. Students must be potty trained.

St. Patrick School

SCHOOL DAY

7:00 a.m. – 7:30 a.m. Morning Stars (Drop off in the office)
$ 3 per day fee
$30 per month
$40 per family monthly

7:45 a.m. Morning Assembly (Monday - Thursday)
Fridays – Students meet in classrooms
Mass @ 8:00 am (Fridays)

9:15 a.m. – 9:30 a.m. Breakfast / recess for grades TK-2
9:40a.m-9:55 a.m. Breakfast/ recess for grades 3-5
10:00 a.m. –10:25 a.m. Breakfast/ recess for grades 6-8
11:15 a.m. – 11:50 p.m. Lunch / recess for grades TK-2
12:00 p.m.- 12:40 p.m. Lunch/ recess for grades 3-5
12:50 p.m. – 1:30 p.m. Lunch / recess for grades 6-8

3:00 p.m. – 3:15 p.m. Dismissal for grades TK-8

3:15 p.m. After school supervision – if children are not picked up by 3:15, they will be sent to the front office and charged $1 per minute late.

3:15 p.m. – 6:00 p.m. Boys and Girls Club

Students arriving between 7:00 a.m. and 7:30 a.m. must be dropped off by their parents at the school office. During this time, Preschool and Prekindergarten parents must come in through the school office to walk their children to their respective classrooms.

During the school hours of 7:45 a.m. to 3:00 p.m. (Friday – 7:45 a.m. to 12:30 p.m.), St. Patrick School is a closed campus. All visitors must sign in through the school office and wear a visitor's pass at all times. Dropping off student materials or lunches is not permitted during the school day. No lingering parents in the hallways during morning drop off. The office will be closed daily from 1:00pm-1:30pm.

For the safety of all the students staff and visiting adults have designated restroom. Adult Volunteers/parents are not permitted to enter the children's restroom. Adult restrooms are located in the faculty lounge.

Parent volunteers on campus must be approved by the principal. Parents must have parent badge, be Virtus trained, and fingerprinted through the Archdiocese of Los Angeles.

DRESS CODE

NORMAL / EVERYDAY UNIFORM (All school days excluding Fridays, special event days and P.E. days)

BOYS: Navy blue uniform pants or shorts
Black belt
Green polo shirt w/ all white undershirt **(no long sleeve undershirts allowed- only cold days, and shirts MUST be tucked in at all times)**
Cardigan, vest, St. Patrick's P.E. sweatshirt or jacket
All-black or white shoes – dress/athletic (Athletic shoes must have laces.)
(**NOTE: All-black or all white means that only small logos might be in a different color)**
Solid white or black socks

GIRLS: Plaid jumper (PS - Grade 4) with white blouse or green polo shirt
Plaid skirt (Grade 5 - Grade 8) with white blouse or green polo shirt
All white undershirt **(no long sleeve undershirts allowed- only for cold days)**
Navy blue uniform pants, capris, or shorts with green polo shirt
Black belt if pants, capris, or shorts are worn
Shirts MUST be tucked in at all times regardless of if skirt, pants, capris, or shorts are worn.
Cardigan, vest, St. Patrick's P.E. sweatshirt or jacket
All-black athletic or dress shoes (Athletic shoes must have laces.)
(**NOTE: All-black or all white means that only small logos might be in a different color).**
Solid white or black socks or
Solid white/black tights

FORMAL DRESS (Mandatory on FRIDAYS for mass and for special event days)

All students are required to wear a cardigan.

BOYS: Navy blue uniform pants
White button-up collared shirt, must be tucked in
Navy blue tie
Cardigan
All-black dress shoes
Solid white or black socks

GIRLS: Plaid jumper (PS-Grade 4)
Skirt (Grade 5 - Grade 8)
White blouse must be tucked in

Navy blue cross-tie
Cardigan
All-black dress shoes
Solid white or black socks or
Solid white/black tights

St. Patrick's jacket may be worn on formal dress days, but does not replace the cardigan.

P.E. UNIFORMS: (Specified P.E. Days)

P.E. uniforms (sweatpants may only be worn on P.E. days)

Hunter green shorts with dark blue t-shirt (shorts must be lower than a student's fingertips with their hands by their hands).
Hunter green sweatshirt and sweatpants
All-black athletic shoes (Athletic shoes must have laces.)
Solid white or black socks
Elastic may not be removed from the bottom of the sweatpants. Pants may not be cut, frayed at the bottom, or tucked into shoes.

***On cold days**

- Students may wear long sleeve shirts under their polo shirts or PE shirts on cold days if they are **white, hunter green, or navy blue only.**

ACCESSORIES:

GIRLS
1. Skirts must be at knee level.
2. No makeup may be worn.
3. No nail polish or fake nails may be worn.
4. Nails must be clean and cut short.
5. Hair tie, scrunchie, or headband must be in keeping with the school uniform colors.
6. No dyed or highlighted hair is allowed.
7. Stud earrings only are allowed and only one in each earlobe. No dangling or hoop earrings.
8. No bracelets may be worn.
9. No crowns or tiara's may be worn.
10. No sticker tattoos are allowed.
11. Necklaces may not be worn outside of shirt. (School appropriate-no chokers)

BOYS
1. Hair must be neatly groomed.
2. No dyed or highlighted hair is allowed.
3. Hair must be cut above and behind ears, with the ears fully visible. The length of the hair may not exceed the collar. No less than a 1½ clip may be used for shaved hair and all hair must be

blended. Sideburns must be at mid-ear level. Exceptions must be previously approved by the principal.
NOTE: The principal or assistant-principal may decide if the hairstyle is inappropriate.
4. No facial hair is allowed. Must be cleaned shaven.
5. Nails must be clean and cut short.
6. No bracelets may be worn.
7. No sticker tattoos are allowed.
8. Necklaces may not be worn outside of shirt. (School appropriate)

Free Dress Days: No tank tops, sleeveless tops, low cut blouses, short shorts (must be lower than a student's fingertips with their hands by their hands), mini-skirts, bare mid-sections, or tight clothing (e.g. leggings, jeggings, skinny jeans, spandex) are ever allowed at St. Patrick (even on field trips). Open toe shoes, heels or wedged shoes are not allowed. Shirts must not advertise alcohol, drugs, or anything in poor taste. Pants must not be torn, have holes, and/or faded.

Neatness: All clothes must be neat and kept clean**.** All shirttails must be tucked into pants or skirts during formal uniform days. All undershirts must be tucked in during normal uniform days. A St. Patrick student should be a model of good taste in dress and action.

Student Hair
Hair must be properly groomed, clean, neat in appearance and must be a natural color. Exaggerated or extreme hairstyles, hair that hangs in the face or that emulates gang or criminal affiliations distract from the educational experience and are not permitted. School administration shall determine if a student's hairstyle violates this policy.

Boys' hair must be cut above and behind ears, with the ears fully visible. The length of the hair may not exceed the collar. No less than a 1½ clip may be used for shaved hair and all hair must be blended. Sideburns must be at mid-ear level. Exceptions must be previously approved by the principal.
NOTE: The principal or assistant-principal may decide if the hairstyle is inappropriate.

All students must follow the dress code at all times. One warning will be given for failure to comply with dress code requirements. Further dress code violation(s) will result in a dress code infraction. Three Dress Code Violation Infraction will lead to a detention. (NOTE: Infractions issued for dress code violation does not count towards suspension/expulsion.)

The school reserves the right to determine and restrict unbecoming styles that, in our opinion, reflect negatively on the school and/or person.

School Rules and Discipline

St. Patrick School reserves the right to check closets, lockers, desks and all materials of students (including backpacks and personal belongings) for the safety of students.

School Rules

Rules and regulations are necessary to facilitate a sense of order and routine to enhance each child's right to learn and each teacher's right to teach.

1. Every student must be respectful in word and manner to all in authority and to each other.

2. There is no playing before school. Students will sit or stand quietly.

3. Gum chewing is not permitted on the premises or at any school-sponsored function whether students are in or out of uniform. This ban on gum includes field trips, after-school sports and tournaments, and evening activities. (This included candies as well.)

4. Students must abide by the dress code that includes appropriate grooming and proper uniform.

5. Students may not leave the school grounds without a parent's written permission. When a parent (guardian) picks up a child during school hours, a parent must go to the office and sign out the child.

6. No student may remain on school premises before or after school unsupervised. Students who arrive before 7:30 a.m. are to report directly to Morning Stars. Students who are involved in after school activities are to report directly to Boys and Girls Club if they are not promptly picked up at the conclusion of their activity.

7. Silence is to be observed after morning and recess bells, and while walking in the hallway.

8. Students may ride bicycles to school and secure them on the school premises in the designated area. Students who plan to ride bicycles to school must notify the office and get approval from the principal. The school is not responsible for any loss or damage. Helmets must be worn, and students must bring their own lock. Riding of any type of bicycle, skateboard, scooter, roller skates, roller blades, shoes with wheels, etc. is not permitted on school or church premises.

9. All textbooks must be covered at all times. Students are responsible for lost or damaged books and must pay for replacement.

10. No student may be in the school building or classrooms without supervision.

11. No student may be in any restricted areas of the school.

12. To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription, including but not limited to cough drops) to school. Only medication prescribed by a health care provider may be taken during school hours. If a student

needs medication either for a few days or over an extended period of time, and it must be given during school hours, an "Administration of Medication During School Hours" form must be requested from the school office. Physician/health care provider will write directions on the form. It must be signed and dated.

Medications must be delivered by the parents or guardian to the office in the original labeled prescription bottle, together with the Medication form signed by the health care provider and parent/guardian. (This included cough drops.)

Students carrying inhalers must have a Physician/Health Care Provider's release on file stating that he/she may have it with him/her while at school or at a school activity.
Only under these conditions may any medicine be given at school.

13. Except in an emergency or for health reasons, children must use the lavatory before school, during recess, during lunch and after school.

14. Students may not use personal electronic devices unless prior approval by their teacher. The use of devices must be at the discretion of the teacher and in compliance with the archdiocesan *Guidelines of Use of School Computers and Other Technology.* Failure to follow these guidelines will result in disciplinary action and confiscation of the instrument.

15. MP3 players or other music is not to be brought to school. Instrumental or educational music is preferred in the classroom and will be determined appropriate by the principal and teacher. Students are not allowed to bring toys, sports equipment, etc unless instructed by the principal or teachers.

16. Writing and/or passing notes is not allowed.

17. Graffiti is not acceptable and is considered the willful defacing of school property. A student risks the possibility of expulsion. The student's family is responsible for any monetary costs involved in removing the graffiti.

18. All work must be current before a student can engage in after-school sports. A "C" average must also be maintained while playing sports at St. Patrick School. Students who receive deficiencies in three or more subjects will be placed on probation and may become ineligible to participate in other sports.

19. The use of smart watches is not permitted on school grounds.

Pupil Pregnancy

When pregnancy occurs outside of marriage, the reality of the situation, in all its dimensions, will be treated in a Christian manner. The guidelines outlined in the Administration Handbook will be followed. The school will assist the pregnant student to make arrangements for continuing her education by referring the student to an alternate program.

Abortion

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. If any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

Without jeopardy to the above guidelines, the school retains the right and the responsibility to promulgate and implement disciplinary measures, including expulsion, for public and overt breaches of Catholic moral teaching.

HIV / AIDS

Infection with HIV in and of itself should not be a reason to exclude students from any elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others. Barring special circumstances, students who are infected with HIV will be admitted to the school.

Child Abuse Reporting Obligation

Child abuse or neglect is any act or omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

- Physical abuse and/or corporal punishment
- Emotional abuse and/or deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation.

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

Religion Program

The daily Religion class is an integral part of St. Patrick School curriculum. All students, regardless of their religious affiliation, are expected to participate in the religion class and all religious services. Students who are eligible, are prepared for the reception of the Sacraments of Reconciliation and First Eucharist.

Parents of students who receive the Sacraments of Reconciliation and First Eucharist for the first time, are expected to attend parent in-servicing related to these sacraments.

Controversial Issues

Those topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered controversial.

Sexuality

Holding hands, kissing, touching inappropriately on schools' ground is not permitted and will warrant severe consequences including expulsion from school. Students should not have any conversations related to sex, and sexual orientation. It will warrant severe consequences including expulsion from school.

Testing and Assessment

Assessment of student learning is a critical component of the educational program. It is on going and multifaceted. To help all students achieve high standards and become self-directed, responsible, and faith filled individuals, schools assess student learning with standardized and curriculum-based forms of assessment. Students will also be evaluated on their performance as members of a group while working on performance tasks and projects.

Discipline

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

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

Discipline Policy

- **Each infraction may result in an after-school detention of up to 30 minutes.**
- **Five infractions will result in a home suspension.**
- **Ten infractions will result in a second home suspension + disciplinary probation. (No participation in after-school extracurricular activities/ class field trips, etc.)**
- **Fifteen infractions will result in a third home suspension + an expulsion hearing.**

1. **Infractions**

A student may receive an infraction from any member of the faculty for not following the policies set forth in the school rules and discipline section of the student handbook. A student given an infraction notice will be sent to principal's office or vice-principal and all disciplinary notices will be kept on file.

2**. Detentions**

- A student who receives an infraction will receive a thirty (30) minutes after school detention.
- No student shall be required to remain in the classroom during the lunch break, at noon, or during any recess, unless it would occasion a danger to health.
- The parent or guardian will be informed of the reason for detention and exact time the period of detention will begin and end. A written notice will be sent home with the student.
- It is the responsibility of the student, not the teacher, to remember to attend his / her given detention. Failure to serve a detention without prior approval will result in an additional infraction issued **(counts toward suspension/expulsion)** and both the original and the additional detention must be served on consecutive detention weeks.

3. **Suspension**

- **Automatic Suspension:** certain actions, in and of themselves, warrant an immediate home suspension (an automatic five (5) infractions).
    - Fighting or pretend fighting which has caused harm to another
    - Bringing inappropriate items to school. (alcohol, weapon, etc)
    - Use of profanity, foul, or inappropriate language, pictures, or gestures
    - Writing or passing notes that have bad language, inappropriate images, or belittle others
    - Cheating
    - Gang writing or signs – gang membership results in immediate expulsion

- Further causes are outlined on the next page

CONDITIONS OF SUSPENSION

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than five consecutive days for that incident.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher or staff member.
- 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, vapes with nicotine or drugs.
- 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.
- Threatening a student or staff member
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

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

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Time of Expulsion

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

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

Behavior Outside of School

A student may be suspended or expelled for inappropriate behavior that takes place outside of school (after school, fundraiser, sports, etc). Our students represent the entire Catholic Community of St. Patrick while off campus, especially when in school uniform, so proper behavior is expected.

Parental or Guardian Initiated Expulsion

A student can be asked to leave school if a parent or guardian is not cooperative. This includes consistent violations of school policies, insulting or abusive language towards a staff member, a negative attitude, and negative comments posted on the web or email with reference to school personnel, students, and/or the spreading of rumors.

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.

HARASSMENT, BULLYING AND HAZING POLICY

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

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

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion. It includes, but is not limited to, any or all of the following:

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

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

Cyber bullying

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 or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

It is the responsibility of the school to:

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

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.

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

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.

STUDENT THREATS

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

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

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

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

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

SCHOOL SEARCHES

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

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

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

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

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

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

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

ATTENDANCE

1. Absence:

- **When a pupil has been absent, a written excuse signed by the parent or guardian is required,** and this must be kept on file until the end of the official grading period.
- When a pupil is absent without an excuse, the situation should be investigated and appropriate remedies applied. Truancy should be reported to the school.
- If a student arrives after recess, s/he will be marked as having a morning absence.
- If a student leaves at or before/lunch, s/he will be marked as having an afternoon absence
- If a student leaves 1 hour or less before school ends they will be marked as an early leave.
- If a student is absent for fifteen days or more during a marking period, official grades may be withheld, unless the work is made up. This decision is, however, left to the judgment of the principal.
- Pupils are legally credited for attendance when time is spent in medical and dental appointment. This is called medical absence. **A medical verification slip from the doctor must be brought to school**.
- If, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher should discuss with the parents the possible effects of such an absence. It is suggested that such a record of the recommendations made to parents be kept on file.

- If a student will be absent, leave early, or come late, the parents will need to inform both the teacher and front office staff.
- If a students was home due to any illness or injury, they will need medical clearance to be able to return to school.

2. <u>Tardiness</u>

- A pupil is tardy if he arrives after 7:45am for the beginning of the morning or afternoon session. If s/he arrives after recess, he is marked absent half a day. A record of all tardiness must be kept in the Pupil Attendance Register.

1) ALL STUDENTS MUST ENTER SCHOOL IN THE MORNING AT THE BACK GATE and must be through the gate by 7:45 a.m. to be considered on time for school. **A student is tardy if they arrive to school after 7:45 a.m. All students that arrive after 7:45am must report to the front office to receive a Tardy Slip. Late students without a tardy slip, are not allowed to enter the classroom.** Once the back gate is closed, students must be dropped off at the school office. **<u>In each case, a written excuse from the parent shall be required no later than the beginning of the next school day.</u>**

2) Policies
   - 4 unexcused tardies= Meeting with the teacher
   - 5 unexcused tardies= Detention (5-8) Added one service hour every 5 tardies (K-4)
   - 10 unexcused tardies= Conference with the principal
   - 15 unexcused tardies= Reportable to Family Child Services
   - 3 truancies = Conference with principal/administration

3) When a student has been absent, a written excuse signed by the parent/guardian is required. If a student is absent from school more than (3) three days in one school year, without a valid excuse, he/she is considered truant. As explained above, if a student is a habitual truant (absent from school (3) times, without a valid excuse/more than 30-minutes late, without a valid excuse), the school administration will contact and meet with the parent/guardian. If the problem continues, the school principal can notify the local public Child Welfare and Attendance authorities.

4) As stated above, when a student has been tardy more than (3) times, without a valid excuse, they will be contacted by the teacher and an attendance conference will be scheduled. If the student continues to be tardy and accumulates (10) tardies, without a valid excuse, the parent/guardian will be required to attend a conference with the principal/administration. This will also determine if the students can re-enroll for the upcoming school year.

*Only medical absences, accompanied with a note from a doctor or dentist, are considered excused absences or tardies.

3. <u>Truancy</u>

- A pupil who is absent from school without a valid excuse more than three days in one school year or is tardy in excess of thirty minutes on each of four days or more in one school year **is a truant** and can be reported to the attendance officer of the school district.
- A pupil is considered an habitual truant who has been reported as truant three or more times, and is then subject to dismissal.

4. Withdrawal of Students

- The school grants full credit for all work a student accomplishes up to the time of transfer.
- Students with extreme academic or behavioral case for which the school has a lack of resources to support will be asked to withdraw from the school.

5. **Release of Students**

- During the school day, peace officers have the right to interview students who are suspects or witnesses. School officials may not unnecessarily hinder the release of a student to peace officers. School officials are not liable for releasing pupils for legitimate law enforcement purposes provided the students are taken from the school grounds with proper care.

- 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 parents. The school will maintain a record of circumstances involved. In case of child abuse, parental notification is the responsibility of police officers.

HOMEWORK POLICY

Purpose:

The purpose of homework is to reinforce material already taught and to foster habits of independent study.

- Reinforcement of classroom skills.
- Opportunity to make mistakes and correct them.
- Allow for independent work and long-term projects.
- Time management skills.
- Improve research and study skills.
- Enrichment of existing skills.
- Child and parent cooperation and communication.
- Foster creativity and critical thinking.
- Preparation for tests and exams.
- Keep parents informed of their child's progress.

Scheduling Time and Parameters

Homework may be given Monday through Thursday. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading. Assignments shall be designed so that the typical student can complete all homework, including studying, in the time outlined below. (This does not include independent reading or work on long-term projects). These times are general guidelines.

Approximate Homework Times:

- ***Early Childhood no homework/occasional family activities***
- ***Kindergarten-1 approximately 10 minutes***
- ***Grades 2-3 approximately 20 - 30 minutes***
- ***Grades 4-5 approximately 30 - 50 minutes***
- ***Grades 6-8 approximately 50 - 80 minutes***

Students who consistently do not complete and/or turn in incomplete assignments are subject to stay after school to finish incomplete or missed assignments. Students with missing or incomplete assignments may not participate in after school sports, field trips or other student activities outside the core curriculum until such assignments are completed.

Assistance for Homework

It is recommended that students seeking assistance with homework speak and work directly with their teachers as they will be able to recommend strategies to improve student success with homework.

Homework Grading

Homework is graded on a credit/no-credit basis. Homework will not be graded in detail, because students are not expected to display mastery in their homework, as homework is considered the practicing of skills taught in the classroom. In order to receive full credit, homework will need to be completed, in detail, and turned in on time. Homework percentage weight will be worth no more than 10% of their overall grade.

Parent Involvement: Parents should **provide a quiet place and set time** for homework to be completed. No electronic devices should be allowed to interrupt the homework time. A few assignments call for discussion with parents. Parents, however, should not do the written work. Many times this can lead to confusion on the part of the child because the parent has a different approach to math or science problems. Parents of children in grades K-4 should listen to their children read for a brief period each night. Parents should also look over the homework to see that it is complete. If the child does not understand the homework, please contact the teacher to arrange for a conference.

Schoolwide Grading System
Percentage Weights Per Subject
(*Percentages are subject to change)

Reading:
Vocabulary 30%, Comprehension 35%, Reading Skills 30% and Homework 5%

Language Arts:
Listening/Speaking 25%, Grammar 30%, Writing 40% and Homework 5%

Math:
Concepts and Computation 65%, Problem Solving Skills 30% and Homework 5%

Social Studies:
Geography – Map and Diagram Skills 25%, Projects 30%, History Knowledge 40% and Homework 5%

Religion:
Spirituality 35%, Religious Knowledge 60%, and Homework 5%

Science:
Grade K-5: Experiments 30%, Concepts 65% and Homework 5%
Grade 6-8: Experiments 45%, Concepts 50% and Homework 5%

Music:
Participation 40% and Music Knowledge 60%

Physical Education/Health
Participation 70% and Skill 30%

Spelling:
Tests/Quizzes 95% and Homework 5%

Art:
Projects 95% and Homework 5%

PERCENTAGE AND GRADE EQUIVALENTS

Grades 3-8	
97 - 100%	A
93 - 96%	A-
90 - 92%	B+
87 - 89%	B
85 - 86%	B-
80 - 84%	C+
75 -79%	C
70 –74%	C-
65 - 69%	D
Below 65%	F

Grades K-2	
Outstanding	O
Good	G
Satisfactory	S
Needs Improvement	NI

HONOR ROLL POLICY

3th-8th Grade Honors
Summa Cum Laude 4.0GPA

Magna Cum Laude 3.5-3.99 GPA

Cum Laude 3.0-3.499 GPA

K-5th Honors

High Honors: A's or O's and no more than three B's or G's. This includes conduct, work habits/effort, and behavior.

Honors: Nothing lower than a B- or G, including conduct, work habits/effort, and behavior.

Service Award: Grades 5-8 will be given at the end of the school year to a student who goes beyond their required service hours.

STANDARDS BASED GRADING

A: ADVANCED = ONLY STUDENTS WHO ARE ABOVE GRADE LEVEL GET THIS SCORE.

M= MASTERY= THIS IS AN A PLUS

P: PROGRESSING= THIS IS B

E: EMERGING= THIS COULD BE A D OR A C

I: INTERVENTION= THE STUDENT NEEDS A LOT OF HELP IN THIS STANDARD.

GRADUATION and END OF THE YEAR ACTIVITIES REQUIREMENTS

Students who satisfactorily complete the eighth grade courses participate in a simple, but dignified graduation ceremony at the parish school. Students must possess a minimum average of 69% in each of the following core content areas – English/Language Arts, Mathematics, Science, Social Studies, and Religion in order to participate in the graduation ceremony. Students who have a failing grade in any core content area will not be permitted to participate in the graduation ceremony.

There is a $350.00 graduation fee (amount is subject to change) that all 8th grade parents must pay by the given date provided by the 8th grade homeroom teacher. This fee covers graduation costs and end of the year activities. **NOTE: All other fees (i.e. tuition, volunteer hours, and fundraising fees) must also be up-to-date.**

Participation in school-sponsored functions is a privilege. Students will not be able to participate in end of the year activities if their behavior during the school year has been deemed inappropriate and has been subjected to disciplinary action and/or have not maintained a minimum cumulative average of 80% in each core content area. Furthermore, students must have all service hours (24 volunteer hours) completed in order to participate in these activities.

Students have the responsibility to observe all school rules and regulations in their participation in school programs and activities. If a student does not meet the requirements to participate in the end of the year activities, it will be the discretion of his/her teachers and the principal to decide as to whether other factors will allow him/her to take part in these activities.

STUDENT SERVICE HOURS

As our Schoolwide Learning Expectations states, St. Patrick School expects its students to be committed to serving others. In light of this, students in grades 5-8 are required to participate in service to the school, church and/or larger community. Students are required to seek opportunities for service through classroom teachers, the principal, the church, and other outside resources. Students will be required to reflect on their service in writing. These reflections will be part of the Religion grade. A third of the hours must be done at school, one third must be at their parish/church, and one third must be done outside the parish/school. Once they requirement is met, they may do more hours in any of the three areas.

Requirements:

Grade 5	15 hours per school year
Grade 6	18 hours per school year
Grade 7	21 hours per school year
Grade 8	24 hours per school year

RETENTION POLICY

When considering a child for retention, the teacher is to observe the following:

1. Notify the principal as soon as you feel that retention will be in the best interest of the child.
2. Inform the parents at a requested conference.
3. Reasons must be specific and put in writing. Consistent “F’s” in at least two major subjects must be evident and documented by written grades of tests and assignments. For Kindergarten or Grade 1 serious evidence of immaturity and inability to participate in the required activities must be obvious and documented by a written report by the teacher.
4. The initial decision must be made by the end of the first trimester. Parents must be contacted and a conference held at this time to sign the intent to retain form.
5. The final decision must be made not later than the end of the second trimester. A follow-up conference with the parents is held again and the final decision is discussed with all the parties concerned.
6. The final decision to retain a student is the responsibility of the principal.

PRIVACY AND ACCESS TO RECORDS

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

Pupil Records

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

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

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

Communication to Parents

St. Patrick communicates with parents via email, Gradelink, ClassDojo, printed notes. Student information will only be shared to the parent or parents who have legal custody. Only with written permission from the parent/s who have legal custody the school may give access to these student information sites, apps, or other means of communication.

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 of legal guardians consent to broader access

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

Verbal/Written Confidences

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

TRANSFER OF RECORDS

Student Transfers and Graduation

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

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

Official transcripts are not given to students or parents.

Damaged or Loaned Property

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

STUDENT INSURANCE

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

ACADEMICS AND CO-CURRICULAR ACTIVITIES

TUTORING

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

COUNSELING POLICY

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

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

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and

treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;

- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

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

TAKING VIDEO OR PICTURES WITHIN OUR SCHOOL CAMPUS

Students and parents are not allowed to take pictures or video of the students or staff during regular school hours without written permission from the principal. These are some of the consequences to follow if a student or parent breaks this rule:

- The student or parent person in question will not be allowed to have any technological devices with them at school events.
- If it is a parent, the person in question will not be allowed to attend any further school events.
- If a student breaks this rule, we may issue other consequences like detention, suspension or expulsion (depending on the infraction).
- If it breaks moral conduct, we will issue proper reports (i.e., with authorities will be made) and documentation will be kept.

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

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/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, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

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

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

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

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

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

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

Signature: Date:

Print Name: Relationship to Child:

Address: Telephone:

Name of Child: Age:

EXTENDED SCHOOL DAY PROGRAMS

The decision to provide an extended school day program shall be made jointly by the principal and, and, in the case of parish schools, the pastor, after careful and thorough consideration of the responsibilities, liabilities, and long-term consequences. If the school decides to offer an extended school day program, the school must consider the following points:

- The program must be consistent with the school's philosophy and mission;
- The principal is the administrator responsible for the managerial aspects of the program, including financial management, and the recruitment, employment and, if required, termination of supervising personnel.
- Archdiocesan student insurance covers students during the time of the program.
- The school requires an extended school day agreement with participating parents.
- Fees charged to parents must be adequate to cover the total cost of the extended school day program.
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- Adequate space shall be provided for activities detailed in the program, and this space shall be clean, safe, well maintained, and provide a pleasant, child-centered environment. The facility must have access to a telephone.
- Extended school day staff must be at least eighteen years of age, and have undergone a tuberculosis check and must comply with the Safe Environment Policy and Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events. It is recommended that they have formal training in child development, recreation, or education, possess prior experience working with school-age children, and are familiar with age-appropriate behaviors and abilities of children.
- Staff shall supervise children appropriately at all times, and a written job description detailing work duties shall be given to all staff members. It is recommended that there be no more than 14 children per one adult staff member. It is also recommended that two staff employees be available at all times in the event of an emergency. At no time should a child be left unattended.
- Staff members shall be in-serviced regarding signs of child abuse and neglect, and appropriate reporting procedures. Workers shall be given opportunities to attend workshops in child development, and individual staff members shall meet on a regular basis with supervisory personnel for on-going support and feedback.
- Staff members shall carefully maintain appropriate records regarding family information, emergency contact, arrivals, and departures.

A school may arrange with independent contractors or entities to provide extended school day programs on a fee basis. Independent contractors and entities must have appropriate licenses, agreements for use of the premises and insurance. All individuals and entities providing extended school day programs must comply with the procedures and policies of the extended day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

FIELD TRIPS

The field trip policies listed below apply to class trips, school group trips (e.g. choir, academic decathlon), and trips for school sport teams.
Schools may plan field trips for one of more days including overnight field trips. Schools, at their option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal
- Preparation, follow-up, and specific educational goals for students
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents
- All Permission and Authorization Forms must be in the possession of the supervising adult during the trip
- All participants should have appropriate identification and travel documents
- All Archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- Transportation may be by personal car, school or chartered bus or van, train boat, or airplane.
- School employees, including teachers and coaches, shall not drive students to or from athletic and co-curricular trips or events.
- If a bus is provided by the school, the student must go on the bus.
- Participation in a field trip will be limited to the specific group/grade. Students not in that group/grade are not allowed to attend.
- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance with limits of at least $100,000/300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be kept on file at the school. Please see Chapter 4 and Form D.1.20 of the Archdiocese of Los Angeles Injury, Illness and Loss Prevention Program for more information.
- All contracts with bus companies or other transportation vendors must be submitted to the Archdiocesan Legal Department for review prior to signature.

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/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 give the responsible personnel or chaperones permission to use their judgment in obtaining medical service, and I give permission to the physician selected by the school personnel or chaperone to render medical treatment deemed necessary and appropriate by the physician. I agree to relieve the school and other participating adults from any liability in connection with this request.

I understand that the insurance benefits through the school or parish, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my child. I agree to indemnify and hold the school harmless from the cost of any medical treatment and related expense and cost incurred.

_____ _____
Parent/Guardian Date

_____ _____ _____
Home Phone Cell Phone Work Phone

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____

Day phone: _____ Cell: _____

SUMMER PROGRAMS

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor. Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment, remedial, etc.), and demand for the summer programs. Teachers have no right to employment in the summer program. Teachers employed in past summer programs have no tenure rights.

The following practices shall be observed in all summer programs:

- All summer programs shall have a budget that includes payroll, classroom materials, student activities, school maintenance costs, and utilities.
- Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e., students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.
- All summer program finances shall be posted in the school ledger.
- The summer program staff shall participate in an orientation that includes:
    - The mission of the Catholic school.
    - Child abuse reporting requirements; Safe Environment and the Archdiocesan Guidelines for Adults Interacting with Minors.
    - Field trip policies.
    - Safety and health procedures, i.e., first aid and CPR
    - Supervision of students.
    - Emergency/Disaster plans

ELECTRONIC COMMUNICATIONS POLICY

Systems, Devices and Materials

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

Electronic Communications Systems, Devices and Materials and Users Covered

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

Ownership and Control of Communications

- All systems, devices and materials located in a parish, a school or an archdiocesan office, and all work performed on them, are property of the parish, school or archdiocese. These systems, devices and materials are to be used primarily to conduct official parish, school or archdiocesan business, not personal business.
- With permission from the pastor, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular

business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

- Parish, school and archdiocesan systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the pastor, principal or other person in charge at the parish, school or archdiocesan department.
- Minors may only access the Internet from devices with updated and functioning filters for prohibited content. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of this electronic communications policy must be blocked. Before allowing minors to access the Internet, a responsible person must ensure that content filters are "ON."
- Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the parish or school.
- All files downloaded from the Internet, all computer disks received from outside sources, and all content uploaded from portable memory devices must be scanned with updated/current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge at the parish, school or archdiocesan department.
- Parishes, schools and the archdiocese reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on parish, school or archdiocesan systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for E-mail correspondence and other electronic communications

- All users of parish, school or archdiocesan communications systems and devices should use care in creating e-mail, text, instant or voice mail messages. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of e-mail and text messages are the same as other written documentation and cannot be considered private or confidential.
- E-mail and other electronic communications are not necessarily secure.

- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to "All Employees," “All Parents” “All Parishioners” and the like on intranets or the Internet or the World Wide Web **must be approved** by the pastor, principal or other person in charge at the parish, school or archdiocesan department before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.

Prohibited Practices:

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

- Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.
- Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.
- Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents’ approval and the presence of a parent at any meeting.
- Engage in pirating or unauthorized distribution (such as “podcasting”) of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.

- Post chain letters or engage in “spamming” (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.
- Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others’ passwords, trespass on others’ folders, work or files.
- Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user’s job duties or assignment by a responsible person.
- Introduce a virus, attempt to breach system security or tamper with a system.
- Alter, without authorization, a start-up screen or the desktop, or install applications that will subvert these functions.
- Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission (“FCC”) or that would violate FCC rules or policies.

Consequences of violations of electronic communications policy

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

Local policies for parishes and schools

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

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

  Sample: "Thank you for sharing your concern/question with us. Because of the informal and insecure nature of electronic messaging and our inability to confirm who the senders and intended recipients of the messages are, we suggest you contact the parish or school by telephone or by regular mailed correspondence."
- consequences that will result if the parish or school policy is not followed

YARD DUTY POLICY AND JOB DESCRIPTION

A parent who volunteers to do yard duty should:

1. Report to yard duty coordinator so that she knows you are here to help.

2. Supervise the students during lunch. Sometimes they need help opening containers. **Make sure that they stay seated until yard duty coordinator dismisses them from the table.** They may not throw food. The papers and garbage must be thrown in the trash. **The lunch area is to be kept clean.** If they fail to do so, please correct them. If they persist please inform the yard duty coordinator or send them to the principal.

3. Students may not share food with each other due to health concerns.

4. No pushing, shoving, or fighting is allowed. Tell yard duty coordinator at once.

5. If a child is injured please escort her/him to the front office. You may attend to the injury and/or knock on the faculty room door for assistance. (It is the school's responsibility to contact the parents of injury- not the parent volunteer.)

6. Students must play in your view. They may not play in the bathrooms or on the side of the upper building, steps at the end of the lower building, or behind the containers. **Check these areas frequently.**

7. Walk around the yard so that you can watch all students.

8. Yard duty coordinator will inform the teachers of any infractions of the rules. They will discipline the students accordingly.

9. Students should not enter the school buildings during the lunch hour unless they are going to the front office or have prior permission from a teacher.

10. **All students occasionally break the rules.** Do not hold it against a child. All actions on the yard should remain at school. Do not talk to a child outside of school. You must trust that we will handle all the discipline fairly.

11. Students should not be yelled at or grabbed physically.

Dedicated Yard duty volunteers must be Virtus certified and fingerprinted.

Breakfast /Lunch

These are the following school rules to promote healthy eating choices:

- Fast food is not allowed
- Candy is not allowed
- Only small or snack size chips and cookies are allowed
- No surgery drinks such as soda, Gatorade, etc are allowed for lunch

PARTIES

Please follow these rules for your child's birthday or other holiday parties at the school:

Due to the need to use our school time wisely, we will only limit these celebrations to the last 10 minutes of the school day at the end of the school day.

Always check with the teacher first. Find out the best time and day for the treat or party.

Bring only one item for each child. Only cupcakes, cake pops, donuts, or small snack or pastry are acceptable. **Do not bring large cakes as they are difficult to cut and serve**. Please do not send ice cream. (No birthday parties may replace lunch including pizza, fast-food, etc.)

No **party bags and/or decorations** are permitted.

The treats will be shared in the child's classroom only. *We will not pass out treats to brothers and sisters in other classrooms.*

If a student brings in Valentine cards/candy, s/he must bring one to each student in the class. Any candy must be sealed

For holiday parties ask your child's teacher beforehand for permission.

Class parties are a privilege, not a right.

For non-school sponsored events/parties, invitations may not be passed out on school premises.

No invitations may be sent to school for distribution unless all students in the class are invited.

Unfortunately, staff members are not allowed to attend student private parties.

U at Home or off campus - Parent Information and Responsibilities

It is recommended that you set up your own family technology use policy for your child(ren). Understanding the appropriate uses of technology is a critical life skill and you play an important role in helping your students learn to navigate the digital landscape. It is also important to find a balance and help your child (ren) know when it is not appropriate to use technology. To learn more about online safety and digital citizenship you can also visit Common Sense Media. Please note:

- **Use of the iPad/Chromebook at home for purposes outside of normal school work and projects is up to the discretion and judgment of the parents.**
- **We strongly urge parents to maintain a regular dialog with their child about their technology use and online activities.**

To help monitor your child's online activities and ensure that this valuable tool is ready to serve them at school each day we ask that you:

1. Agree on a set amount of online time on school nights and on weekends/holidays.
2. Set a time every night when the computer is to be turned off and create a designated "charging place" that is outside the child's room (**preferably in your own room)** so the computer is charged and ready for the next school day.
3. Monitor the sites your child visits online. Just like you want to know where your child is going and what they are doing if they leave your house, you should also know what they are doing and where they are going online. No Internet filter is 100% perfect and children must be taught to evaluate all web sites.
4. Just as you monitor telephone use, you also want to monitor who students communicate with while online. Discuss the "**AUP**" and this document with your child and talk about what kind of information should never be given out while online.
5. If your child also has access to a home computer, you may want to designate their iPad for school work only. Your home computer could be used for their recreational computing.
6. To create a good learning environment, and facilitate classroom management the devices have been set up to be managed by the school and to include the school filter. No programs other than those loaded by the school should be put on the devices.
7. Talk with your child about proper care for their device, including proper power cord storage and the fact that even with the cover on the device should be treated with care especially when placing it in their backpacks.

Student Responsibilities

At St Patrick School, we believe that fostering a sense of responsibility in our students is essential for their personal growth and academic success. As part of our commitment to providing resources that enhance the learning experience, each student is assigned an iPad for educational use. With this privilege comes the responsibility to care for the device properly.

Importance of Taking Care of Device

The iPad/Chromebook is an invaluable tool that supports various aspects of learning, from accessing digital textbooks to completing assignments and collaborating on projects. Taking care of these devices ensures that every student can benefit from this technology without interruption. By treating iPads with respect and responsibility, students contribute to the overall efficiency of our school's learning environment.

Proper Handling of Devices.

Students are expected to follow these guidelines to maintain the integrity and functionality of their iPads/Chromebooks:

1. Always Use the Protective Case: Keep the device in its protective case at all times to prevent damage from drops or impacts.
2. Keep the Devices Clean: Regularly clean the screen and body using a soft, lint-free cloth. Avoid using harsh chemicals that may damage the device.
3. Avoid Food and Drink: Do not eat or drink near the devices. Liquids and food can cause irreparable damage to the device.
4. Handle with Care: Always carry the devices with both hands and place it on a secure surface when not in use to avoid accidental falls.
5. Stay Updated: Ensure that all software updates are installed, as these updates often include important security and functionality improvements.

Fees for Lost or Broken iPads

In the event that an iPad is lost or damaged beyond repair, a fee of $50 will be charged to the student's account. This fee is necessary to help cover costs related to the replacement of the device and ensures that we can continue providing iPads for all students.

Reimbursement for Recoveries

If a lost iPad is found and returned in good condition after the fee has been paid, the $50 fee can be reimbursed. Students and parents are encouraged to report any lost devices immediately so that we can assist in the recovery efforts.

Program Updates

By accepting the responsibility of caring for their iPads, students are not only helping themselves but also their peers and the school community. Together, we can ensure that our learning tools remain in good condition and accessible to all. These guidelines were written as clearly and as explicitly as possible. During the school year, new and unusual situations might arise. Therefore, the school reserves the right to amend these guidelines as necessary and any new rules will become a part of the guide.

Use of Phones in School Property

Students and parents are not allowed to take pictures or video of the students or staff during regular school hours without written permission from the principal. These are some of the consequences to follow if a student or parent breaks this rule:
· The student or parent person in question will not be allowed to have any technological devices with them at school events.
· If it is a parent, the person in question will not be allowed to attend any further school events.
· If a student breaks this rule, we may issue other consequences like detention, suspension, or expulsion (depending on the type of infraction).
· If it breaks moral conduct, we will issue proper reports (i.e., with authorities will be made) and documentation will be kept."

Use of Cellphones in School
Students should not use their cellphones during school hours. If a student brings a phone to school, it should not be on and kept in their backpack or at a designated location by the teacher. Students who use their phones during school hours may face detention and may be taken away. Parents can retrieve the phone in the office at the end of the day for the first infraction. The second infraction the phone may be taken away for one week. However, parents must agree to keeping the phone at our school. If parents do not agree, the school will return the phone to the parents, but a different consequence may be issued such as detention or suspension.

ST. PATRICK'S SCHOOL KNIGHTS ATHLETIC PROGRAM

Student and Parent Participation Information and Agreement

Knights Athletic Program Mission
The Knights Athletic Program promotes teamwork, commitment, fair play, and, with sportsmanlike and dignified behavior, respect for participants, and a positive attitude no matter what the outcome of the contest.

Philosophy
The St. Patrick School Knights Athletic Program supports the academic and religious mission of the school, and encourages the growth and development of our students.

Students Eligibility Requirements
Students must meet the following requirements to be eligible to participate. Participation of ineligible students may result in individual and/or team sanctions, including forfeiting of games.

- Students selected for a team must pay the required sports fee. Fees are determined on an annual basis.
- Students must achieve and maintain a minimum 2.0 grade point average, with no more than one failing grade.
- Students must attend all of their scheduled classes in order to participate in a practice or contest of that day. If the principal or designee grants an excused absence in advance for a prescheduled activity, or an unforeseen emergency arises keeping him/her from classes, the student may participate on that day.
- In addition to other infractions, a student may be suspended or removed from a team for unexcused absences or chronic tardiness to classes or team practices.
- A student may not participate when he/she is serving an in-school or out-of-school suspension. The student becomes eligible to participate on the next school day following the last day of suspension.

Stipulations

- The student-athlete and his/her parent or guardian have received and read the *Student-Parent Athletic Participation Information.* Based on this information, the student and parent/guarding understand and agree to the following:
    - We understand the eligibility regulations required for participation.
    - We affirm that the student has satisfied all of the eligibility requirements, both academics and behavior.
    - We affirm that the student will maintain a high level of academic achievement.
    - We understand there is potential for serious, catastrophic, or life-threatening injury associated with participation of any sport activity.
    - We, as a participant or spectator, will exhibit a high level of sportsmanship at contests.
    - We will follow appropriate procedures in communicating concerns to coaches.

Communication with Coaches
Parents should not attempt to address coaches immediately after games and practices. Coaches have many post game/practice responsibilities, including supervision of players. Also, the post-game/practice period is often emotionally charged, and not conducive to productive discussion. If a parent feels a need to communicate a concern, the parent should contact the coach and/or athletic director to arrange a later meeting.

Participation Standards
Participation in the Knights Athletic Program is a privilege. Accordingly, students must meet certain standards in order to earn and keep the privilege of participation. At a minimum, student athletes must:

- Exhibit public behavior that will reflect positively on the team, school, and community,
- Athletes should not be engaged in any activity that would result in police intervention,
- Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach,
- Maintain a high level of academic achievement,
- Comply with all team, school, and school system rules, regulations, and policies,
- Exhibit appropriate behavior at all team and school-related activities,
- Attend all team functions unless ill or given prior permission to be absent by the coach,
- Respect and comply with decisions made by the coach and athletic department staff and volunteers,
- Respect calls and decisions made by game officials,
- Display good sportsmanship at all times,
- Report to the coach any issues or developments that may affect eligibility status,
- Report to the coach any issues or developments that are directly or indirectly in contradiction to St. Patrick School and Knights Athletic Program rules, and
- It is expected that players, team personnel, parents, and spectators behave in an appropriate behavior at athletic events.

Assumption of Risk
Participation in athletic activities often includes intense competition and poses the potential for serious, catastrophic, or life-threatening injury. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic participation. Risks vary from sport to sport, and may occur even under direct supervision and with use of proper safety equipment.

Parent and Student-Athlete
Review this contract carefully, and complete the information on the attached Agreement and Registration form. Please be sure to sign, date and return the completed form to the school. Incomplete forms, or forms without the required payments will delay your student-athlete form participating in the Knight Athletic Program.

Agreement and Registration Form

Student name: _____

Grade: _____ School Year: _____

Please check the team for which you are registering:
Please note, all activities listed below are offered each year. All required deposits and payments must be included with this completed form.

_____ Flag Football – Varsity	$40 uniform deposit
_____ Flag Football –Jr. Varsity	$20 uniform deposit
_____ Volleyball – Girls, Varsity	$40 uniform deposit
_____ Volleyball – Girls, Jr. Varsity	$20 uniform deposit
_____ Volleyball – Boys, Varsity	$40 uniform deposit
_____ Basketball – Girls, Varsity	$40 uniform deposit
_____ Basketball – Girls, Jr. Varsity	$20 uniform deposit
_____ Basketball – Boys, Varsity	$40 uniform deposit
_____ Basketball – Boys, Jr. Varsity	$20 uniform deposit
_____ Softball – Girls, Varsity	$40 uniform deposit
_____ Soccer – Boys, Varsity	$40 uniform deposit
_____ Soccer – Girls, Varsity	$40 uniform deposit

We have read the information provided with this registration form and give permission for our child to participate in the Knights Athletic Program team above. We affirm that the student will abide by all team and participation standards. We have attached a payment for the registration and uniform deposit.

_____ _____
Name of Parent or Legal Guardian Signature of Parent or Legal Guardian

_____
Emergency Telephone Number

_____ _____
Name of Student Signature of Student

ARRIVAL AND DISMISSAL PROCEDURES

When dropping off or picking up your child from school, please observe the following procedures:

Arrival:

- The front office will be closed from 7:25-7:45am
- The gate on Erwin will be closed
- Observe a **5 mph** speed limit in the parking lot.
- Use the proper entrance and exit driveways.
- The carpool line is meant to be a moving line.
- When dropping off your child, your child/children should be ready, with backpack in hand, to exit from the car from the right side as soon as you stop.
- If there is any need for you to get out of the car to assist your child, then pull into a designated parking space and help your child.(No parking on the first two parking rows near the church.)
- **There is a designated crosswalk**. Please use it and set an example for your child to develop proper safety care.
- Students arriving after 7:45am must be walked to the front office.
- Parents in PS, PK, TK, K only, may walk their child inside the school, must wear a parent badge, and need to exit the school right after drop off.

Dismissal:

- The front office will be closed from 2:55pm-3:15pm
- At dismissal- All parents/guardians are required to pick up their child from the designated gate. **Only parents or other specified on child's School Emergency Information form may pick up a child from and must show parent ID badge.**
- 4-8th pick up is at the gate by the upper building
- K-3rd pick up is by the garden gate
- PS, PK, TK parents can enter through the side gate and must wear a parent badge and exit after pick up
- Children not picked up within the first fifteen (15) minutes after the dismissal bell will be sent to the front office and will be charged $1 for every minute the child is picked up late.

Boys and Girls Club pick up procedure

- Parents will wait in the waiting areas while your child is brought to you, you cannot enter all the way through the auditorium
- Parents must show parent badge when picking up their child

CHANNELS OF COMMUNICATION

To **effectively** implement the role of Christian educator it is necessary for both home and school to assume their responsibility in the unfolding of our future leaders – our children. It is extremely important that there be **unity** in dealing with concerns. If an occasion arises for which you would like further clarification in a matter concerning your child or school policy, it is expected that the following **lines of communication** be observed:

First:	If you have a concern in regard to your child, go first to his or her teacher(s), not to the principal.
Second:	If, after working with the teacher, you believe nothing is being done to alleviate your concern, then make an appointment to speak with the principal.
Third:	If you are still dissatisfied with the results, then make an appointment to speak with the pastor.

When inquiring about your child's progress or lack of progress, please observe the proper Channels of Communication as outlined above. Parents should make an appointment to speak with their child's teacher.

Discussing your concern(s) outside the setting of the situation **does not** alleviate or solve the problem. More harm than good results. **Go to the source for clarification!**

We are responsible for making every effort to help each child who comes under our care to become a better person, a better student, and a better member of society in the process of growing up. This can be realized only if school and home **work together.**

The school regularly informs parents about the educational and behavioral progress of their children through progress reports, report cards, phone calls, notes home, and parent conferences.

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

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

DISABILITY DISCRIMINATION COMPLAINT AND REVIEW PROCESS FOR STUDENTS AND THEIR PARENTS OR GUARDIANS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint and Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the school arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint and Review Process is to be free from restraint, coercion, discrimination or retaliation in any form. You should use the Complaint and Review Process when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

INITIAL COMPLAINT PROCESS:

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) directly involved.

2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School, in writing, within 15 days of the event which is the subject of your complaint. You should also send your complaint to the Archdiocesan Compliance Officer, who is charged with monitoring such complaints at:

Archdiocesan Compliance Officer
Department of Catholic Schools
3424 Wilshire Blvd.
Los Angeles, Ca, 90010

If you do not submit a written complaint to the Principal of the St. Patrick School within the 15 day period it will be considered untimely.

3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision within 20 days of submission of your written complaint.

REVIEW LEVEL:

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review. The request for review must be submitted within ten (10) days of the Principal's written decision or it will be considered untimely. The request for review must be sent

to the Supervisor at the Department of Catholic Schools assigned to this School. The Supervisor can be reached at: 213-637-7313. The School Supervisor, with the assistance of the Archdiocesan Compliance Officer, will conduct the review of your complaint.

2. The School Supervisor will set the date, time and location for the review and will facilitate the review process. Your review may be conducted by a single person or by a representative committee, including the Archdiocesan Compliance Officer, as the case warrants. All persons involved in the complaint may select someone to help in preparations for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set within 10 to 15 days after receipt of your request for review, giving consideration to the schedules of all persons involved.

3. At the Review Hearing:
   1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.

   2. The reviewer(s) interview(s) other parties involved in the case, giving each an opportunity to respond to the complaint and present relevant facts and documentation.

   3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.

   4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within 10 days of the hearing.

Your participation in this Complaint and Review Process does not prevent you from making a complaint to an applicable government agency. For complaints about discrimination, you can go to:

U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights
http://www.ascr.usda.gov/complaint_filing.html

The addresses of the government offices closest to you can be found in the front of your telephone book.

COMPLAINT AND REVIEW PROCESS FOR ARCHDIOCESAN AND PARISH SCHOOL PARENTS AND STUDENTS

Introduction: Concern for the dignity and rights of each person is intrinsic to the Church's mission as a true witness to the spirit of the Gospel. The Archdiocesan Complaint Review Process offers assistance in those situations where schools and various persons come into conflict, and reconciliation at the local level has been impeded.

Purpose: The purpose of the Complaint Review Process is to provide a structure for bringing about resolution and reconciliation. This is done in an atmosphere of mutual understanding with

respect for the dignity and worth of all parties. Because the desired result is reconciliation, legal representation is not permitted at any stage of the Complaint Review Process.

Any person filing a complaint is to be free of restraint, coercion, discrimination, or reprisal in any form.

Personal Conduct:
All those participating in the Complaint Review Process are responsible to:

1. Strive towards reconciliation and
2. Act in good faith

Definitions: The person referred to as the Responsible Official in this process is the person designated by the Archdiocese to coordinate the efforts to comply with and carry out its responsibility, ordinarily the principal of the school and/or the pastor of the parish.

Process: The person bringing the complaint is encouraged to try to resolve the complaint by discussing it frankly with the Responsible Official and/or the persons directly involved. The Responsible Official reviews the facts presented and facilitates a thorough discussion of the problem. The goal is to achieve a just resolution of the problem and reconciliation among all persons concerned. The Responsible Official orally responds to the complaint and provides the person bringing the complaint with a written summary of the response.

If the complaint is not able to be resolved at the school/parish level, the person bringing the complaint states it in writing and the specific resolution sought. Copies of this written complaint are sent to the Responsible Official and to the Regional Supervisor of the Department of Catholic Schools. The Regional Supervisor will review the complaint in a timely fashion and will attempt to act as a mediator to bring about mutual agreement between the person bringing the complaint and other parties. However, if no agreement can be reached, the Regional Supervisor makes a determination concerning the resolution of the complaint based on the application of Archdiocesan and school policies and/or regulations. The Regional Supervisor will then communicate the final determination in writing to all parties. There is no appeal beyond the Regional Supervisor.

Effects of Complaint Resolution: The determination concerning a complaint is applicable to that complaint only and is not binding authority for the disposition of any other complaint. School policies, rules, regulations contained in Faculty Handbooks, Student/Parent Handbooks, employment agreements, Archdiocesan Administrative Handbooks, and the like are binding and not subject to reversal or abrogation because of the decision reached in a Complaint Review Process.

PARENT/STUDENT COMPLAINT REVIEW PROCESS

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the

Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

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

Department of Catholic Schools Level

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

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of 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.

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

PARENTS TAKING ACTION BOARD

Parents taking A.C.T.I.O.N. promotes parental support for the school program, increase mutual understanding between school and parents, and reduce obstacles to effective communication with the general public. The support provided by such organizations can include, but is not limited to:

1. Promoting quality education and adequate pupil welfare.
2. Conducting fund-raising activities for the benefit of the school.
3. Setting standards for building safety and maintenance.

4. Sponsoring social and civic activities.

Because of these benefits to the school, the Catholic School Board encourages formation of parents taking A.C.T.I.O.N. under provisions of current Archdiocesan policy, which is as follows:

A parent organization associated with the Archdiocesan elementary school should comply with these general norms:

1. It will be established and continue or terminate operation at the discretion of the local pastor.
2. In view of responsibilities (which cannot be delegated) imposed on the pastor by cannon law, **it will be purely consultative or advisory in nature.**
3. It will have no legal status apart from the school and, therefore, will not be separately incorporated.
4. It will function in accordance with a written constitution which complies with all current provisions of Archdiocesan policy governing the structure and operation of such an organization.
5. Recommendations and actions of the organization are subject to all Archdiocesan school regulations and policies as established by the Catholic School Board and executed by the Department of Catholic Schools.

Without limiting the prerogative of the organization or its executive board to seek appropriate council as required, its membership shall not be drawn from other than the following:

1. The pastor of the parish or his delegate;
2. The principal of the school.
3. The religious and lay faculty of the school.
4. The parents or legal guardians of pupils currently enrolled in the school.

The pastor and principal shall have the right of prior approval of officers, and other members of the executive board elected by the organization.

At the present time the PTA meets every first Tuesday of the month at 8:00 a.m. in the auditorium or computer lab. All school parents are invited to attend. The agenda of current information and/or concerns are discussed. Parents may ask questions at the end of the meeting.

CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS

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

Parent Organizations

The main functions of the 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.

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

Consultative School Boards

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

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

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

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

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

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**

- **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

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

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

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

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

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 children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

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

Revised August 20, 2007

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

"Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.

- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH

Revised August 20, 2007

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

Code of Conduct for Student Workers/Volunteers

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church.

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

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

2005 CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

Preamble

Since 2002, the Church in the United States has experienced a crisis without precedent in our times. The sexual abuse of children and young people by some deacons, priests, and bishops, and the ways in which these crimes and sins were addressed, have caused enormous pain, anger, and confusion. As bishops, we have acknowledged our mistakes and our roles in that suffering, and we apologize and take responsibility again for too often failing victims and the Catholic people in the past. From the depths of our hearts, we bishops express great sorrow and profound regret for what the Catholic people have endured.

With this revision of the *Charter for the Protection of Children and Young People*, we re-affirm our deep commitment to creating a safe environment within the Church for children and youth. We have listened to the profound pain and suffering of those victimized by sexual abuse and will continue to respond to their cries. We have agonized over the sinfulness, the criminality, and the breach of trust perpetrated by some members of the clergy. We have determined as best we can the extent of the problem of this abuse of minors by clergy in our country, and we await the results of a study of the causes and context of this problem.

We continue to have a special care for and a commitment to reaching out to the victims of sexual abuse and their families. The damage caused by sexual abuse of minors is devastating and long-lasting. We apologize to them for the grave harm that has been inflicted on them, and we offer our help for the future. The loss of trust that is often the consequence of such abuse

becomes even more tragic when it leads to a loss of the faith that we have a sacred duty to foster. We make our own the words of His Holiness, Pope John Paul II: that the sexual abuse of young people is “by every standard wrong and rightly considered a crime by society; it is also an appalling sin in the eyes of God” (Address to the Cardinals of the United States and Conference Officers, April 23, 2002).

Along with the victims and their families, the entire Catholic community in this country has suffered because of this scandal. In the last three years, the intense public scrutiny of the minority of the ordained who have betrayed their calling has caused the vast majority of faithful priests and deacons to experience enormous vulnerability to being misunderstood in their ministry and even to the possibility of false accusations. We share with them a firm commitment to renewing the image of the vocation to Holy Orders so that it will continue to be perceived as a life of service to others after the example of Christ our Lord.

We, who have been given the responsibility of shepherding God’s people, will, with his help and in full collaboration with all the faithful, continue to work to restore the bonds of trust that unite us. Words alone cannot accomplish this goal. It will begin with the actions we take in our General Assembly and at home in our dioceses and eparchies.

We feel a particular responsibility for the “the ministry of reconciliation” (2 Cor 5:18) which God, who reconciled us to himself through Christ, has given us. The love of Christ impels us to ask forgiveness for our own faults but also to appeal to all—to those who have been victimized, to those who have offended, and to all who have felt the wound of this scandal—to be reconciled to God and one another.

Perhaps in a way never before experienced, we have felt the power of sin touch our entire Church family in this country; but as St. Paul boldly says, God made Christ "to be sin who did not know sin, so that we might become the righteousness of God in him" (2 Cor 5:21). May we who have known sin experience as well, through a spirit of reconciliation, God's own righteousness.

We know that after such profound hurt, healing and reconciliation are beyond human capacity alone. It is God’s grace and mercy that will lead us forward, trusting Christ’s promise: “for God all things are possible” (Mt 19:26).

In working toward fulfilling this responsibility, we have relied first of all on Almighty God to sustain us in faith and in the discernment of the right course to take.

We have received fraternal guidance and support from the Holy See that has sustained us in this time of trial.

We have relied on the Catholic faithful of the United States. Nationally and in each diocese, the wisdom and expertise of clergy, religious, and laity have contributed immensely to confronting the effects of the crisis and taking steps to resolve it. We are filled with gratitude for their great faith, their generosity, and for the spiritual and moral support that we have received from them.

We acknowledge and affirm the faithful service of the vast majority of our priests and deacons and the love that their people have for them. They deservedly have our esteem and that of the Catholic people for their good work. It is regrettable that their committed ministerial witness has been overshadowed by this crisis.

In a special way, we acknowledge those victims of clergy sexual abuse and their families who have trusted us enough to share their stories and to help us appreciate more fully the consequences of this reprehensible violation of sacred trust.

Let there now be no doubt or confusion on anyone’s part: For us, your bishops, our obligation to protect children and young people and to prevent sexual abuse flows from the mission and example given to us by Jesus Christ himself, in whose name we serve.

As we work to restore trust, we are reminded how Jesus showed constant care for the vulnerable. He inaugurated his ministry

with these words of the Prophet Isaiah:

The Spirit of the Lord is upon me,
because he has anointed me
to bring glad tidings to the poor.
He has sent me to proclaim liberty to captives
and recovery of sight to the blind,
to let the oppressed go free,
and to proclaim a year acceptable to the Lord. (Lk 4:18-19)

In Matthew 25, the Lord, in his commission to his apostles and disciples, told them that whenever they show mercy and compassion to the least ones, they show it to him.

Jesus extended this care in a tender and urgent way to children, rebuking his disciples for keeping them away from him: "Let the children come to me" (Mt 19:14). And he uttered a grave warning that for anyone who would lead the little ones astray, it would be better for such a person "to have a great millstone hung around his neck and to be drowned in the depths of the sea" (Mt 18:6).

We hear these words of the Lord as prophetic for this moment. With a firm determination to restore the bonds of trust, we bishops recommit ourselves to a continual pastoral outreach to repair the breach with those who have suffered sexual abuse and with all the people of the Church.

In this spirit, over the last three years, the principles and procedures of the *Charter* have been integrated into church life.

- The Office for Child and Youth Protection provides the focus for a consistent, ongoing, and comprehensive approach to creating a secure environment for young people throughout the Church in the United States.

- The Office also provides the means for us to be accountable for achieving the goals of the *Charter*, as demonstrated by its two reports on the implementation of the *Charter* based on independent compliance audits.

- The National Review Board is carrying on its responsibility to assist in the assessment of diocesan compliance with the *Charter* and to commission studies on the sexual abuse of minors, and it has issued its own *Report on the Crisis in the Catholic Church in the United States*.

- The descriptive study of the nature and scope of sexual abuse of minors by Catholic clergy in the United States, commissioned by the National Review Board, has been completed. The resulting study, examining the historical period 1950-2002, by the John Jay College of Criminal Justice provides us with a powerful tool not only to examine our past but also to secure our future against such misconduct.

- Victims' assistance coordinators are in place throughout our nation to assist dioceses in responding to the pastoral needs of those who have been injured by abuse.

- Diocesan/eparchial bishops in every diocese are advised and greatly assisted by diocesan review boards as the bishops make the decisions needed to fulfill the *Charter*.

- Safe environment programs are in place to assist parents and children—and those who work with children—in preventing harm to young people.

Through these steps and many others, we remain committed to the safety of our children and young people.

While it seems that the scope of this disturbing problem of sexual abuse of minors by clergy has been reduced over the last decade, the harmful effects of this abuse continue to be experienced both by victims and dioceses.

Thus it is with a vivid sense of the effort which is still needed to confront the effects of this crisis fully and with the wisdom gained by the experience of the last three years that we have reviewed and revised the *Charter for the Protection of Children and Young People*. We now re-affirm that we will assist in the healing of those who have been injured, will do all in our power to protect children and young people, and will work with our clergy, religious, and laity to restore trust and harmony in our faith communities, as we pray for God's kingdom to come, here on earth, as it is in heaven.

To make effective our goals of a safe environment within the Church for children and young people and of preventing sexual abuse of minors by clergy in the future, we, the members of the United States Conference of Catholic Bishops, have outlined in this *Charter* a series of practical and pastoral steps, and we commit ourselves to taking them in our dioceses and eparchies:

To Promote Healing and Reconciliation with Victims/Survivors of Sexual Abuse of Minors

ARTICLE 1. Dioceses/eparchies are to reach out to victims/survivors and their families and demonstrate a sincere commitment to their spiritual and emotional well-being. The first obligation of the Church with regard to the victims is for healing and reconciliation. Each diocese/eparchy is to continue its outreach to every person who has been the victim of sexual abuse* as a minor by anyone in church service, whether the abuse was recent or occurred many years in the past. This outreach may include provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim and the diocese/eparchy.

Through pastoral outreach to victims and their families, the diocesan/eparchial bishop or his representative is to offer to meet with them, to listen with patience and compassion to their experiences and concerns, and to share the "profound sense of solidarity and concern" expressed by His Holiness, Pope John Paul II, in his Address to the Cardinals of the United States and Conference Officers (April 23, 2002).

ARTICLE 2. Dioceses/eparchies are to have policies and procedures in place to respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred. Dioceses/eparchies are to have a competent person or persons to coordinate assistance for the immediate pastoral care of persons who report having been sexually abused as minors by clergy or other church personnel. The procedures for those making a complaint are to be readily available in printed form in the principle languages in which the liturgy is celebrated in the diocese/eparchy and be the subject of public announcements at least annually.

Dioceses/eparchies are also to have a review board that functions as a confidential consultative body to the bishop/eparch. The majority of its members are to be lay persons not in the employ of the diocese/eparchy (see Norm 5 in *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*, 2002). This board is to advise the diocesan/eparchial bishop in his assessment of allegations of sexual abuse of minors and in his determination of a cleric's suitability for ministry. It is regularly to review diocesan/eparchial policies and procedures for dealing with sexual abuse of minors. Also, the board can review these matters both retrospectively and prospectively and give advice on all aspects of responses in connection with these cases.

ARTICLE 3. Dioceses/eparchies are not to enter into settlements which bind the parties to confidentiality unless the victim/survivor requests confidentiality and this request is noted in the text of the agreement.

To Guarantee an Effective Response to Allegations of Sexual Abuse of Minors

ARTICLE 4. Dioceses/eparchies are to report an allegation of sexual abuse of a person who is a minor to the public authorities. Dioceses/eparchies are to comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question.

Dioceses/eparchies are to cooperate with public authorities about reporting cases even when the person is no longer a minor.

In every instance, dioceses/eparchies are to advise victims of their right to make a report to public authorities and support this right.

ARTICLE 5. We affirm the words of His Holiness, Pope John Paul II, in his Address to the Cardinals of the United States and Conference Officers: "There is no place in the priesthood or religious life for those who would harm the young."

Sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1). Because of the seriousness of this matter, jurisdiction has been reserved to the Congregation for the Doctrine of the Faith (Motu proprio, *Sacramentorum sanctitatis tutela*, AAS, 93, 2001). Sexual abuse of a minor is also a crime in all civil jurisdictions in the United States.

Diocesan/eparchial policy is to provide that for even a single act of sexual abuse of a minor*—whenever it occurred—which is admitted or established after an appropriate process in accord with canon law, the offending priest or deacon is to be permanently removed from ministry and, if warranted, dismissed from the clerical state. In keeping with the stated purpose of this *Charter*, an offending priest or deacon is to be offered therapeutic professional assistance both for the purpose of prevention and also for his own healing and well-being.

The diocesan/eparchial bishop is to exercise his power of governance, within the parameters of the universal law of the Church, to ensure that any priest or deacon subject to his governance who has committed even one act of sexual abuse of a minor as described below shall not continue in ministry.

A priest or deacon who is accused of sexual abuse of a minor is to be accorded the presumption of innocence during the investigation of the allegation and all appropriate steps are to be taken to protect his reputation. He is to be encouraged to retain the assistance of civil and canonical counsel. If the allegation is not proven, every step possible is to be taken to restore his good name, should it have been harmed.

In fulfilling this article, dioceses/eparchies are to follow the requirements of the universal law of the Church and of the *Essential Norms* approved for the United States.

ARTICLE 6. There are to be clear and well-publicized diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other paid personnel and volunteers of the church in positions of trust who have regular contact with children and young people.

ARTICLE 7. Dioceses/eparchies are to be open and transparent in communicating with the public about sexual abuse of minors by clergy within the confines of respect for the privacy and the reputation of the individuals involved. This is especially so with regard to informing parish and other church communities directly affected by ministerial misconduct involving minors.

To Ensure the Accountability of Our Procedures

ARTICLE 8. By the authority of the United States Conference of Catholic Bishops, the mandate of the Ad Hoc Committee on Sexual Abuse is renewed, and it is now constituted the Committee for the Protection of Children and Young People. It becomes a standing committee of the Conference. Its membership is to include representation from all the episcopal regions of the country, with new appointments staggered to maintain continuity in the effort to protect children and youth.

The Committee is to advise the USCCB on all matters related to child and youth protection and is to oversee the development of the plans, programs, and budget of the Office of Child and Youth Protection. It is to provide the USCCB with comprehensive planning and recommendations concerning child and youth protection by coordinating the efforts of the Office

and the National Review Board.

ARTICLE 9. The Office for Child and Youth Protection, established by the Conference of Catholic Bishops, is to staff the Committee for the Protection of Children and Young People and be a resource for dioceses/eparchies for the implementation of "safe environment" programs and for suggested training and development of diocesan personnel responsible for child and youth protection programs, taking into account the financial and other resources, as well as the population, area, and demographics of the diocese/eparchy.

The Office is to produce an annual public report on the progress made in implementing and maintaining the standards in this *Charter*. The report is to be based on an annual audit process whose method, scope, and cost are to be approved by the Administrative Committee on the recommendation of the Committee for the Protection of Children and Young People. This public report is to include the names of those dioceses/eparchies which the audit shows are not in compliance with the provisions and expectations of the Charter.

As a member of the Conference staff, the Executive Director of the Office is appointed by and reports to the General Secretary. The Executive Director is to provide the Committee for the Protection of Children and Young People and the National Review Board with regular reports of the Office's activities.

ARTICLE 10. The whole Church, especially the laity, at both the diocesan and national levels, needs to be engaged in maintaining safe environments in the Church for children and young people.

The Committee for the Protection of Children and Young People is to be assisted by the National Review Board, a consultative body established in 2002 by the USCCB. The Board will review the annual report of the Office of Child and Youth Protection on the implementation of this *Charter* in each diocese/eparchy and any recommendations that emerge from it, and offer its own assessment regarding its approval and publication to the Conference President.

The Board will also advise the Conference President on future members. The Board members are appointed by the Conference President in consultation with the Administrative Committee and are accountable to him and to the USCCB Executive Committee. Before a candidate is contacted, the Conference President is to seek and obtain, in writing, the endorsement of the candidate's diocesan bishop. The Board is to operate in accord with the statutes and bylaws of the USCCB and within procedural guidelines to be developed by the Board in consultation with the Committee for the Protection of Children and Young People and approved by the USCCB Administrative Committee. These guidelines are to set forth such matters as the Board's purpose and responsibility, officers, terms of office, and frequency of reports to the Conference President on its activities.

The Board will offer its advice as it collaborates with the Committee for the Protection of Children and Young People on matters of child and youth protection, specifically on policies and best practices. The Board and Committee for the Protection of Children and Young People will meet jointly several times a year.

The Board will review the work of the Office of Child and Youth Protection and make recommendations to the Director. It will assist the Director in the development of resources for dioceses.

The Board is to oversee the completion of the study of the causes and context of the recent crisis. The Board will offer its assessment of the data gathered and preliminary results to the Committee for the Protection of Children and Young People as the study moves forward.

ARTICLE 11. The President of the Conference is to inform the Holy See of this revised *Charter* to indicate the manner in which we, the Catholic bishops, together with the entire Church in the United States, intend to continue our commitment to the protection of children and young people. The President is also to share with the Holy See the annual reports on the implementation of the *Charter*.

To Protect the Faithful

ARTICLE 12. Dioceses/eparchies are to maintain "safe environment" programs which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

ARTICLE 13. Dioceses/eparchies are to evaluate the background of all incardinated and non-incardinated priests and deacons who are engaged in ecclesiastical ministry in the diocese/eparchy and of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies. In addition, they are to employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination (cf. National Conference of Catholic Bishops, *Program of Priestly Formation*, [Fifth Edition], 2006, no. 39).

ARTICLE 14. Transfers of clergy who have committed an act of sexual abuse against a minor for residence, including retirement, shall be as in accord with Norm 12 of the *Essential Norms*. (Cf. Proposed Guidelines on the Transfer or Assignment of Clergy and Religious, adopted by the USCCB, the Conference of Major Superiors of Men, the Leadership Conference of Women Religious, and the Council of Major Superiors of Women Religious in 1993.)

ARTICLE 15. To ensure continuing collaboration and mutuality of effort in the protection of children and young people on the part of the bishops and religious ordinaries, two representatives of the Conference of Major Superiors of Men are to serve as consultants to the Committee for the Protection of Children and Young People. At the invitation of the Major Superiors, the Committee will designate two of its members to consult with its counterpart at CMSM. Diocesan/eparchial bishops and major superiors of clerical institutes or their delegates are to meet periodically to coordinate their roles concerning the issue of allegations made against a cleric member of a religious institute ministering in a diocese/eparchy.

ARTICLE 16. Given the extent of the problem of the sexual abuse of minors in our society, we are willing to cooperate with other churches and ecclesial communities, other religious bodies, institutions of learning, and other interested organizations in conducting research in this area.

ARTICLE 17. We pledge our complete cooperation with the Apostolic Visitation of our diocesan/eparchial seminaries and religious houses of formation recommended in the Interdicasterial Meeting with the Cardinals of the United States and the Conference Officers in April 2002.

We commit ourselves to work individually in our dioceses/eparchies and together as a Conference, through the appropriate committees, to strengthen our programs both for initial priestly formation and for the ongoing formation of priests. With new urgency, we will promote programs of human formation for chastity and celibacy for both seminarians and priests based upon the criteria found in *Pastores Dabo Vobis*, the *Program of Priestly Formation*, and the *Basic Plan for the Ongoing Formation of Priests*. We will continue to assist priests, deacons, and seminarians in living out their vocation in faithful and integral ways.

We bishops and eparchs commit ourselves to work as one with our brother priests and deacons to foster reconciliation among all people in our dioceses/eparchies, especially with those individuals who were themselves abused and the communities that have suffered because of the sexual abuse of minors that occurred in their midst.

Conclusion

As we wrote three years ago, "It is within this context of the essential soundness of the priesthood and of the deep faith of our

brothers and sisters in the Church that we know that we can meet and resolve this crisis for now and the future."

We wish to re-affirm once again that the vast majority of priests and deacons serve their people faithfully and that they have the esteem and affection of their people. They also have our love and esteem and our commitment to their good names and well-being.

An essential means of dealing with the crisis is prayer for healing and reconciliation, and acts of reparation for the grave offense to God and the deep wound inflicted upon his holy people. Closely connected to prayer and acts of reparation is the call to holiness of life and the care of the diocesan/eparchial bishop to ensure that he and his priests avail themselves of the proven ways of avoiding sin and growing in holiness of life.

It is with reliance on prayer and penance that we renew the pledges which we made in the original *Charter*:

We pledge most solemnly to one another and to you, God's people, that we will work to our utmost for the protection of children and youth.

We pledge that we will devote to this goal the resources and personnel necessary to accomplish it.

We pledge that we will do our best to ordain to the priesthood and put into positions of trust only those who share this commitment to protecting children and youth.

We pledge that we will work toward healing and reconciliation for those sexually abused by clerics.

Much has been done to honor these pledges. We devoutly pray that God who has begun this good work in us will bring it to fulfillment.

This *Charter* is published for the dioceses/eparchies of the United States. It is to be reviewed again in five years by the Committee for the Protection of Children and Young People with the advice of the National Review Board. The results of this review are to be presented to the full Conference of Bishops for confirmation.

*In accord with *Sacramentorum sanctitatis tutela* (SST), article 4 §1, sexual abuse, for purposes of this *Charter*, shall include any offense by a cleric against the Sixth Commandment of the Decalogue with a minor as understood in the *Code of Canon Law*, c. 1395 §2 ("A cleric who in another way has committed an offense against the sixth commandment of the Decalogue, if the delict was committed by force or threats or publicly or with a minor below the age of sixteen years [raised in SST to eighteen years which has been the age of majority for the USA since 1994], is to be punished with just penalties, not excluding dismissal from the clerical state if the case so warrants") and the *Code of Canons of the Eastern Churches*, c. 1453 §1 ("A cleric who lives in concubinage or gives permanent scandal by publicly sinning against chastity is to be punished with a suspension, to which, other penalties can be gradually added up to deposition, if he persists in the offense").

If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (*Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State*, 1995, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.

The document *Charter for the Protection of Children and Young People* was developed by the Ad Hoc Committee for Sexual Abuse of the United States Conference of Catholic Bishops (USCCB). It was approved by the full body of U.S. Catholic bishops at its June 2005 General Meeting and has been authorized for publication by the undersigned.

Msgr. William P. Fay

General Secretary, USCCB

Scripture texts used in this work are taken from the *New American Bible*, copyright © 1991, 1986, and 1970 by the Confraternity of Christian Doctrine, Washington, DC 20017 and are used by permission of the copyright owner. All rights reserved.

Archdiocese of Los Angeles
Victims Assistance Ministry

Victims Assistance

The first obligation of the Church with regard to victims is for healing and reconciliation. Dioceses continue to reach out to every person who has been a victim of sexual abuse as a minor by anyone in church service, whether that abuse is recent or occurred in the past.

The Victims Assistance Ministry serves to help victims/survivors who have been victims of sexual abuse by a priests, deacons, or individuals representing the Catholic Church.
The Victim Assistance Coordinator is available to help victims/survivors make a formal complaint of abuse to the diocese, and to obtain support for the needs of the individual and families.

Resources

- Reporting Sexual Misconduct & Abuse Hotline
- Response to Complaints
- The Nature of the Problem
- Support Groups

Victims Assistance Coordinator:

Ms. Suzanne D. Healy
Victims Assistance Ministry Office
Archdiocese of Los Angeles
SDHealy@la-archdiocese.org
213 637 7650 phone
213 637 6650 fax