

HOLY TRINITY SCHOOL

2019/2020

PARENT/STUDENT HANDBOOK



Table of Contents

<u>Number</u>	<u>Section No</u>	<u>Subject</u>
Pages 6-17		Holy Trinity School Information General Information/Addresses/Phone Numbers/ Time Schedule Calendar Faculty/Staff Roster Organizational Chart/Map of Parish Facilities School Maps Holy Trinity Parents Association (HTPA) History of Holy Trinity School Mission, Vision, and Values Statements Philosophy and Policy Statements/Mission Assurance of Publication Child Abuse/Neglect/Archdiocese Policy Mandate
Pages 18-52		
1.		ARCHDIOCESAN POLICIES AND PROCEDURES
	1.1	Code of Christian Conduct
	1.2	Zero Tolerance Policy
	1.3	Safe Environment Training For Children & Youth
	1.4	Guideline for Adults Interacting With Minors
	1.5	Boundary Guideline for Junior High
	1.6	Parent/Student Complaint Review Process
	1.6.a	School Level
	1.6.b	Department of Catholic Schools Level
	1.7	Parent or Parent - Teacher Organizations
	1.7.a	Parent or Parent/Teacher Organization
	1.7.b	Consultative School Council
2.		ADMISSION AND ATTENDANCE
	2.1	School Student Non-Discrimination Policy
	2-2	Inclusion Procedures
	2.3	Guideline for Admission to Elementary Schools
	2.4	Privacy and Access to Records
	2.4.a	Pupil Records
	2.4.b	Directory Information
	2.4.c	Parent Authorizations to Use Child's Personal Information
	2.5	Transfer of Records
	2.5.a	Student Transfers, Withdrawals and Graduation
	2.5.b	Withholding of Records
	2.5.c	Cumulative Pupil Record
	2.6	Absence
	2.6.a	Absences with Acceptable Excuse
	2.6.b	Extended Absences
	2.6.d	Leaving School Early
	2.6.e	Tardiness
	2.6.f	Truancy
	2.6	Work Permits
	2.7	Student Accident Insurance
3.		ACADEMICS AND CO-CURRICULAR ACTIVITIES
	3.1	Tutoring

3.2	Counseling Policy
4.	DISCIPLINE
4.1	Maintenance of Effective Discipline
4.2	Disapproved Disciplinary Measures
4.3	Detention
4.4	Suspension
4.5	Expulsion
4.5.a	Reasons for Expulsion
4.5.b	Procedure for Expulsion
4.5.c	Written Record
4.5.d	Cases Involving Grave Offenses
4.5.e	Time of Expulsion
4.5.f	Reporting of Expulsions
4.5.g	Right to Make Exceptions
4.5.h	Home Study
4.6	Harassment, Bullying and Hazing Policy
4.7	Student Threats
4.8	School Searches
5.	ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS (“ARCHDIOCESAN AUP”)
5.1	Definitions
5.2	Electronic Communications Systems, Devices and Material and Users Covered
5.3	Ownership and Control of Communications
5.4	Guidelines for Email Correspondence and Other Electronic Communications
5.5	Prohibited Practices
5.6	Consequences of Violations of Electronic Communications Policy
6.	HEALTH AND SAFETY
6.1	Emergency Card
6.2	Examinations and Inoculations
6.3	Immunization
6.4	Health Records
6.5	Medical Appointments
6.6	Medications
6.7	Communicable Diseases
6.8	Allergies
6.9	Student Sexual Conduct and Pregnancy
6.10	Closed Campus
6.11	Research Projects and Rights of Parents
6.12	Removal of Students from School During School Hours
6.13	Interview and Removal from School of Students by Police Officers
6.13.a	Interview of a Student During School Hours by Police Officer
6.13.b	Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer
6.14	Guidelines Related to Possession and Use of Alcohol and Controlled Substances
6.14.a	Procedures in the Case of Suspected Possession or Use
Appendix A	Code of Conduct for Student Workers/Volunteer

7.	Pages 53-63	<p>Admission Application for Enrollment / Intent to Return Contracts Tuition - Rates – installments/Parish Rates FACTS Information Check/Cash Policy / Dishonored Checks Fees / Fines Payment of Tuition, Fees and Fines Fund-raising Information Fundraising Guidelines Current Fund-raising Options Miscellaneous Fund-raising Handbook Amendment Collection of Any Money Vendor List / S.P. Merchant List</p>
8.	Pages 64-69	<p>Curriculum Student Learning Expectations Sacramental Preparation / Religion Instruction The Tag Program Math Lab/Accelerated Math Evaluation/Homework Grading Policy/Testing Parent-Teacher Conferences Retention STEP (Support Team Education Plan) Disability Discrimination Complaint and Review</p>
9.	Pages 70-72	<p>Discipline Policy Probation/Detention Middle School Discipline Policy Discipline Board Waiver of Policies</p>
10.	Pages 73-76	<p>Uniform Policies</p>
11.	Pages 77-81	<p>Health/Safety of Students Attendance / Absence / Tardies Communicable Diseases Health Record Card Immunizations Insurance / Leave School Permit Medical Appointments / Medication in School Health Services Special Health Concerns Parent Volunteers HIV/ Aids Policy Medication Permission Form</p>
12.	Pages 82-83	<p>Safety/Disaster Plans Safety / Procedures Disaster / Safety of Building Telephone/Communications Dismissal Emergency Release Form Disaster Plan - Student Pick-up</p>
13.	Pages 84-87	<p>Drop Off / Pick Up Plans and Diagram</p>
14.	Pages 88-89	<p>Extended Care Programs After School Care Program / Day Care Program</p>

15. Pages 90-95 **Student Activities**
Altar Servers
Athletics
CJSF
Cheerleaders
Choir
Class Special Programs
Field Trips
Parties and Invitations
Scouting Program
Student Council
Student Awards
16. Pages 96-99 **Miscellaneous Information**
17. Pages 100-102 **Assistance Program / Communicator**
Envelope
Phone Directory

HOLY TRINITY SCHOOL

DEDICATED IN 1950

Holy Trinity School

1226 West Santa Cruz Street
San Pedro, California 90732

(310) 833-0703

Office Hours: 7:30 am to 3:30 pm (Monday through *Friday)
*Wednesday 7:30 am to 2:45 pm

Dr. Linda Wiley
Principal

Mrs. Cathy Cigliano
Vice-Principal

CHAPTER 126J OF THE CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

HOME OF THE CHARGERS

GENERAL INFORMATION

Holy Trinity Parish
209 N. Hanford Street
San Pedro, California 90732

(310) 548-6535

Reverend Kevin Nolan, Pastor

Reverend Xavier Dsouza, Associate

Deacon Walt Lauderdale

Deacon Gaspar Munoz

Kathy Morris, Business Manager

Teresa Monzon, Secretary

Holy Trinity School
1226 West Santa Cruz Street
San Pedro, California 90732
(310) 833-0703
Fax (310) 833-5219

Mrs. Celina Adrid, Secretary

Office Hours - 7:30 am - 3:30pm (M.T. Thurs. Fri.)
7:30 am - 2:45 pm (Wed.)

Athletic Director
Mr. Vince DiLeva
(310) 833-0703 ext. 203

Scrip Office
Mrs. Marsha Martinez
(310) 833-0703 ext. 204

Bookkeeper
Mrs. Gabriela Jalomo
(310) 833-0703 ext. 215

Health Office
(310) 833-3151 or (310) 833-0703 ext. 206

Resource Teacher
Mrs. Sheila Brusky
(310) 833-0703 ext. 335

Archdiocese of Los Angeles (213) 637-7000
Department of Catholic Schools

Holy Trinity School

2019/2020 Time Schedules

Regular Day Schedule

Kindergarten

8:00 am - 2:45 pm

Grades 1 through 5

7:50 am - 3:00 pm

Grades 6 through 8

7:50 am - 3:10 pm

Minimum Day Schedule

Kindergarten

8:00 am - 12:15 pm

Grades 1 through 8

7:50 am - 12:30 pm

Wednesday Schedule

Kindergarten

8:00 am - 1:45 pm

Grades 1 through 8

7:50 am - 2:00 pm

Recess

9:55 am - 10:15 am

9:45 am - 10:05 am

10:05 am - 10:25 am (Mon., Thurs., Fri.)

10:40 am - 10:50 am (Tues. Wed.)

K

Grades 1-5

Grades 6, 7, 8

Grades 6, 7, 8

Pre School

Mon. 10:25 am – 10:55 am

Tues. 10:10 am – 10:35 am

Wed. 10:10 am – 10:35 am

Thurs. 10:25 am – 10:55 am

Fri. 10:25 am – 10:55 am

Afternoon 1:55 – 2:25pm

Lunch

Kindergarten 12:00 pm - 12:35 pm

Grades 1-5 12:05 pm - 12:35 pm

Grades 6-8 12:35 pm - 1:05 pm

Note: EVERY WEDNESDAY WILL BE A FACULTY/STAFF MEETING
DISMISSAL - 2:00 PM.

2019-2020 School Calendar

Name of School: Holy Trinity School					City: San Pedro, CA																				
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri					
AUGUST				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
SEPTEMBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	PD				
OCTOBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	PD	22	23	24	25	28	29	30	31	
NOVEMBER					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
DECEMBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
JANUARY, 2020			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
FEBRUARY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
MARCH	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
APRIL			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
MAY					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
JUNE	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			

8/28/19	First Day of School--MINIMUM DAY	STAR Enterprise Windows
8/29-8/30	MINIMUM DAY	Window 1: Aug 19, 2019 – Sept 17, 2019
9/2/19	Labor Day--NO SCHOOL	Window 2: Jan 6, 2020 – Jan 24, 2020
9/30/19	Faculty Retreat--NO SCHOOL	Window 3: May 4, 2020 – May 19, 2020
10/21/19	Professional Development--NO SCHOOL	
11/7-11/8	Parent/Teacher Conferences--MINIMUM DAY	PD Faculty Professional Development--NO SCHOOL
11/11/19	Veterans Day--NO SCHOOL	NO SCHOOL
11/27-11/29/2019	Thanksgiving Holiday--NO SCHOOL	Minimum Day - 12:30 Dismissal
12/9/19 - 12/13/19	ACRE Testing	
12/20/19	MINIMUM DAY	
12/23/2019-1/3/20	Christmas Vacation--NO SCHOOL	
1/6/20	School Resumes	
1/20/20	Martin Luther King Jr. Day	
1/26/20 - 2/1/20	Catholic Schools Week	
2/17/20	Washington's Birthday (Presidents' Day)	
3/20/20	Professional Development--NO SCHOOL	
4/9/20	Holy Thursday--MINIMUM DAY	
4/10-4/17/20	Easter Vacation--NO SCHOOL	
5/6/20	Faculty Mini Retreat--MINIMUM DAY	
5/25/20	Memorial Day	
6/11/20	MINIMUM DAY	
6/12/20	Last Day of School--10:00 AM Dismissal	

FACULTY/STAFF ROSTER

Principal – Dr. Wiley / Vice-Principal- Mrs. Cigliano

School Secretary – Mrs. Adrid

Director/Pre K Teacher Mrs. Conejo Pre School Aide- Mrs. Vuoso

Faculty Roster

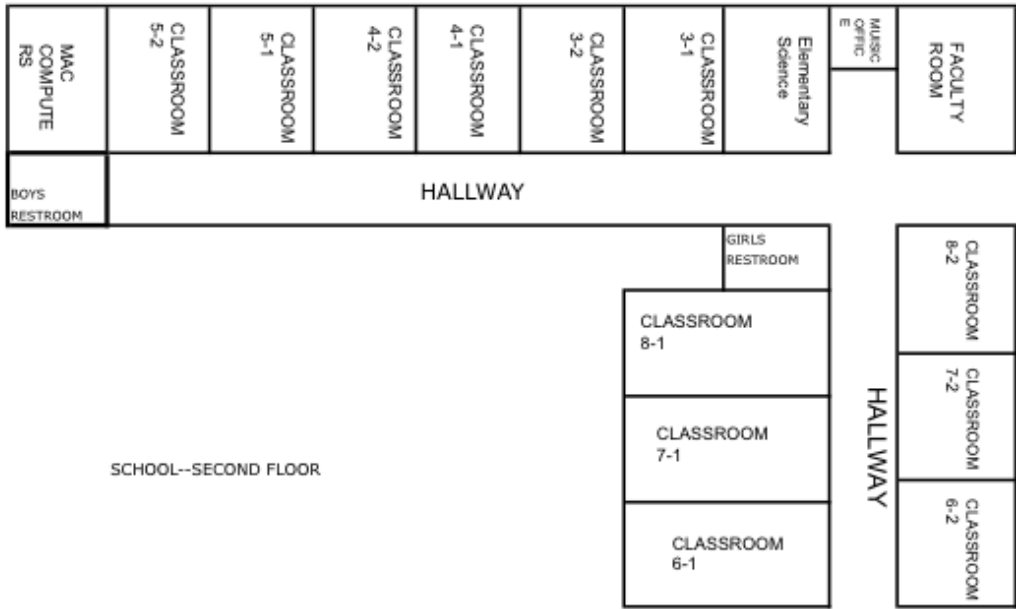
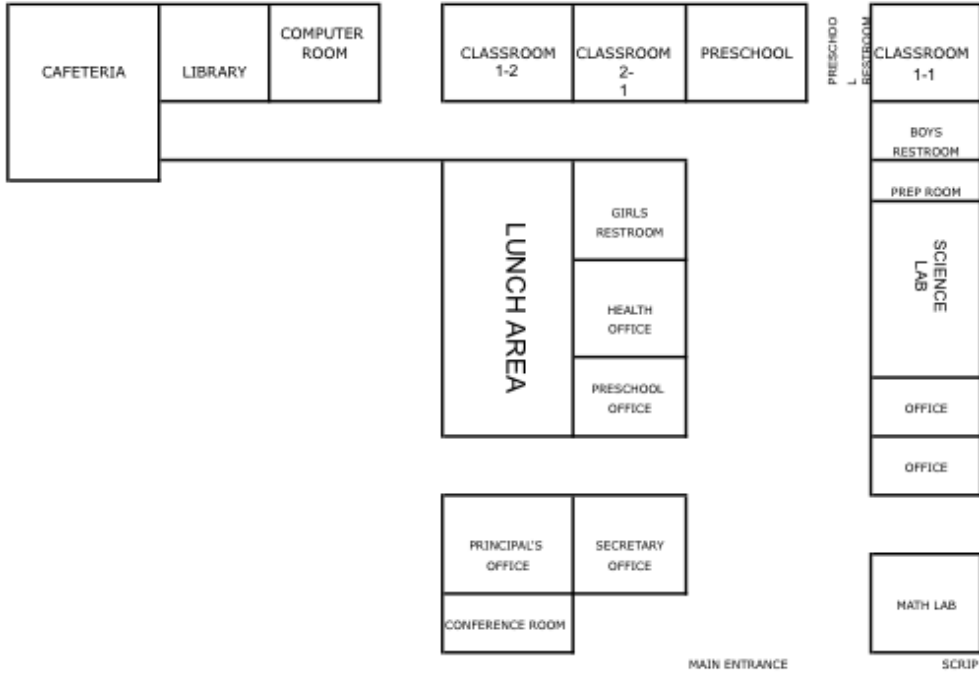
K-1	-	Miss Hardman	K-2	-	Mrs. Pham
1-1	-	Mrs. Romero	1-2	-	Mrs. Sestokas
2-1	-	Ms. Robles	2-2	-	Mrs. Liu
3-1	-	Mrs. Cusolito	3-2	-	Miss Stiefel
4-1	-	Mrs. Reynoso			
5-1	-	Mrs. Lauro	5-2	-	Mrs. Sentif
6-1	-	Sister Paulynne	6-2	-	Mrs. Wilson
7-1	-	Mrs. Ganwani	7-2	-	Miss Wilson
8-1	-	Mrs. Di Bernardo	8-2	-	Miss Kennedy
Math Specialist				-	Mrs. Garcia
Elementary Science Specialist				-	Mrs. Warner
Middle School Science				-	Mr. Vanderploeg
Resource 1-6				-	Mrs. Brusky
Computers (Grades 4 – 8)				-	Mrs. Sulentor
Music				-	Mrs. DiRocco
P.E. (Grades K-2 + 6-8)				-	Mrs. Campbell
P.E. (Grades 3-5)				-	Mrs. DiLeva

Staff Roster

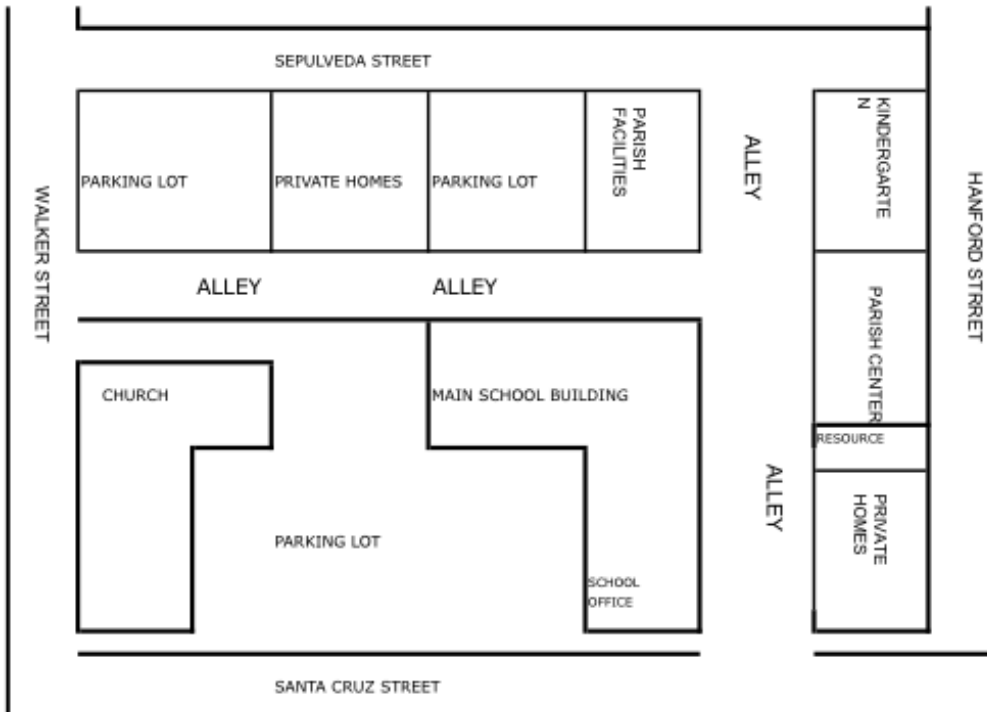
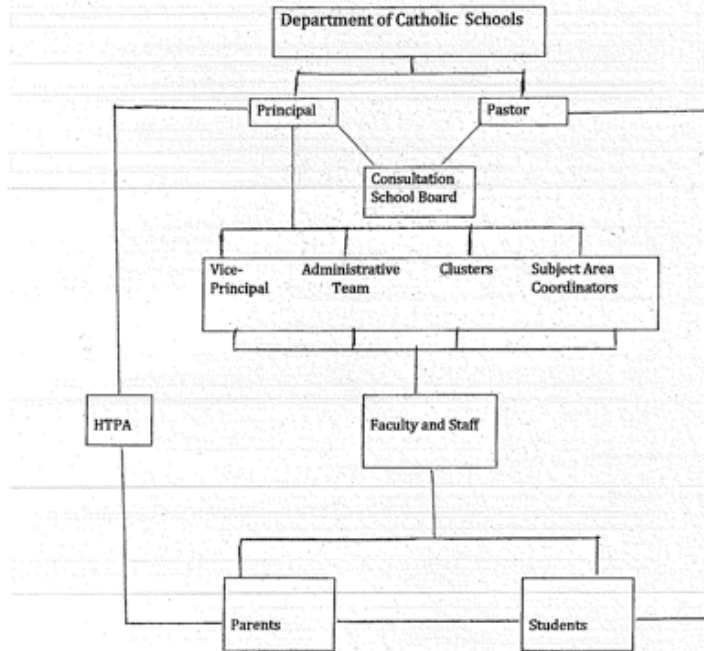
Aides K-1	-	Mrs. Tumasella	K-2	-	Mrs. Saccomano
1-1	-	Mrs. DiRocco	1-2	-	Mrs. Ramage
2-1	-	Mrs. Griffith	2-2	-	Mrs. Parker
3-1	-	Mrs. Marinkovich	3-2	-	Miss Ruan
4-1	-	Mrs. Howe	5 th Grade	-	Mrs. Denuc

Day Care Director	-	Mrs. Menes	Day Care Aide	-	Mrs. Wood
Athletic Director	-	Mr. DiLeva			
Art -Pre-K-5th	-	Mrs. Kovac			
Mac Computer Lab Aide	-	Mrs. Basura			
Spanish - Pre K-5 th	-	Mrs. Garcia			
Spanish - 6 th -8 th	-	Dr. Kennedy			

PC Lab/-Scholastic Specialist	-	Mrs. Aiello/Mrs. Zavala
Lunch Program	-	Mrs. Blaskovich/Mrs. Ramage
Accounts Receivable	-	Mrs. Jalomo
Health Office Coordinator	-	Mrs. Stevenson
Scrip Coordinator	-	Mrs. Martinez
Librarian	-	Mrs. Mantz



HOLY TRINITY SCHOOL
ORGANIZATIONAL CHART



PHONE DIRECTORY

<u>Name</u>	<u>Position</u>	<u>Ext.</u>
Dr. Wiley	Principal	250
Mrs. Cigliano	Vice-Principal	216
Mrs. Adrid	Secretary	200
Mrs. Martinez	Scrip Coordinator	204
Mrs. Jalomo	Tuition Bookkeeper	215
Mrs. Stevenson	Health Coordinator	206
Mrs. Blaskovich	Lunch Program	218
Mrs. Menes/Mrs. Wood	Before/After Care	217
Mrs. Mantz	Librarian	257
Mrs. Aiello/Mrs. Zavala	Scholastic Lab(K-3 rd)	244
Mr. DiLeva	Athletic Director	310 720-7194

TEACHERS

<u>Name</u>	<u>Position</u>	<u>Ext.</u>
Mrs. Conejo	Preschool Office	207
Mrs. Conejo/Mrs. Vuoso	Preschool	253
Ms. Hardman/Mrs. Tumasella	K-1	201
Mrs. Pham/Mrs. Saccamono	K-2	202
Mrs. Romero/Mrs. DiRocco	1-1	211
Mrs. Sestokas/Mrs. Ramage	1-2	212
Miss Robles/Mrs. Griffith	2-1	221
Mrs. Liu/Mrs. Parker	2-2	232
Mrs. Cusolito/Mrs. Marinkovich	3-1	231
Miss Stiefel/Miss Ruan	3-2	242
Mrs. Reynoso/Mrs. Howe	4-1	241
Mrs. Lauro/Mrs. Denuc	5-1	251
Mrs. Sentif	5-2	252
Sister Paulyne	6-1	261
Mrs. Wilson	6-2	262
Mrs. Gangwani	7-1	271
Miss Wilson	7-2	272
Mrs. DiBernardo	8-1	281
Miss Kennedy	8-2	282
Mrs. Sulentor/Mrs. Basura	Mac Lab (4 th -8 th)	256
Mrs. Warner	Elementary Science	222
Mr. Vanderploeg	Middle School Science	209
Mrs. Garcia/Dr. Kennedy	Spanish	398
Mrs. DiRocco	Music	255
Mrs. Garcia	Math Lab	205
Mrs. Brusky	Resource (K-6 th)	335
Mrs. Campbell/Mrs. DiLeva	PE	203

HOLY TRINITY PARENTS ASSOCIATION (HTPA)

Chairperson	-	Nicole Hendry 562 824-0539 nicolem.flores04@gmail.com
Co-Chairperson/Finance	-	Lisa Ruggiero/Felicita Tharp 310 629-6530/310 347-6569 4ruggieros@att.net /farroyo85@yahoo.com
Secretary	-	Lacie Funicello 310 308-9144 Lfuni007@gmail.com
Treasurer	-	Lorena Strong 323 868-5233 romero702@gmail.com
School Activities	-	Nelly Manzanares/Maria Martinez/Sam Gomez 310 722-1529/310 561-7936/310 809-5045 tlcjm777@yahoo.com/mariamartinez1039@sbcglobal.net/ thetruemrs.eaton@gmail.com
Social Activities	-	Kelli Real 310 990-0863 kellireal77@gmail.com
Parent Education & Enrichment	-	Lily Quevedo/Maria Martinez/Sam Gomez 310 503-4362/310 561-7936/310 809-5045 lilyemaquevedo@hotmail.com /mariamartinez1039@sbcglobal.net/ thetruemrs.eaton@gmail.com
Extracurricular Activities	-	Tamara Pasquarella/Caren Maresca 310 628-2155/310 408-8374 tamarapasquarella@sbcglobal.net /cigonzal2@aol.com
Publicity/Communications/Recruitment		Adam Gonzalez 323 974-3151 adamjgonzalez@gmail.com
Room Parent Coordinator	-	Kelli Real 310 990-0863 kellireal77@gmail.com

Holy Trinity History

Holy Trinity was reinstated as a parish in 1946. Under the leadership of Monsignor Gallagher, the parish purchased land for the school in 1950; and the groundbreaking ceremony took place on March 5, 1950. That same year, the Sisters of the Presentation of the Blessed Virgin Mary moved into the newly converted convent on Hanford Street. This community of sisters served Holy Trinity School from its inception in 1950 to 1990. In September of 1990, a lay principal was appointed.

The school opened on October 4, 1950, while the building was still under construction. Sister Mary Thaddea, the principal, greeted Holy Trinity's first students. There were 334 children in grades one through seven, meeting in three completed classrooms and the auditorium. The faculty consisted of five religious and two lay teachers.

On September 17, 1951, the second year began with the building completed and an enrollment of 434. On November 4, 1951, the school was dedicated by Bishop Manning. The grades now ranged from first through eighth. Graduation of the first class took place on June 12, 1952. Since this first commencement over 6,000 students have graduated from Holy Trinity, including many of our present students' parents.

Over the years, Holy Trinity has grown to be an active and thriving school. In 1956 and 1957, two annexes were constructed, adding five classrooms. Kindergarten was added and opened on October 2, 1956. The 1958-1959 school year opened with an outstanding enrollment of 940 children. All classes were double classrooms with fifty or more students. Holy Trinity remains a double classroom school. The school facilities include seventeen classrooms, a library, a Mac Computer Lab, a Scholastic/IBM computer lab, multipurpose room, a science lab, a math lab, and a preschool classroom.

In March of 1994, the Parish center was opened. Since then, it has been well used for various school events including science fairs, receptions, awards ceremonies, dinners, fund raising events, assemblies and in-house field trip experiences. In March of 1998, parishioners began meeting to develop a Master Plan for the Phase II building project. Parishioners met for eighteen months. In September of 1999, the Master Plan was approved by the Archdiocese.

A steering committee chose an architect in December 1999. Formal fund-raising began in November, 1999.

In the summer of 2001, the existing school building was renovated. The south wall of the main building was replaced. New windows were installed in the entire building. Classrooms were painted; air conditioning was installed. Electrical wiring was updated and new fixtures were installed in the restrooms. A new phone system and Kindergarten playground were installed at this time. Construction of the new wing began in the fall of 2001 and was completed in August of 2002.

The new wing contains the six Middle School classes, the Science Lab, new restrooms, administrative and business offices.

In the summer of 2002, the school installed lockers for the 7th & 8th grade students. A new flagpole was erected. The library was expanded and new bookcases were installed. New carpeting was installed in the renovated school building. Kindergarten classrooms were carpeted and air conditioned. Brand new I-Mac computers were installed in the Mac Lab. In September of 2002, we welcomed our students back to our new facilities.

In the summer of 2006, a classroom was modified to create a preschool room.

In October of 2006, a preschool was opened welcoming 21 - 3 and 4 year olds. Today the preschool has three sessions: two Pre-K and one for the three year olds

In the summer of 2011, the Mac Lab was completely remodeled with new furniture and carpeting to showcase new Mac computers which were purchased in 2010.

In the summer of 2012 the building was updated with wireless technology. Eno boards and projectors were installed in all classrooms.

In the fall of 2017 due to small class size, 2nd Grade became a single class. This opened up a classroom that became an elementary science room. As this class moved through the grades, it remained a single class, while the rest of the grades continued to be double classes.

Holy Trinity School Mission

Our children face a future of unlimited potential and unprecedented change. Holy Trinity School prepares them spiritually, intellectually, and emotionally, in a Christ-centered environment, to embrace these challenges with hope and confidence.

Holy Trinity School Vision

Each child at Holy Trinity School is loved as a unique creation of God. We recognize our students' strengths and meet the unique needs of all students, bringing each to his/her full academic potential. Through love and rigorous academics, we create a community of young adults who will be prepared for the world as committed, faithful, active Catholics, who endeavor to live good, socially responsible Christian lives.

Holy Trinity School Values

We are a Catholic Christian school.

We hold ourselves to the highest standards as educators and are committed to providing every student with excellent academic instruction, Catholic teaching, moral development, and problem solving skills, all with a strong emphasis on social justice, working towards equality for all.

The school community models self-respect and respect for one another and the community at large.

Parents are the most important partners in the education of their children.

No child should be denied a Catholic education due to the parents' inability to pay full cost of tuition

We focus on Catholic identity to prepare the students for life and not just the next educational step. Students are taught to be committed, faithful, active Catholics who endeavor to live as good Catholic Christians:

- through understanding of basic doctrine
- through appreciation of Scripture
- by attending Mass
- by receiving the Sacraments
- by serving others through good works
- by showing reverence and respect to all human life
- by demonstrating tolerance and acceptance of others
- by being responsible stewards of the environment

Students are academically prepared with an emphasis in STREAM (Science, Technology, Religion and Reading, Engineering, Arts and Athletics, Math) to develop:

- competency in basic skills
- effective communication both in spoken and written work, and through the use of technology
- the ability to problem solve and think critically
- the development of good study skills and work ethics
- eagerness and curiosity of learning

In order to meet the learning needs of all students, aesthetically enriched experiences are provided in:

- Art
- Music
- Drama

We prepare our students to for a life-long commitment to improving their community.

PHILOSOPHY-POLICY STATEMENTS

Holy Trinity School willingly accepts the mission of the church “to assist men and women so that they can arrive at the fullness of Christian life” (Canon 794.1). We recognize and value the uniqueness, dignity, and basic goodness of each individual as a child of God. With this in mind, we attempt to impart to our students a sense of the unconditional love of God and a certainty of their own self-worth.

As Catholic educators, we endeavor to educate the whole child by providing a holistic approach to education. This includes an integrated curriculum that encompasses a strong religious and academic program, as well as one that addresses the social, physical, psychological, and aesthetic needs of the students.

In accordance with the teachings of Jesus Christ and the documents of the Catholic Church (i.e., Sharing the Light of Faith, 1979; To Teach as Jesus Did, 1973; and The Catholic School, 1977), we recognize parents as the primary educators of their children. In the organization and implementation of our programs and activities, we support efforts of the parents to impart Christian values and beliefs. We work together to build the self-esteem of the child, foster a respect and reverence for all of life and creation, and nurture a loving image of and close relationship with God. Our aim is to encourage our students to be whole, loving, and active members of our community.

ASSURANCE OF PUBLICATION

This elementary school will publish a Racial Nondiscrimination Policy in the parish bulletin, newsletter, brochure or advertisement, and will send a copy to the Department of Catholic Schools. This elementary school will also publish the Sex Nondiscrimination Policy and the Grievance and Arbitration Procedures in the parish bulletin, parent handbooks, newsletter, brochure or advertisement, and will send a copy to the Department of Catholic Schools.

Child Abuse or Child Neglect

Definition

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

Legal Responsibility to Report Suspected Child Abuse/Neglect Immediately

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 immediately by phone and must follow up with a written or online report within 36 hours of the phone report.

Controversial Issues

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

The principal makes every effort to emphasize that significant issues are studied at the maturity level and understanding level of the learners. The teachers are to deal with controversial issues as impartially and objectively as possible

Archdiocesan Polity Mandate:

To volunteer/work with children in a school or parish in the Archdiocese of Los Angeles every adult must:

1. Be fingerprinted. You can find a monthly schedule of locations hosting fingerprinting in the Archdiocese at www.la-archdiocese.org. On the Archdiocese page go to the yellow bar click under Protecting Children, then Fingerprinting, you will see the calendar by month under fingerprint schedule and locations.
2. Attend a Virtus class. You can register online at www.virtus.org. There are several choices in yellow in the left column. Click on Registration. Then click on View a list of sessions. Then select "LA San Pedro Region (Archdiocese). It will take you to the classes being offered. Follow direction to register. You must bring the certificate to the school for our files.
3. Read and sign the Guidelines for Adults interacting with Minors form. This is included online with your registration.
4. Have TB tests on file with proof of absence of TB.

ARCHDIOCESAN POLICIES AND PROCEDURES

1.1. GENERAL INFORMATION

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

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

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

Our Christian principles provide that:

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

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

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

1.2 Zero Tolerance Policy

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

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

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

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

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

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

1.3 Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety** (*Mandated September 1, 2006*).

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

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

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

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

Revised June 8, 2010

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.**

- Clergy/staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If clergy/staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Clergy/staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they

- will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Clergy/staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
 - Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a clergy/staff member/faculty/volunteer and a minor are unlawful
 - Communications with minors (*e.g.*, notes, 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
 - Clergy/staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
 - When clergy/staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
 - When a clergy/staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
 - Clergy/staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
 - Clergy/staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, clergy/ staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
 - Clergy/staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
 - Parent or guardian written permission is required for the publication of a picture of a minor
 - Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

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

Revised June 8, 2010

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

.6 Parent/Student Complaint Review Process

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

1.6.a School Level

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

1.6.b Department of Catholic Schools Level

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

1.7 Parent or Parent-Teacher Organizations and Consultative School Council

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important

for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

1.7.a Parent or Parent-Teacher Organizations

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

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

1.7.b Consultative School Council

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

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

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

2 ADMISSION AND ATTENDANCE

2.1 School Student Non-Discrimination Policy

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

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

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

2.2 Inclusion Procedures

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

2.3 Guidelines for Admission to Elementary Schools

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

2.4 Privacy and Access to Records

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

2.4.a Pupil Records

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

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such

as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

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

2.4.b Directory Information

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

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

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

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

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

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

2.4.d Verbal/Written Confidences

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

rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

2.5 Transfer of Records

2.5.a Student Transfers, Withdrawals and Graduation

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

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

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

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

2.5.b Withholding of Records

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

2.5.c Cumulative Pupil Record

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

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

2.6. Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record.

Elementary schools record absences according to the instructions on the Student Attendance Register.

2.6.a Absences with Acceptable Excuse

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

2.6.b Extended Absences

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

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

2.6.d Leaving School Early

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

2.6.e Tardiness

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

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

2.6.f Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

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

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

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office

of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

1.6 Work Permits

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

www.cde.ca.gov.

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

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

For additional information and forms see

<http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

2.7 Student Accident Insurance

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

3 ACADEMICS AND CO-CURRICULAR ACTIVITIES

1.1 Tutoring

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

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

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

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

1.2 Counseling Policy

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

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

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

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

1 DISCIPLINE

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

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

4.1 Maintenance of Effective Discipline

Effective discipline is maintained when there is:

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

- Consistent follow through

4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

4.3 Detention

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

4.4 Suspension

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

4.5a Probation

- A school may accept a student for admission on probation for an initial trial period if circumstances warrant it. The probationary status of the student and the terms of the probation must be clearly documented in writing and signed by the parents/guardians.

- A school may decide to place an enrolled student on probation as a disciplinary matter. Disciplinary probation occurs when student's behavior has reached a point where a more serious response from the school is required. If the student's behavior does not improve while on probation, the disciplinary process may lead to [suspension](#) and/or [expulsion](#).
- Typically, disciplinary probation requires the suspension of activities and athletics so that the student must focus solely on his or her academic work and behavior.
- If a school decides to place a student on disciplinary probation, it must insure that the seriousness of this status is communicated to the student's parents/guardians. Due to the great variety of student offenses that can result in disciplinary probation, a school has many options in determining the extent of a student's probation (limiting activities, no athletics, community service, etc.). At the high school level, a [High School Disciplinary Probation Agreement \(sample\)](#) must be completed and signed by parents/guardians.

4.5a Expulsion

4.5.a Reasons for Expulsion

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

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

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

4.5.b Procedure for Expulsion

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

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

4.5.c Written Record

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

4.5.d Cases Involving Grave Offenses

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

4.5.e Time of Expulsion

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

- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

4.5.f Reporting of Expulsions

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

4.5.g Right to Make Exceptions

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

4.5.h Home Study

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

4.6 Harassment, Bullying And Hazing Policy

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

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

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

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

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims

to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

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

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

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

Students are responsible for:

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

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

4.7 Student Threats

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

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

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

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

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

4.8 School Searches

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

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

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

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

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

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

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

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

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

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

a. **Definitions**

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

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

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

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

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

5.3 Ownership and Control of Communications

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

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use

systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

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

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the

Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.

- j. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

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

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user’s job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.

- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

5.6 Consequences of Violations of Electronic Communications Policy

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

6. HEALTH AND SAFETY

6.1 Emergency Card

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

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

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

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

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

6.2 Examinations and Inoculations

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

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

6.3 Immunization

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

Medical Exemptions

Under a new law enacted by SB 277, beginning January, 1 2016 personal beliefs exemptions will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Personal beliefs exemption on file will remain valid until the child reaches the next immunization checkpoint at transitional kindergarten/kindergarten or 7th grade.

What's required for a medical exemption?

A parent or guardian must submit a written statement from a licensed physician (M.D. or D.O.) Which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted
- Whether the medical exemption is permanent or temporary

- The expiration date, if the exemption is temporary.

6.4 Health Records

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

6.5 Medical Appointments

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

6.6 Medications

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

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

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

6.7 Communicable Diseases

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

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

6.8 Allergies

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

6.9 Student Sexual Conduct and Pregnancy

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

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

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

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and

the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

6.10 Closed Campus

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

6.11 Research Projects and Rights of Parents

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

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

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

6.12 Removal of Students from School During School Hours

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

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

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

6.13 Interview and Removal from School of Students by Police Officers

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

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

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

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

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

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

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview

students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Holy Trinity School operates according to the policies set forth in the Archdiocese of Los Angeles Administrative Handbook. Any information in the Archdiocese of Los Angeles Administrative Handbook that has been updated since the Holy Trinity School Parent/Student Handbook was published will supersede what is spelled out in the Holy Trinity School Parent/Student Handbook.

The Archdiocese of Los Angeles Administrative Handbook can be found at www.la-archdiocese.org under publications.

APPENDIX A

CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

- Endorse, during my ministry, any view contrary to the teachings of the Catholic Church
- Commit an illegal or immoral act
- Smoke or use tobacco products
- Use, possess or be under the influence of alcohol or illegal drugs at any time while at work or volunteering
- Verbally threaten or physically abuse anyone
- Use profanity in the presence of children/youth
- Use discipline that frightens or humiliates a child/youth
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone
- Place myself in a situation where my interaction with a child/youth cannot be witnessed
- Participate in private visits, parties or other activities with the children/youth unless approved by my supervisor

- Accept gifts from or give gifts to children/youth in my care without approval from my supervisor
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth
- Fraternize with minors over the internet or through other forms of communication

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

Print Name of Youth: _____

Work or Volunteer Position: _____

School or Parish: _____

Signature of Youth Volunteer: _____

Date: _____

Name and Signature of Parent or guardian:

Date: _____

Name and Signature and Title of Witness:

Date: _____

APPENDIX B

prnt_release_child_noncomm_en[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 3 68.9% Sign Comment Find
Please fill out the following form. You can save data typed into this form. Highlight Fields

PARENTAL RELEASE FOR CHILD — NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish

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

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


This section to be completed by Parent/Legal Guardian:

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

Please initial the applicable boxes

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

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications.

 Print Release Child Noncomm en | Updated 10/21/09
Copyright © 2009 Roman Catholic Archbishop of Los Angeles, a corporation sole. All rights reserved.

Fillable .pdf available at <http://school.policy.la-archdiocese.org/Resources/Chapter X/parental release for child non comm/?i=883>

APPENDIX C

studentyouthactivitypermisform_en[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 1 129% Find
Please fill out the following form. You can save data typed into this form. Highlight Fields

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: _____ GRADE: _____

Activity: Field Trip Other (specify): _____

Date: _____ Cost: _____

Educational Purpose: _____

Description of Activity: _____ See Attached

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

Teacher/Adult Leader: _____ Attire: _____

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

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

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

Fillable .pdf available at [http://school.policy.la-archdiocese.org/Resources/Chapter XII/Student and Youth Activity Permission Form/?i=808](http://school.policy.la-archdiocese.org/Resources/Chapter_XII/Student_and_Youth_Activity_Permission_Form/?i=808)

APPENDIX D

medicationauthpermisform_en[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 1 129% Find

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

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

A. _____
Last Name of Student First Name Sex Birth Date

_____ _____
Purpose of Medication or Diagnosis Name of Medication

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

_____ _____
Date of Prescription Length of Time this Medication will be Necessary

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

_____ Please notify this office if patient misses medication at school.

_____ Medication may have adverse effects (explain) _____

_____ Special instructions and/or comments _____

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

Document available at [http://school.policy.la-archdiocese.org/Resources/Chapter VIII/Medication Authorization and Permission Form/?i=788](http://school.policy.la-archdiocese.org/Resources/Chapter_VIII/Medication_Authorization_and_Permission_Form/?i=788)

Section 7 Admission

Students are admitted in accordance with the admission policy of the Archdiocese of Los Angeles.

Holy Trinity School will give preference to the members of the parish. Neither race, national origin, nor the ability to pay tuition is to prevent a pupil from being accepted in the school. Students will be admitted based on a pre-entrance examination, review of records from previous schools, parish envelope usage, and parent involvement in the parish. The Pastor and Principal will make final decision on acceptance of any student. When the school cannot accept any applicant, care will be taken to see that those students who are not accepted are enrolled in Parish Religious Education classes.

Application for Enrollment

Parents of students hoping to attend Holy Trinity School must complete an application for enrollment form, present certificates of Baptism and any other sacraments received, present a copy of report cards from previous schools, copy of the parish envelope, birth certificate, and pay the required non-refundable application for enrollment fee. Students entering Kindergarten must be 5 years old by October 1st. Students entering 1st Grade must be 6 years old by October 1st.

Intent to Return

Parents of students currently attending Holy Trinity School in grades Kindergarten through 7th grade must pay the non-refundable General Fee by the required due date. The purpose of this payment in February is to help with planning for fall enrollment.

A student is registered for the current year when all school related forms have been completed online.

Contracts

As a condition of having children fully registered in Holy Trinity School, parents/guardians are required to sign a contract during online registration stating that they have read the Parent/Student Handbook and have discussed its contents with their children. Children are also required to sign the contract. Parents must also complete a fundraising contract during online registration to inform the school which option they will choose to meet required fundraising fee. Students will not be allowed to attend classes until the contracts are completed.

Handbook Amendment

The principal retains the right to amend the handbook for just cause and prompt notification will be given if changes are made.

Tuition

The tuition you pay to Holy Trinity School is an investment in your child's education and one of the best investments you can make in his/her future. For your convenience, the year's tuition is payable in ten installments. Monthly tuition installments are not refundable. Tuition is not tax deductible.

Yearly In-Parish Rates **Students**

1 Student	\$4550
2 Students	\$8100
3 Students	\$10,750
4 Students	\$13,500

Yearly Out-of Parish Rates

1 Student	\$5300
2 Students	\$9100
3 Students	\$12,000
4 Students	\$14,850

Yearly Foreign

\$6850
\$13,700
\$20,550
\$27,400

In-Parish/Out-of-Parish Tuition Rates

An in-parish tuition rate indicates that parents/guardians are registered with the parish and receive and use weekly Sunday collection envelopes at Sunday Mass or pay online. In order for a family to receive the in-parish tuition rate, they must give a minimum donation of \$10.00 per week or \$40.00 per month to the parish. Your August tuition rate will be determined by checking your parish usage for the months of April, May, and June. For this period, any family not giving at least \$120.00 to the church, will be given an out-of-parish rate. A family must have established a three month period of giving at \$40.00/month to receive an in-parish rate. Registration with the parish to receive special collection envelopes or miscellaneous correspondence does not meet the requirement to receive and use the weekly collection envelopes at Sunday Mass which constitute the in-parish rate.

Families not properly registered with the parish and/or not using envelopes will receive an out-of-parish tuition rate regardless of prior year's tuition rate payments. Monthly checks of envelope usage will be made for the purpose of determining in-parish rates. If a family receives an out-of-parish rate, it will apply until the next envelope check is completed. It is the parent's responsibility to notify the school office or tuition bookkeeper of any anticipated tuition rate status change. No retroactive reimbursements of tuition will be considered when changing from the out-of-parish rate to the in-parish rate.

*We will check monthly with the parish. Each family's billing will show an in-parish rate (unless the family is not a regular member of Holy Trinity Parish). Upon checking for envelope usage, we will bill out-of-parish rate as an incidental each month.

FACTS Information

We have partnered with FACTS Management Company to help us manage our tuition payment program.

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year. If you are experiencing a hardship, it is critical that you notify the school bookkeeper **at least a week before your payment is scheduled to come out of your account.**

FACTS manages your tuition payments in the following ways:

1. **Payment Dates:** You may choose either the 1st or the 15th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards. There is a 2.85% convenience fee when a credit card is used.
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
3. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$20 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

Incidental Billing through FACTS

FACTS Management will also be processing all incidental billing for the school. Incidental billing includes such things as daycare, supply fees, general fees, field trips, athletic fees, graduations fees, Out of Parish tuition assessment fees, etc. On April 30, any uncompleted Assistance Program Hours and any unearned Fundraising will be billed as well as incidentals.

Incidental billing for each month will post to your FACTS account on the 1st of the month and will be due by the 15th of the month. You will receive an email regarding any incidental billing charges and the payment will be automatically withdrawn from your FACTS account. You have the ability to pay these amounts upon notification, but by billing on the 1st and having it due on the 15th of the month, we hope to give you the advantage of planning ahead.

Tuition Installments

Are due August through January and March through June. The General Fee for the next school year is due in February.

Opportunity Drawing Tickets (\$20/Family)	Aug. 15th
Earthquake Fee (\$20.00/new student)	Aug. 15th
Kindergarten Supply Fee (\$35/Student)	Aug. 15 th
Technology Fee (\$70 for one child/\$95 for two children/ \$120 for three children/\$145 for four children)	Sept. 16
Art Fee (\$10 per students in Grades K-5 th)	Sept. 16
General Fee (\$350/Student)	February 1
8th Grade Graduation Fee (\$175/student)	February 1
School accounts close	June 1
School accounts close 8th grade*	May 29

***8th grade students will not receive a gown until the family's account is paid in full.**

Delinquent Tuition Accounts

When the inability to pay monthly installments exists, the principal must be contacted with request for assistance. Any time a family's account becomes delinquent, an appointment must be made with the principal. If no appointment is made, a letter will be sent home and the student(s) will be removed from class until parents contact the principal.

No gowns, diplomas, or other reporting forms will be available to any family who is not current with their tuition and/or fees. No student will be allowed to participate in an activity, including sports, which requires a fee, if the family's account is not current.

Tuition Assistance

Holy Trinity School offers tuition assistance to families who qualify according to the financial guidelines on the following page. Any family who cannot pay the full cost of tuition and meets the financial guidelines may request an application from the principal.

Check/Cash Policy

Personal checks are accepted and encouraged for the payment of all school-related fees other than tuition. Examples of these funds are: Scrip purchases, lunch program and attendance at social functions whether they are for students or parents. When paying in cash, it is the parent's responsibility to ask for a receipt. In the event of any discrepancies, parents will need to provide the receipt or canceled checks.

Dishonored Checks

Dishonored personal checks will be subject to the California Civil Code, Chapter 522, Section 1719. Holy Trinity School will assess a \$30.00 fee to any/all checks that are returned to the school from a bank for any reason. A second check returned will be charged \$35.00. After the second dishonored check is returned, it will be mandatory that all payments be made in cash or money order to the school office. An NFS check for the school, tuition, H.T.P.A., or Scrip will be added together to constitute two infractions and will necessitate payments be in cash from that point on. Payment of cash will continue through the entire school year.

Dishonored Scrip Checks

Any time school receives any two checks returned from the bank that were given to vendors, the school will notify all vendors to not accept further checks.

**2019-2020
Income Eligibility Guideline
Holy Trinity School**

<u>Family Size</u>	<u>Annual Gross Income</u>
1	\$18,149
2	\$24,608
3	\$31,066
4	\$37,525
5	\$43,983
6	\$50,441
7	\$56,900
8	\$63,358

For families/households with more than 8 persons add \$6,358 to \$63,558 for each additional person.

Definition of a Household:

Household means a group of related or non-related individuals who are living as one economic unit and are sharing living expenses. Living expenses include rent, clothes, food, doctor bills, utilities (electrical, gas, water) and the like.

***Definition of a One-member households**

1. A household of one means a pupil who is his/her sole support
2. Institutionalized children are always one-member households
3. Foster children are one-member household only if the welfare-placement agency maintains legal responsibility for the child.

Fees

1. General Fee - Will be billed in February.

The General Fee is \$350.00 for each student and covers: book rentals, STAR Testing, ACRE testing, insurance, one set of Assistance Program time sheets and any other miscellaneous school related forms. **The General Fee is non-refundable.**

The General Fee does not cover items such as yearbooks, class social functions, field trips where an admission or bus charge is required, or graduation ceremonies and their related social activities.

2. Kindergarten Supply Fee

Each kindergarten student will be charged \$35.00 for supplies. This fee covers all supplies needed for Kindergarten for the year. Scholastic Magazine is included in this fee.

3. Athletics

There will be a fee to participate on each athletic team. The fee will be determined by the number of games, number of tournaments, facility fees, and referee fees. This fee will be between \$50 & \$150 depending on above factors. (Please see Athletic Section) The team roster will be sent to the bookkeeper who will bill families for the participation fee and any additional uniform items that are purchased. These fees are to be paid with the monthly tuition. No student will be allowed to participate in an activity which requires a fee if the family's account is not current.

4. Earthquake Fee

An earthquake kit has been purchased for each student. The kit has a shelf life of five years and contains everything that a student would need for three days. Parents will pay a one-time fee for this kit of \$20 per child upon entering the school.

5. 8th Grade Graduation Fee - due February 1st

The graduation fee is \$175 for each student. Of the fee, \$150 covers: graduation pictures, year-end awards, gown rental, diploma, one school sponsored field trip, as well as clerical and administrative costs related to high school entrance. Of the fee, \$25 will be used by the 8th Grade Room Parents as partial fundraising for the 8th grade events.

Fees for any other graduation events such as Academic Awards Night, receptions, etc., are paid by the parent directly or through parent participation in 8th grade fundraising activities.

6. The 8th grade class will hold fundraisers such as a pancake breakfast and Monte Carlo Night. All 8th grade parents will be expected to participate, either through donations or ticket purchases.

7. Field Trips

Will be billed on the month the trip will be taken.

8. Assistance Program Fee

The fee is \$10 for each hour under 40 hours not recorded and therefore not considered completed. Any of the remaining 40 hours not completed, will be billed no later than May 15, and payment will be due by May 29.

9. Technology Fee

This fee covers parents' access to SchoolSpeak to view student grades and receive messages from the school, and the use of the FACTS program. It also covers computer programs used in the classroom/labs such as Mathletics and Accelerated Reader. The fee is: \$70 for one student/\$95 for two students/\$120 for three students/\$145 for four students and will be due Sept. 16.

Day Care

Before school care:

6:30-7:35 AM M-F

Drop ins are \$5 per child

Monthly prices are:

After school care:

3:00-6:00 PM M,T, TH, F

2:00-6:00 PM W

12:30-6:00 PM Minimum Days

Drop ins are \$5 per child for the 1st half hour; after the first half/hour price changes to \$10 or \$10 for the whole day.

Monthly prices are:

1 child - \$75
2 children - \$90
3 or more - \$100

1 child - \$180
2 children - \$260
3 or more - \$315

Fines

Fines will be billed through FACTS Incidental Billing. Fines are charged for, but not limited to, the replacement value of the following items:

1. Unusual wear, damage or loss of textbooks -(up to replacement cost)
2. Overdue, damaged or lost library books-(up to replacement cost plus a \$5.00 processing fee)
3. Replacement of Communicator Envelope-\$1.00

Payment of Fees and Fines

All charges associated with enrollment, monthly tuition, general fees, graduation fees, fundraising obligation, Assistance Program, or any other miscellaneous fees are non-refundable.

All money brought to school must be in a sealed, well-marked envelope indicating the following:

1. The name, grade/section of the student or family name and phone number
2. For whom or what purpose the money is intended

Re-registration of students for the following school year will not be allowed when accounts are not paid in full on the due date.

Delinquent Accounts

Holy Trinity School turns delinquent accounts over to collection.

Assistance Hours Program

Each family must complete 40 hours of recorded service to the school or parish in addition to monthly tuition installments and fundraising during the time period from May 1, 2019 through April 30, 2020. Monthly time sheets are provided by the school each month in the Communicator. All hours must be submitted on these sheets. Any of the remaining 40 hours not completed, will be billed no later than May 15, 2020 and payment will be due by May 29, 2020. **Time sheets not submitted on the due date will not be accepted.** We have zero tolerance on this policy. Check School Speak monthly to make sure your Assistance Time Sheet has been posted.

Fundraising Information

Each family is required to participate in fundraising which earns \$450/one student, \$500/two students, \$550/three students, \$600/four or more students for the school during the year above and beyond their tuition, General Fee, miscellaneous fees, and Assistance Program Hours. A fixed fee for each family was determined by careful evaluation of the school's budget. Each family is required to complete a contract at Registration.

Parents will have their choice of participating in one of the three options listed below. When you sign your contract, it will be final for the year.

Option No. 1

\$450/\$500/\$550/\$600 in recorded fundraising purchases which may be earned through the use of Scrip, Mixed Bags, the Gift Wrap, Cookie Dough, Candy Bars (or any combination of these) between May 1, and April 30. See below for detailed information. On October 31, one-half of the fundraising obligation must be completed. Any amount up to one-half not completed will be billed on November 15, with payment due on November 29.

Option No. 2

A one-time payment of 95% due September 15, which is a discount of 5%.

Option No. 3

Fundraising amount will be divided into 10 monthly payments and added to the monthly tuition.

Gift Wrap: Is administered during the first month of school--For every dollar earned, 50% is credited toward your fundraising dollars. **(Some items only earn 40%.)**

Cookie Dough: Is administered during October. For every dollar earned, 42% is credited toward your fundraising dollars.

Mixed Bags: Is administered in the spring and lasts two weeks. For every dollar earned, 45% is credited toward your fundraising dollars.

Scrip: There are three types of Scrip:

1. First is the purchase of "Gift Cards" to the local grocery stores, some department stores, and restaurants, which we call Vendors. Scrip is purchased by the school in bulk at a discounted rate and sold, by the school, to H.T. families at *face value*. This program is a way for parents to receive fundraising credit in a way which costs them nothing, as they must purchase groceries and other articles. The Scrip program is continuous throughout the year.

You can also purchase scrip "Gift Cards" by downloading the Benefits Mobile App or go online to www.ShopWithScrip.com

2. We also have "Ralphs Community Rewards Program" as an alternative to paper-based scrip. This programs allows the participating merchant to contribute a percentage of your grocery loyalty card. To enroll in the Ralphs Community Rewards Program, step-by-step website registration instructions can be found at www.ralphs.com. As a parent you are free to sign up for this program for you and any of your friends and family.

The Ralphs Reward participants are required to renew their participation in this program every year in September in order to receive fundraising credit. Please let the Scrip Coordinator know who is listed under your "Ralphs Community Rewards Program" so she can credit the families accordingly.

3. We also have a large list of local San Pedro businesses that participate in the Scrip Program. All you have to do is write your check payable to Holy Trinity Scrip. A list of all our Vendors is on pages 61-63.

Example for #1: A \$100 purchase of Vons @ 4% has a Scrip value of	\$ 4.00
If you next purchase \$100.00 of Coco's @ 8%, you earn another \$8.00;	8.00
A purchase of \$50.00 of Macys @ 10% earns another \$5.00	5.00
Sell \$200.00 of Wrapping Paper earns	<u>100</u>
For a grand total of \$117.00	\$117.00

You keep buying Scrip or participate in the Mixed Bags, Candy Bar, Gift Wrap, and Cookie Dough drives until your family's account indicates that your fundraising amount has been completed.

Please make sure the volunteers recording your purchases accurately mark down which stores you are using as this impacts the credit you receive.

Make sure the volunteers mark down the parent's last and first name.

Also, tell your friends and family that they may purchase Scrip for your family, but make sure they tell the volunteers who they are purchasing Scrip for.

If you wish to exchange one vendor for another, we will do so only if the percentage is the same, and only at the Scrip window. If you purchase a debit card and wish to exchange it, you will have to exchange it in the Scrip office only.

This last item is very important -- count your Scrip before you leave--make sure you have the correct denominations.

If you purchase any of the fundraising items with cash, you do so at your own risk, so make sure you ask for a receipt. At the end of April when you are notified of your final balance and any fees due, if there are any discrepancies between your records and the school's, we will require your canceled checks or cash receipts.

If for any reason families are unable to earn their fundraising amount for which they contract, they will be billed the balance.

Late payments on any of the options will be assessed a \$20.00 fee.

Checks returned from the bank for any reason from your account, or anyone purchasing for you, will be assessed a \$30.00 fee.

No tax benefit of any kind in association with the Scrip program is allowed by the Internal Revenue Service.

Decisions made on the contract are final. No balances are carried over to the next school year or transferred to/from another family's account.

The mailing of Scrip to department stores to make charge card payments is done so at your own risk. Parents who order Scrip through the Communicator with the intent of having their child transport it home, do so at their own risk.

The school will not replace Scrip due to theft or loss for any reason.

If you have any questions regarding the Scrip Program, I will be happy to answer your questions. Just give me a call at ext. 204. Marsha Martinez.

Golf Tournament Opportunity Drawing

Each family will be billed \$20.00 on FACTS in August for Opportunity tickets for the Golf Tournament. You will receive these tickets in the spring. You may either sell them to recoup your money or turn them in with your name on the tickets to be entered into the drawing.

Miscellaneous Fundraising

Other fund-raisers may be planned which are totally voluntary. Families may participate if they care to. These miscellaneous fund-raisers will be publicized in the Communicator.

NO FUND-RAISING ACTIVITIES MAY BE ADMINISTERED WITHOUT PRIOR APPROVAL OF THE PASTOR AND/OR PRINCIPAL. ALL MONIES RAISED IN THE NAME OF THE SCHOOL BECOME THE PROPERTY OF THE SCHOOL.

Collection of Any Money

Any check collected for any reason must be made payable to Holy Trinity, never to an individual. The principal must approve the collection of any money for any reason.

STORE NAME	%	DENOMINATIONS	STORE NAME	%	DENOMINATIONS
Albertsons/Vons	4%	\$25/\$100 Debit Card			
Acapulco	8%	\$25 Debit Card	Office Max	5%	\$25 Debit Card
Amazon	2.5%	\$25/\$100	Olive Garden	9%	\$25 Debit Card
AMC Theaters	7%	\$25 Debit Card	Pacific Diner	5%	\$25 Gift Certificate
American Girl	9%	\$25 Debit Card	Panera Bread	8%	\$10 Debit Card
Arco	1.5%	\$50 Debit Card	Penneys	5%	\$25 Debit Card
Barnes & Noble	9%	\$10 Debit Card	Petco	5%	\$10 Gift Certificate
Baskin Robbins	2%	\$5 Gift Certificate	P.F. Chang	8%	\$25 Debit Card
Bath & Body	13%	\$10 Debit Card	Phili B's	8%	\$20 Debit Card
Bed Bath & Beyond	7%	\$25 Debit Card	Pottery Barn/William Sonoma	8%	\$25 Debit Card
Best Buy	4%	\$25 Debit Card	Regal Cinema	8%	\$25 Debit Card
Black Angus	12%	\$25 Debit Card	Rite Aid	4%	\$25 Debit Card
Big 5	8%	\$25 Debit Card	Ross Dress for Less	8%	\$25 Debit Card
Calif. Pizza Kitchen	4%	\$25 Debit Card	Sam's Club/Walmart	2.5%	\$25/\$100 Debit Card
Carls Jr.	5%	\$10 Debit Card	Shell	1.5%	\$50 Debit Card
Cheesecake Factory	5%	\$25 Debit Card	Smart & Final	3%	\$25/\$50/\$100 Debit Card
Chevron	1%	\$50 Debit Card	Sprouts	5%	\$25/\$50/\$100 Debit Card
Chipotle	10%	\$10 Debit Card	Starbucks	7%	\$10/\$25 Debit Card
Chili's/Macaroni Grill	11%	\$25 Debit Card	Stuft Pizza	7%	\$20 Gift Certificate
Claire's	9%	\$10 Debit Card	Subway	6%	\$10 Debit Card
Coffee Bean	9%	\$25 Debit Card	Taco Bell	5%	\$10 Debit Card
Cold Stone Creamery	11%	\$10 Debit Card	Target	2.5%	\$25/\$100/ Debit Card
CVS	6%	\$25 Debit Card	Taxco	5.0%	\$25 Debit Card
Del Taco	7%	\$10 Debit Card	T.J. Maxx	7%	\$25 Debit Card
Denny's	7%	\$10 Debit Card			
El Pollo Loco	6%	\$10 Debit Card			
Game Stop	3%	\$25 Debit Card			
Gap/Old Navy	14%	\$25 Debit Card			
Home Depot	4%	\$25/\$100 Debit Card			
I-Hop	8%	\$25 Debit Card			
Islands	8%	\$25 Debit Card			
Itunes	5%	\$15/\$25 Debit Card			
Jack in the Box	4%	\$10 Debit Card			
Jamba Juice	6%	\$10 Debit Card	Rev.05/21/2019		
Kohl's	4%	\$25 Debit Card			
Macys	10%	\$25/\$100 Debit Card			

SAN PEDRO MERCHANT LIST

A-1 Imported Grocers (8th & Meza)	6%
Alva's Dance (8th & Weymouth)	6%
American Furniture Guild	6%
Captains Treasure Chest (Jewelry) (Harbor Cove)	10%
D & D Party Rentals (310-547-9901) 1201 North Cab	6%
Deeter Tire Town (11th & Pacific)	6%
Dr. Robert Autore (General Dentistry)	6%
Dr. Geoffrey Groat (Pediatric Dentistry)	5%
Dr. Andrew C. Sheng (General Dentistry)	6%
Dr. Susan Sheets (General Dentistry)	5%
Dr. Diane Sizgorich (Pediatric Dentistry)	5%
Fleur de Lys-Artistry in Flowers (720 S. Weymouth)	10%
Frank D'Ambrosi(Tax Preparer)	10%
Good Night Mattress (310-832-9600)	5%
Herman's Cardsmart (28126 Western Ave.,)	5%
Master Cleaners	10%
Herbalife Nutrition(Berta Ugas)	11%
Island Carpet Cleaning	6%
Island Floor Covering	3%
Joanne's Closet	5%
Joe & Mike's Automotive 2010 S. Pacific Avenue	6%
Lou's Floor Covering	6%
Mary Kay(www.marykay.com/kcrivello)	10%
Crystal Nail Spa & Hairs the Limit (25th & Western)	6%
McKenna's Pendleton	7%
Norman's Uniform (Downtown SP 6th St.,)	6%
Olivia's Dollhouse Tea Room	6%
Pacific View Cleaners	10%
People's Yoga, Health & Dance	5%
Pollyann Bakery (Weymouth Corners)	6%
Pris.teen.e	15%
Rok "n" Ell (Weymouth Corners)	10%
Shell Plaza Automotive (990 N. Western Ave.,)	5%
South Shores Pet Clinic	8%
Urban Feet (Downtown SP 6th St.,)	6%
J. Trani's Ristorante (9th & Grand Ave.,)	6%
Rev. 7/9/2019	

Special Order Scrip Form

Payment is due at the time the order is placed.

VENDOR PRE-ORDER	DENOMINATION	%	VENDOR PRE-ORDER	DENOMINATION	%
Aeropostale	\$25	7%	J-Crew	\$25	13%
American Eagle	\$25	10%	Joanne's Fabric	\$25	6%
Applebee's	\$25	8%	K-Mart	\$25	4%
Arby's	\$10	8%	L.L. Bean	\$25/\$100	16%
Bass Pro Shop	\$25/\$100	9%	Lowes Hardware	\$25/\$100/\$500	4%
Best Western Hotels	\$25/\$100	12%	Mens Warehouse	\$25	8%
Buca di Beppo	\$25	8%	Michaels	\$25	4%
Buckle	\$25	8%	Mimi's Café	\$25	8%
Budget Car Rental	\$50	8%	Motherhood Maternity	\$25	7%
Buffalo Wild Wings	\$25	8%	Nordstroms	\$25/\$100	6%
Build a Bear	\$25	8%	Outback Steakhouse	\$25/\$50	8%
Burlington Coat Factory	\$25	8%	Papa John Pizza	\$10	8%
Chart House	25/\$100	9%	Petsmart	\$25	5%
Children's Place	\$25	12%	Pier 1	\$25	9%
Chuck E. Cheese	\$10	8%	Pizza Hut	\$10	8%
Crate & Barrel	25/\$100	8%	Rock Bottom Brewery	\$25	6%
Dave & Busters	\$25	13%	Ruth Chris Steak House	\$50	10%
Disney	\$25/\$100	2%	Sally Beauty Shop	\$25	12%
Dominos Pizza	\$10	8%	Sears/Osh Hardware	\$25/\$100/\$250	4%
Dunkin Donuts	\$10	3%	See's Candies 1# Cert.	\$20.50	20%
Express	\$25	10%	Sephora	\$25	5%
Exxon/Mobil	\$50	1%	Shutterfly	\$25	9%
Footlocker/Champs	\$25	8%	Staples	25/\$100	5%
Gymboree	\$25	13%	TGI Fridays	\$25	9%
Hilton	\$500/\$1000	2%	Wendys	\$10	4%
Honey Baked Hams	\$25	12%	Yard House Restaurants	\$25	8%
GNC	\$25	8%			
ANY SCRIP ORDERED FROM THIS PAGE NEEDS TO BE PAID IN FULL BEFORE THE ORDER CAN BE PLACED.					
PLEASE INDICATE IF YOU WANT THE ORDER SENT HOME WITH YOUR STUDENT					
Revised on 7/9/2019					
Please complete the back side of this form and include payment.					

Section 8 Curriculum

Student Learning Expectations

A graduate of Holy Trinity School is:

An individual whose self-worth has been reinforced by

- teachers working in partnership with parents.
- the school community modeling self-respect and respect for one another.

A committed, faithful, active Catholic who endeavors to live as a good Catholic Christian:

- through understanding of basic doctrine
- through appreciation of Scripture
- by attending Mass
- by receiving sacraments
- by serving others through good works
- by showing reverence and respect to all human life
- by demonstrating tolerance and acceptance of others
- by being a steward of the environment

An academically prepared individual who:

- Demonstrates competency in basic skill areas
- Communicates effectively in spoken and written work, and through the use of technology
- Demonstrates ability to problem solve and think critically
- Demonstrates good study skills and work ethics
- Demonstrates eagerness and curiosity of learning

An aesthetically enriched person who has experiences in:

- Art
- Music
- Drama

Curriculum

Beginning in kindergarten and continuing through grade eight, Holy Trinity School's curriculum is standards-based. Common Core State Standards, along with pertinent California State Standards, are implemented in English/Language Arts and Math.

Common Core State Standards are available at website www.corestandards.org.

The Next Generation Science Standards are available at www.nextgenscience.org.

Core subject are:

Religion/Family Life, Social Studies, Language Arts, (Reading, English, Handwriting, and Spelling)
Mathematics, Science/Health/Safety.

Grades K-1 will use the Scholastic computer program. Grade 2 & 3 uses the IBM/Scholastic Computer Lab.

Grades 4-8 will receive instruction in use of the Mac computer.

Middle School will not have a spelling grade.

Sacramental Preparation

Sacramental Preparation classes and retreats are mandatory for all parents who have students in the 1st year preparation (1st grade or are new to Holy Trinity School and their children have not received the sacrament of First Holy Communion) and in the 2nd year of sacramental preparation.

Religion Instruction

Holy Trinity is a Catholic school. All classes receive instruction in religion. The weekly minutes follow the Archdiocesan guidelines. In addition to actual instruction in the Catholic faith, students will attend weekly parish masses, monthly school masses, participate in class masses, prayer services and activities. We make a conscious effort to live our faith daily and ask that you assist in your child's religious instruction at home and by your attendance at Sunday Mass.

The Talented and Gifted Program (TAG)

The Middle School has a one-hour weekly program called TAG. The purpose of TAG is to expose the students to experiences beyond what is covered in the regular curriculum. The Academic Decathlon Team, and the permanent editorial staff of the newspaper meet during TAG. Those students not involved in these activities are divided into smaller groups and participate in a four or eight-week rotation of "mini-classes" taught by teachers. Examples of classes offered are: drama, art, engineering projects, and chess.

Math Lab (Grades 3-5)

The purpose of Math Lab is to provide small group instruction for students who need more help in math. Students qualify for this program based on standardized test scores, grades, and teacher recommendation. Mrs. Garcia is the math teacher for these students. Their math instruction is in the lab during the math time for that class, so they do not miss any other subjects.

Accelerated Math/Middle School

The students who demonstrate ability to work at a higher level and faster pace in math, as determined by their previous year's math grades, their STAR Testing scores and teacher recommendation will be in accelerated math classes. Seventh graders who qualify will take 8th grade math, eighth graders who qualify will take Algebra.

Differentiated Instructions

To work towards best meeting the needs of all students, Holy Trinity School differentiates instruction, most especially in reading and math. Assessment is a critical component of Differentiated Instruction. We will use the results of the STAR Assessments, and we will pre-assess students before the learning, to better plan and teach to what students need to know, understand, and do.

If we truly differentiate instruction, not all students will have the same lessons and assignments on any given day. Because of this, it will be difficult for a teacher to do a homework sheet on Monday because he/she won't know where the lesson will take the children or how the day will go. Therefore, it will be important for you to monitor assignments on SchoolSpeak. Different assignments will also look different in the grading. If assignments are differentiated, then not all students will have a grade for all assignments because some will do one thing and some will do another.

Evaluation

1. Homework

Homework allows a student to practice skills learned in the classroom. It is assigned to reinforce material already taught and to foster habits of independent study. Homework also is assigned to foster higher level thinking skills. Students are asked to gather information, analyze, synthesize, create, and edit. Parents can greatly help their child by seeing that they do assignments in a place conducive to promoting good study habits. Each teacher will explain his or her homework policy at the Back to School Night held at the beginning of the school year.

Time allotments for homework for the average student are as follows:

Grades K and 1	Not to exceed 30 minutes
Grades 2 and 3	Not to exceed 45 minutes
Grades 4 through 6	Not to exceed 90 minutes
Grades 7 and 8	Not to exceed 2 hours

2. Grading Policy

The primary purpose of evaluation is to determine the extent to which a student has achieved success in mastering standards for each subject.

Holy Trinity School uses an online grading program (SchoolSpeak) which allows parents to monitor their student's grades at all times. Parents receive a password that allows access to their child's grades. The password will be e-mailed.

Teachers use a variety of assessments to determine a student's mastery of material learned: written assessments such as tests, essays, and quizzes, and projects and class participation. Parents are notified of students' progress through a variety of methods: packets home, graded papers, tests that require parent signature, and online grades at SchoolSpeak.

Grades 1 through 8 receive report cards at the end of each quarter. All grades receive a Progress Report once during each quarter. Progress Reports and Report Cards will be available to parents on SchoolSpeak. Parents are required to sign-off, indicating they have viewed the student's report.

Kindergarten receives Pupil Development Report at the end of the 2nd and 4th quarters and a Progress Report at the end of the 1st and 3rd quarter. One copy is sent home each quarter. Parents are to sign the envelope, indicating they have seen the card and return the signed envelop to school.

An average of the Report Card grades become part of the student's permanent record and is placed on the cumulative record card.

3. Testing

The Archdiocesan Superintendent of Elementary Schools is responsible for conducting a comprehensive testing program in all elementary schools of the Archdiocese to insure a constant evaluation of pupil progress. The STAR Assessment will be administered in grades K-8; three times per year. Grades 5 and 8 are given the ACRE religious assessment test. All test results are used by the teacher and the school to evaluate needs and plan objectives to meet those needs.

4. Parent-Teacher Conferences

a. Parents will sign up at the Back to School Night for a conference conducted at the end of the first quarter. This conference session is mandatory for every student's parent. Additional conferences are not mandatory, but may be scheduled upon request of teacher or parent any time a conference is desired. To request a conference with your child's teacher, please send a note to the teacher or phone the office. A conference time will be set up at a mutually convenient time.

b. Holy Trinity School maintains business hours from 7:30 am to 3:30 pm, Monday through Friday (7:30-2:45 on Wednesday). It is asked that the principal/faculty/staff's privacy after working hours be respected and that contact with principal/ faculty/staff member be made through voice mail. Parents are not to contact teachers on their cell or home phones or via email. Faculty/staff and/ or Administration will make every effort to respond in a timely manner.

5. Retention

The decision to promote a pupil to the next grade or to retain them in the present grade will be based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional and social factors.

In the event that retention is under consideration, the following guidelines will apply:

a. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially, the teacher should notify parents of the need for extra help such as professional tutoring, parent tutoring, or a summer session. The teacher will make every effort to provide extra assistance and or accommodations in the classroom.

b. The teacher should make the principal aware of any pupil showing significant learning problems by the end of the 2nd quarter. With the approval of the principal, the teacher should inform the parents regularly during the 3rd & 4th quarter of the pupil's progress and a possibility of retention.

c. Retention is more successful in primary grades than in intermediate or junior high grades; therefore, the primary grade teacher should diligently monitor students having difficulty so that problems may be corrected before the pupil reaches those grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.

d. In the case of a pupil with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and recommendation to transfer might be necessary.

6. Earning a Diploma

An 8th grade student must have a minimum of 65% average for the entire year on the report card to receive a diploma.

Student Placement

Much thought goes into placing students into the sections. Teachers work together to ensure classes are as even as possible, taking many factors into consideration. For this reason, requests are not accepted.

STEP (Support Team Education Plan)

The purpose of a Step Meeting is to identify learning difficulties and seek ways to compensate for these difficulties. The team works for a positive outcome of healthy psychological, social, and moral growth for the student. It furnishes an opportunity for the students, parents, teachers, the resource specialist, and the administration to seek understanding of the child and his/her problems and together find a means to a solution.

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:

- 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.

- If you cannot reach a resolution or you are not comfortable with discussing this 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 School within the 15-day period it will be considered untimely.

- 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: 213-637-7300. 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.

Section 9 Discipline

Discipline Policy

Discipline is necessary to provide a classroom environment that is conducive to learning. Students will be treated fairly and with respect. It is expected that they treat persons in authority with due respect and learn to be responsible for their actions.

In most instances when rules are broken discipline will be handled by the individual teachers. Each teacher has a discipline plan, which is on file in the principal's office and is distributed to parents at the Back to School Night. The Middle School, as a unit, has one plan. See page 71 and 72.

Although these plans differ from teacher to teacher, generally Assertive Discipline is used, whereby the student is warned the first offense; the student will receive a consequence for each offense after the first.

When a student has done something which a teacher considers very serious, the student will be sent to the principal's office. Generally, a first visit to the principal will result in a Behavioral Referral, with a consequence. The principal keeps a file on all referrals. Every time a student is sent to the principal, the discipline files from previous problems will be checked. If a warning has previously been issued, a suspension will result, if warranted.

All disciplinary actions taken in the principal's office are documented and parents receive a copy of the Behavioral Referral.

This school maintains a hands to oneself policy. Pushing, shoving and/or fighting will not be tolerated. All parties involved will be suspended for each incidence of fighting and physical contact which results in injury to others.

When a student has continued problems in the classroom or on the yard, they will be referred to the Discipline Board. The board will meet with parents and the student to find avenues that will help the student to improve in an area of weakness. Recommendations will be made. If the recommendations of the team are not met, or if no improvement occurs, the student may be asked to withdraw from the school.

Probation

If a student is placed on probation due to disciplinary problems, that student will lose any privileges, such as extracurricular activities, field trips, and special functions.

Detention

Detention will be given for, but not limited to, the following:

1. Use of inappropriate language.
2. Disrespectful behavior to students or teachers.
3. Repeated corrections of same offense.
4. Three uniform violations (A 2nd detention for Uniform Violations will result in a referral to the principal.)
5. Three tardies

Detention is to be served on the assigned day unless the student has a previous medical appointment and the parent notifies the teacher. If this is the case, the detention will be served the next day. The length of the detention is at the discretion of the teacher, generally 15 minutes in primary and 30 minutes in middle school. A missed detention will result in a 2nd detection.

Gangs: Membership/Involvement

Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity is grounds for expulsion.

Suspension

Fighting is always a suspendable offense. Destruction of school properties, repeated use of inappropriate language or repeated disrespectful behavior will result in a suspension.

Middle School Discipline Policy

The faculty of Holy Trinity Middle School believes that discipline is necessary to provide an environment that is conducive to student learning. With this in mind, we have created a point system.

All students start with zero points. Students will have points added to their total for the infractions listed below.

All Middle School teachers will follow the same discipline plan, keeping one total for each student. The total points earned each quarter will be subtracted from 100, which will become the student's behavior grade. Only one behavior grade will be given for each student on his or her report card.

Any time a student receives a C- or lower in behavior, the student will be placed on behavioral probation. While on probation, the student may not participate in extra-curricular activities or special class activities, such as field trips, outings, etc.

At the beginning of the new quarter, the student starts with 100 points for a behavior grade; however, the points accumulated will continue to accrue throughout the year. A running tally for each student will be kept for the year, but only those points earned that quarter will be deducted for the quarter's behavior grade.

For example, if a student accumulated 5 points, the behavior grade will be 95, A. If a student accumulated 15 points, the behavior grade will be 85, B-.

When a student accumulates 75 points, the student is subject to removal from our school.

Not returning a signed homework slip will result in one point being deducted from work habits.

Comment Code on Report Card

Points will be accrued to the students total for the following

Any time a student receives # 7 - 16 as a comment on their Progress Report or Report Cards, 2 points will be added. If code appears more than once, student will receive 2 points for each time code is used.

Cheating

Cheating will result in a grade of zero on the assignment and a detention which will add 5 points to the student's total.

Detention

Every time a student receives a detention, 5 points will be added to the student's total. Reasons for detention being given include, but are not limited to, the following:

Gum Chewing

Disrupting the learning environment: for example....

--inappropriate noises or actions, excessive talking

Disrespect of teachers, other students, or school property: for example....

--refusing to follow directions

--responding to the teacher with a disrespectful remark, manner, or tone of voice

--behavior which is considered harassing to other students

Inappropriate language

Repeatedly having to be reminded of correct uniform

Three tardies

Behavioral Referral to Principal

A referral to the principal will result in 10 points being added to the student's total. A referral will occur for repeated detentions for any of the above reasons or for any action that is more serious than that which would warrant a detention.

Suspension

A suspension will result in 15 points being added to the student's total. A student is suspended for fighting, pushing, shoving, using hands or feet in anger with the intent to hurt someone, or for a repeat violation of any of the reasons for a referral.

Discipline Board

The Discipline Board at Holy Trinity School serves to seek ways to help students who frequently disrupt the learning process or are having ongoing problems complying with the regulations of the school.

Appearance before the team for a discipline concern is a very serious matter and occurs when a student has repeatedly failed to respond to correction or has committed a serious violation.

Appearance before the team leads to a written and signed agreement between all present as to the nature of the problem and the course of action taken. It will specify behaviors expected of the student with possible consequences. The appearance could result in suspension, probation or a request that a student be withdrawn.

The Discipline Board is comprised of the Principal and the Vice Principal as permanent members. The student's teacher will also be a member of the team.

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.

Section 10 Uniform Policies

We are a Catholic School; we expect all clothing will reflect this.

The principal will have the final decision regarding any uniform regulations or violations.

As it is our school policy that students wear uniforms, we insist that the requirements are obeyed by all students. Full uniform is required the first day of school and every day until the last day of school. If parents are conscientious about observing their children in the morning, then we can expect the students will consider their appearance a matter of importance also. All students are expected to have a complete dress uniform as listed below. Uniforms are to be clean, neat, and in good condition. Students will be given uniform violation notices if out of uniform. Three violations will result in a detention.

1. Boys

Tops

White, gray or red pullover shirt with sport collar with H.T. Logo.
Can be short-sleeved or long-sleeved
Shirt must be tucked in.
Only plain white undershirt may be worn under shirt
Shirts must be purchased at Normans for uniformity of color and must have the H.T. Logo.

Bottoms

Long Pants

Navy blue Mark Twain or Tom Sawyer twill pants worn at the waist, sized to fit. No baggy pants. Boxers must be worn at the waist and not visible through the shirt.

Short*

Navy blue Mark Twain or Tom Sawyer dress uniform walking shorts worn at the waist, sized to fit.

Belt (Grades 2-8) (1st grade optional)

Solid navy blue or black belt

Sock

Solid white crew socks, no color. No anklets. Socks must cover the ankle bone.

Shoe

Predominantly black or NAVY blue. Shoes may have white stitching, white symbol, white soles. **No other color is allowed.** No white toecaps and no high top shoes, and no platforms will be allowed. Shoes must be tied in the conventional manner.

*Walking shorts may only be worn from September to Thanksgiving holiday and again from St. Patrick's Day through June, weather permitting. Students will be notified over the P.A. when hotter or colder weather necessitates a change during the months noted above. If the weather is over 75 during the winter months the walking shorts may be worn.

2. Girls

Tops

White, gray or red pullover with sport collar with H.T. Logo.
This can be short or long-sleeved. Shirt must be tucked in.
Shirts must be purchased at Normans for uniformity of color and must have the H.T. Logo.

Bottoms

Jumper/Skirt

Red plaid jumper (for K through 4) hemmed no more than 3 inches from the floor measured while kneeling
Red plaid skirt, (for grades 4 through 8) hemmed no more than 3 inches from the floor measured while kneeling

Skort

Blue, drop-yolk skort, worn as purchased and not shortened

Short/Slacks

Navy blue Becky Thatcher cuffed dress uniform walking short* or twill slacks. Shorts must be worn as purchased and not shortened.

Belt (Grades 2-8) (1st grade optional)

Solid navy blue or white belt

Shoe

Predominantly black or NAVY blue tie shoe. (No Mary Jane or Slip-ons) Shoes may have white stitching, white symbol, white soles. **No other color is allowed.** No white toecaps, no high tops, and no platforms will be allowed. Shoes must be tied in the conventional manner.

Sock

Solid white crew, or knee socks (no lace/logos/decorations/color). Socks must cover the ankle bone. White tights must be worn with the skirt or skort during the winter months.

The principal will have the final decision regarding any uniform regulations or violations.

*Walking shorts may only be worn from September to Thanksgiving holiday and again from St. Patrick's Day through June, weather permitting. Students will be notified over the P.A. when hotter or colder weather necessitates a change during the months noted above. If the weather is over 75 during the winter months the walking shorts may be worn.

3. Physical Education Uniform

Grades Kindergarten through 3rd are not required to have a uniform.

Grades 4 through 8 are to wear the Holy Trinity logo P.E. shirt with the dress uniform walking shorts or dress uniform pant. PE uniforms are sold through Charger Gear for grades 6,7, and 8.

4. Uniform Accessories

The following items are accessories to the required school uniform and they are purchased and worn as a parent option. If the items are worn, the following regulations will apply:

The following are the only over garments that may be worn in the classroom:

Sweaters - only a red or navy cardigan or a navy V-neck pullover sweater

Navy blue quarter zip sweatshirt

Sweatshirts - must be navy blue crew necked - with H.T. logo in the front. A navy blue & gray-snap sweatshirt jacket with school logo, may also be purchased and worn in the classroom.

Nylon Track Jacket, blue with white and red line

Hooded sweatshirts will not be allowed.

Turtlenecks - for the cooler weather to wear under the uniform shirt or blouse - in plain solid white - no decorations/logos.

Jackets may be worn to school, but not in the classrooms. No professional or college sport team logos or bands may be on jackets. Normans sells a navy blue zip-up hooded nylon jacket with the HT Logo.

The principal will have the final decision regarding any uniform regulations or violations.

5. Free Dress/School Functions Dress

This is also the acceptable dress for attending formal school events such as the Sports Awards Ceremonies, Academic Awards, plays, concerts, etc. Occasionally, students are given free dress. Students must be modestly dressed and will be sent home if judged otherwise. The following regulations will apply on these days:

Boys

Clean, neat pants or shorts and shirt (no bicycle shorts)
No T-shirts with bands, band names, skeletons or devils
No sandals or boots - only closed toe shoes
No tank tops (all shirts must have sleeves & necklines)
Pants or shorts must be the proper size fit. No baggy pants or shorts. The pants must fit at the waist and the waistband must be worn at the waist.
No board shorts or swim trunks

Girls

Clean neat dress, skirt, pants or shorts and top (no bicycle shorts or snug fitting clothing)
No tight-fitting or "skinny" pants or jeans; no leggings
No tank tops (all shirts must have sleeves & necklines)
No sandals or boots - only closed toe shoes
Shorts worn to school must be long enough to reach to the end of the fingers when arms are held straight at your sides or minimum inseam of 4 inches.
Shirts must be long enough to cover the midriff at all times.

The principal will have the final decision regarding any uniform regulations or violations.

6. Miscellaneous Regulations

It is a good idea to have all articles worn or brought to school marked with the student's name.

Students are to arrive at school in full and correct uniform daily. Uniform articles must be sized to fit-- no loose fit or baggy clothing. Students are to follow the dress code at all times.

On physical education days, students may arrive at school with their P.E. clothing under their school uniform.

A note is required from the parent if, for any reason, the student is not in the required uniform. The note will be valid for one day only.

Students who are in violation of the school's uniform requirements will be given a Uniform Violation Form.

Makeup, including lip gloss, artificial nails and fingernail polish may not be worn or brought to school. Hair spray, large hairbrushes and other cosmetic type articles may not be brought to school.

Girls' hair must be cut and styled in a manner which does not impair the vision. The only hair decorations permitted are a simple red, white or blue, or combination of those colors, hair ribbon or hair clasp. **No radical hairstyles and no hair coloring. Hair must be natural color. No bleach.**

Boys' hair must be cut and styled so the length in the back is shorter than the top of the shirt collar. The front should not impair the vision. No radical hairstyles and no hair coloring.

Students are not to have their hair styled with lines, symbols or words, jeri curls or longer trailing hair in the back, shaved (entire head or on sides, cropped, or stepped). Extremes are to be avoided.

Jewelry for all students is limited to 1 ring, 1 necklace, 1 bracelet and 1 watch. Girls may wear 1 small pair of earrings on their ear lobes, (no loop type). Boys may never wear earrings.

No professional or college sports team logos on items such as jackets, tee shirts, etc., are to be worn to school.

Hats or head covering are never to be worn to school.

We are a Catholic school. We expect students to come dressed in clothes that reflect our Catholic philosophy. Anyone not dressed thus will be sent home to change.

The principal will have the final decision regarding any uniform regulations or violations, including hairstyles.

7. Uniform Supplier Information

The following company supplies Holy Trinity School uniforms, and participates in the Scrip program. Please be aware that this company provides publicity flyers at several schools and parents should observe the regulations established for Holy Trinity.

School Uniform

Norman's
371 W. 6th Street
San Pedro, Ca 90731
(310) 832-8342

Business Hours: Sunday (closed)
Monday through Saturday
9:30 am to 6:00 pm

8. Uniform Exchange

Holy Trinity parent volunteers operate a uniform exchange. Uniforms are returned to the school and are available to those in need. Uniform Exchange will be available at Family Day in August and a request form is put in the Communicator periodically. There is no cost for these items.

9. Pride Day

Every Friday is Pride Day. On Pride Day, students may wear any shirt that has a H.T. Logo. Shirt can be from choir, altar serving, sports, p.e., or any other school activity. The rest of the uniform must be worn correctly on Pride Day.

Section 11

Health/Safety of Students

To provide the safest environment for our students, we maintain a closed campus. All visitors/volunteers are required to sign in at the office to receive a visitor's badge. All visitors must enter through the front door after 7:50 am.

Health Office

The Health Office phone number is (310) 833-3151 and office hours are from 7:30 am to 3:15 pm, Monday through Friday. (Wed. 7:30 am -2:15 pm)

Please note that all health-related forms, notes, etc., go directly to the Health Coordinator's Office and are considered confidential.

Attendance

Absence

A file is maintained on each student to record dates and causes of absence. If the student will be absent from school for any reason, parents must:

Call the Health Office at 833-3151 between 7:45 am and 10:00 on the day of the absence and provide a signed note upon student's return to school. Students need not report to the Health Office unless they were absent with a communicable disease.

OR

You can use the Holy Trinity App to report your children's absence. Please see page 108 for more information about the app.

Per Archdiocese of Los Angeles requirements, if the student arrives up to 30 minutes late, he or she is marked tardy. If a student arrives 30 or more minutes late, they are marked absent for half a day. If a student leaves 30 or more minutes before the end of the day, they are marked half a day absent. If a student is not physically in the classroom, he is absent.

Tardies

The following rules apply to tardy students:

Students tardy at any time during the day must report to the Health Office for a tardy slip which must be signed by parents and returned to the Health Office the following day.

Tardiness is a disruption to learning. When a student arrives late, he or she has missed vital learning. A late student is also disruption to the rest of the class especially in Middle School when students change rooms. Therefore, every time a student is tardy three times, he/she will receive detention. In middle school, a detention results in 5 points or a loss of points in the behavior grade.

Communicable Diseases

Communicable diseases must be reported to the Health Office. Parents will be advised by the Health Coordinator when a communicable disease has been experienced in their child's classroom. Students who have been absent due to a communicable disease must have a permit issued by the Health Department, a physician, or a nurse before he/she is readmitted to school.

Health Record Card

Every student shall have a card on file in the Health Office. It is mandatory that the following information be noted on the cards:

Dates of poliomyelitis, measles, diphtheria, tetanus, pertussis, hepatitis B immunizations, 7th grade T-dap vaccine and varicella. Students will not be registered without an immunization record. Health Cards are obtained from and returned completed to the Health Office.

Health centers or personal physicians will provide parents with record-keeping booklets upon request.

Immunizations

The State of California, Archdiocese of Los Angeles, and Holy Trinity School policies require that all students entering this school for the first time must have immunizations before they are completely registered in the school. Children are admitted conditionally until all requirements are met. There is no grace period for immunizations.

A number of immunizations are required by law to protect the students, faculty and staff. These immunizations are listed below. Policies dictate that records be maintained in the Health Coordinator's Office on each individual. These records must show the type of immunization given, the date and physician's or designee's signature. If your child does not have an Immunization Record, please contact your physician or clinic.

Immunizations required by law are:

Polio	4 doses at any age, but... 3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday;* 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.*
Diphtheria, Tetanus and Pertussis	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses any any age, but... 4 doses meet requirements for ages 4-6 years if at least one was on or after 4 th birthday Age 7 years and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2 nd birthday. If last dose was given before the 2 nd birthday, one or more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses** both on or after 1st birthday* 7 th grade: 2 doses** both on or after 1st birthday* Grades 1-6 and 8-12: 1 dose must be on or after 1st birthday*
Hepatitis B	Kindergarten: 3 doses at any age
Varicella	1 dose**** for children under 13 years; 2 doses for ages 13-17 years Effective July 1, 2019, 7 th graders must have two immunizations
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th-12th grade: 1 dose***** on or after 7 th birthday
Out of State entrants (grades 1-12)	1 dose for children under 13 years; 2 doses are needed if immunized on or after 13th birthday.****

Tdap Shot for 7th through 12th Graders

California middle and high school students must be vaccinated against pertussis (whooping cough). All students entering 7th through 12th grades will be required to show proof of a "Tdap" booster shot before starting school. This requirement applies to all public and private schools.

* Receipt of the dose up to (and including 4 days before the birthday will satisfy the school entry immunization requirement.

** Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

- *** Two doses of the 2-dose hepatitis B vaccine formulation along with provider documentation that the 2-dose hepatitis B vaccine formulation was used for both doses and both doses were received at age 11-15 years will also fulfill this requirement.
- **** Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement
- ***** Tdap, DTaP or DTP given on or after 7th birthday will meet the requirement. Td does not meet requirement

As of 2-17-00 the Food and Drug Administration approved an alternative new formulation and regimen of the Hepatitis B immunization which allows for a 2-dose series in some circumstances. If the new 2-dose formulation of the Hepatitis B vaccine is used, the immunization record must clearly note the “Both doses were 2-dose formulation” and include the “provider’s signature”.

If your child has not received all of the immunizations listed above, please make an appointment at once with your personal physician, clinic, or the County Health Department’s Immunization Clinic. Take any records you now have with you. There are no grace periods for immunizations. Please make sure you bring your records of immunizations to the Health Coordinator's office.

Each Kindergarten and newly registered 1st grade student will be given a health form which requires a physical examination and physician’s signature.

Correspondence from physicians must be presented to and kept on file in the Health Office.

Student Accident Insurance (Myers-Stevens)

The school carries accident insurance for each student. Claim forms will be kept in the school office. This insurance assists in the medical expenses incurred due to accidental bodily injury sustained by student while attending school, while traveling to/from school, or while participating in a school-sponsored and supervised activity.

The Student Accident Insurance Program forms will be sent home in the Communicator Envelope for parents who wish to purchase additional coverage. Any parents who wish to purchase the optional coverages may do so by completing the application form, enclose the appropriate premium and mail directly to:

Myers-Stevens & Toohey & Co., Inc.
 26101 Marguerite Parkway
 Mission Viejo, Ca. 92692-3203
 1 (949)- 348-0656
 FAX: 1 (949) 348-2630

Leave School Permit

Each student who leaves the campus during school hours must:

Provide a note to the teacher from the parent/guardian which will be signed and forwarded to the Health Office.

Be released from the classroom and proceed directly to the Health Office.

Be picked up by the parents at the Health Office only. Parents must sign the Leave School Permit form.

Medical Appointments

A note from the parent/guardian must be given to the teacher, the morning of the appointment. The same Permit Slip procedure as previously presented will be followed.

Medication in School

The school shall not furnish medication. School personnel shall not administer medication of any kind.

Health Services

Students in grade 4 through 8 will receive a Scoliosis test. Consent forms will be sent to parents. Dates and times of testing will be reported in the Communicator.

Students will be weighed, measured, given an eye test, and have a head check for lice at the beginning of each school year. Problems in any of these areas will be made known to parents by the Health Coordinator.

Special Health Concerns

Diabetic students must have care instructions on file in the Health Office. A machine and food must be provided by parents.

Students who are allergic to bee stings must have a bee sting kit labeled with the name, grade/section in the Health Office. Allergies to bee stings should also be noted on the Emergency Cards.

Parent Volunteers

Volunteers who work directly with students are required to have T.B. tests.

HIV/Aids Policy

The Archdiocese of Los Angeles has accepted the United States Bishops' statement, *The Many Faces of AIDS: A Gospel Response*, as adapted for use within the archdiocese. This document states:

Infection with HIV in and of itself should not be a reason to exclude students from any Catholic 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.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV will be admitted to our elementary and secondary schools.

Usually, these students are entitled to all rights and services accorded to other students. Decisions about any changes in the educational program of a student who is infected with HIV shall be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

The school will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform persons concerning the nature of HIV infection, including how it is contracted and how it is spread, according to current scientific evidence, school policy and procedures related to students with diseases such as HIV infection, resources for obtaining additional information or assistance, and procedures to prevent spread of all communicable diseases at the school.

MEDICATION AUTHORIZATION AND PERMISSION FORM

Location: _____

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

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

Last Name of Minor First Name Sex Birth Date

Name of Medication: _____

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

Purpose of Medication or Diagnosis

Dosage Prescribed Date/Time Schedule Dose Form (tablet/liquid)

Please notify this office if patient misses medication Yes No

Medication may have adverse effects (explain) _____

Special instructions and/or comments: _____

Print Name of Licensed Physician Signature of Licensed Physician Date

Physician Address and Phone Number

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

Parent/Guardian Name: _____ Emergency phone number: _____

Parent/Guardian Signature: _____ Date: _____



Section 12 Safety/Disaster Plans

Safety

Holy Trinity staff members will follow the procedures listed below:

Procedures in the event of a missing child

1. Send someone to notify administrator
2. Make a brief yet thorough check of the school grounds.
3. Call parents and anyone whose name appears on the emergency pick up card to check if they picked up the child.
4. If the first two steps fail in locating the child, IMMEDIATELY call the police, making available to them a picture of the child, age, height, and weight--descriptions that can be found in the Cum file.
5. Always fill out an accident reporting form/personal incident form and send it to the appropriate office or department.

Procedures in the event of a child collapsing during school time

1. Do not move the student
2. Check for breathing. If the injuries or condition of the student appears to be remotely serious, 911 is immediately called.
3. Send someone to notify administrator.
4. A "First Aid Certified" staff member or teacher immediately attends to the student, administering first aid as needed.
5. Call the parents.
6. Always fill out an accident reporting form/personal incident form and send it to the appropriate office or department.

Procedure in the event that student brings a weapon, especially a gun, to school.

1. Notify administrator immediately.
2. A student may be suspended or expelled for acts including possession of harmful weapons or materials which can be used as weapons.

Disaster

Safety of School Buildings

Students are housed in buildings which meet Archdiocesan building specifications and are considered to meet safety standards. Staff members have emergency plans that will be followed in an emergency.

Parent/Guardian Provided Classroom Materials

An Earthquake Kit has been purchased for each student. The kit has a shelf life of 5 years and contains everything that a student would need for 3 days. Parents will pay a one-time fee of \$20 per child upon entering the school.

Crisis Plan

All staff members are familiar with school's plan for a disaster. Monthly fire drills are held, and periodic drills are held for earthquake and sheltering-in-place. All students and staff members participate in these drills.

Telephone/Communications

The school has the ability to notify you of an emergency through School Speak. Parents will be notified as soon as possible of any emergency situation. If telephones are operational following a serious earthquake, their use will be restricted to reporting medical, fire, or other emergencies. Please do not call the school. Information for parents will be released by local radio and television stations and through SCHOOL SPEAK and through the HT App. Emergency information will also be sent to parents on School Speak. Parents will be advised through this media, of local school conditions, dismissal times, and various disaster procedures.

Dismissal

In the event of a major earthquake or other disaster, school will not be dismissed and students will remain under supervision of school authorities until it is determined by the Administration that dismissal is warranted.

Picking Up Your Child When Dismissal is Determined

No student will be released to anyone other than his or her parent/guardian except those:

Adults noted on the Emergency Release Form who will be asked to provide identification, their signature, their destination, phone number and address.

If the administration feels that students can best be kept safe, by relocating to a safer location, the students will be moved. Notice of location will be posted on front door and school fence. If possible, this information will also go out to parents through the SCHOOLSPEAK.

Students are assigned to certain school personnel and the personnel should not be asked to locate students not assigned to their care.

Please minimize the possibility of a traffic jam and facilitate the smooth release of students by walking to school if possible. If driving, the traffic flow plan previously presented must be followed.

Disaster Plan - Student Pick-Up

All students, K through 8, will assemble in the main yard unless alleyways are impassable. If alley access is hazardous, Kindergarten will assemble in the K yard.

Parents should go to the entrance gates on Santa Cruz Street and tell a staff member the student's name which they are picking up. Students will only be released to persons authorized on the Emergency Release Form. **DO NOT ENTER THE SCHOOL YARDS.**

Whenever there is a local emergency situation, this school will follow the Los Angeles Unified School District directives regarding classes for the day, regarding school schedules.

Traffic should flow in the direction indicated on the diagram on page 88. It is the same as the drop-off/pick-up.

Section 13 Drop off/Pick up

Increased traffic during drop-off and pick-up puts the safety of our children at risk. Please read these instructions carefully and follow the rules – even when you are late or in a hurry. You are required to sign a Traffic Drop-Off/Pick-Up Procedures Agreement in the handbook. These instructions are posted on the Holy Trinity website (<http://www.holytrinitysp.org/School> Quick Links/Forms & Documents) so that you can share it with family members or friends that may be picking up your child(ren). **Thank you for remembering that the safety of our children is all of our responsibility.**

Traffic Drop-Off/Pick-Up General Procedure

We use the Main Yard on Santa Cruz Street and the lot on Walker Street for drop-off and pick-up. **The Sepulveda Lot is only used for parking.** If you park in the Sepulveda Lot, you must walk to the Main School Yard to drop off or pick up your children. The diagram on the following page illustrates where you can drive through and park before and after school hours.

All students must be picked up in the Santa Cruz Yard or Walker Street Lot unless they are walkers with written permission. Parents may park and walk into the Main Yard through the alley or the gathering area of the church to pick up their child(ren). If parents pick up their students at the church gathering area, parents must come to the top of the stairs or lunch benches. Students will not be allowed to leave their line area until their parent is at the top of the stairs and visible to the teacher on duty. All foot traffic must leave the yard through the alley or the gathering area, **NEVER THROUGH TRAFFIC GATES.**

Morning Drop-Off : 7:35am – 7:50am (1st -8th grade) K is 7:45 am to 8:00 am

The school does not provide supervision before 7:35am or after 3:30pm. Any student on the yard before 7:35am or after 3:30pm will be checked into the Before/After School program and parents will be charged a drop-in fee.

Students may be dropped off beginning at 7:35am. Drivers must enter both lots by way of a right turn. Pull up as far as possible toward the exit gate – there is only one line of cars. Students are to exit the car on the passenger side and the driver leaves the yard making a right turn onto the street. Please do not exit making a left hand turn.

NO FOOT TRAFFIC DURING SCHOOL HOURS signs are posted at the Santa Cruz yard entrance. Please do not walk your children through the entrance or exit to the yard during drop-off.

Kindergarten students are dropped off on Sepulveda Street in front of the Kindergarten. Cars are to pull up, and staff members will help the children out of the car and into the gated yard. There is **NO PARKING** in this area. If you wish to walk your child in, you must park in the Sepulveda Lot or on the street.

Grades 1-4 must be dropped off in the Main Yard or walked onto the school grounds.

Grades 5-8 may be dropped off in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking on Walker Street during drop-off. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street.

The gate to the main yard closes at 7:50am. If you are in line for drop-off, you must park at a curb before letting your child(ren) out of your car. Do not allow children to exit from your car if you are double parked on Santa Cruz.

Afternoon Pick-up: 3:00 – 3:30pm (2:45 for K)

Any car waiting in the street to enter the yard is subject to a traffic ticket. Cars are not allowed to stop in the street without moving. **DO NOT ARRIVE BEFORE 3PM, AS THE YARD IS CLOSED.**

All cars must enter the Main Yard to pick up students by entering through the first gate on Santa Cruz by making a right hand turn only. Please stay inside the cones for students' safety. Pull as far to the top of the yard as traffic will allow. Students will only be permitted to get into the cars at the top of the yard. After the car is loaded, the car will be permitted to pass waiting cars on the left. Please do not yell or honk for students. Parents are asked to comply with the instructions given by faculty members who will be assisting with the loading process. Cars will exit the main yard by making a right hand turn only onto Santa Cruz Street. Please do not make a left hand turn. Do not block the driveways of residents or the alley when in line. 'NO FOOT TRAFFIC DURING SCHOOL HOURS' signs are posted at the yard entrance. Please do not walk your children through the entrance or exit to the yard during pick-up.

DO NOT DOUBLE PARK, PARK ACROSS THE STREET FROM THE MAIN YARD, PARK IN A CROSS WALK, OR PARK IN A RED ZONE. Do not ask your children to walk to your car at a designated spot. If you are parking on the street or in the Sepulveda Lot, you must walk to the main yard to pick up your children.

Kindergarten students are picked up at the kindergarten yard at 2:45 pm. Students going to Day Care will be walked to the program by school staff. Any student not picked up by 3:15 will be taken to Day Care.

Grades 1-3 teachers walk their students to the main yard and all students must be picked up there. Please do not take your child out of line before the class stops at their designated spot on the main yard.

Grades 4, 5 and 8 are picked up in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking in front of the church on Walker Street during pick-up. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street. Exit the lot via a right turn onto Walker Street.

- Do not make left turns onto Walker when exiting the lot.
- Do not double park, park across the street from the Sepulveda lot, park in a crosswalk, or park in a red zone.
- Do not ask your children to walk to your car at a designated spot.

Grades 6-7 are picked up in the Main Yard beginning at 3:15pm. Please do not arrive before 3:15pm for Middle School students, as cars will not be allowed to wait in the yard. If you are picking up a younger child and a Middle School student, pick up the younger child first, exit the yard, and circle the block to re-enter the main yard, or younger siblings may stay on the main yard with their teacher until Middle School dismisses. Teachers are in the main yard until 3:30pm (2:20pm on Wednesdays).

Rainy Day Procedures

For rainy days, drop-off procedures do not change. Children will enter the building and walk directly to their classrooms instead of lining up on the main yard.

All students must be picked up in the main yard when it rains. You may follow the standard pick-up procedures for driving through the main yard or park on the street and walk into the building to pick up your child(ren). Please drive slow and carefully.

Commercial Transportation Service

Any student using a commercial transportation service needs to fill out and have on file

**MINOR PICK UP PERMISSION FORM AND RELEASE
FOR PARISHES AND SCHOOLS**

_____ (name of parish or school) ("Location")
will not release a minor to a commercial transportation service that is not identified in this permission form.

I, _____ (name of parent/legal guardian), give my permission for
_____ (name of minor) to be picked up from the Location or
the Location's sponsored event by the people or transportation service named below. I warrant that the
transportation company identified below has a policy that allows the drivers to transport unaccompanied
minors.

Name: _____

Address: _____

Telephone: _____

I agree to call the Location each and every time my child(ren) will be picked up by the above named
transportation services and provide the Location with the name of the transportation service, the name
of the driver and the license plate of the vehicle, if available. I will instruct the driver to provide a valid
picture ID to the person in charge before my child(ren) will be released to the driver and further instruct
the driver to sign my child(ren) out before they will be released.

I, on behalf of myself, my child(ren), spouse, heirs and family members, hereby release, discharge,
indemnify and hold harmless Location, its administration, staff, employees, officers, volunteers, agents,
and representatives from any and all claims, causes of action, liability or damages arising out of, or
relating to the transportation of my child(ren) in accordance with this permission form.

Parent/Guardian Name (Printed): _____

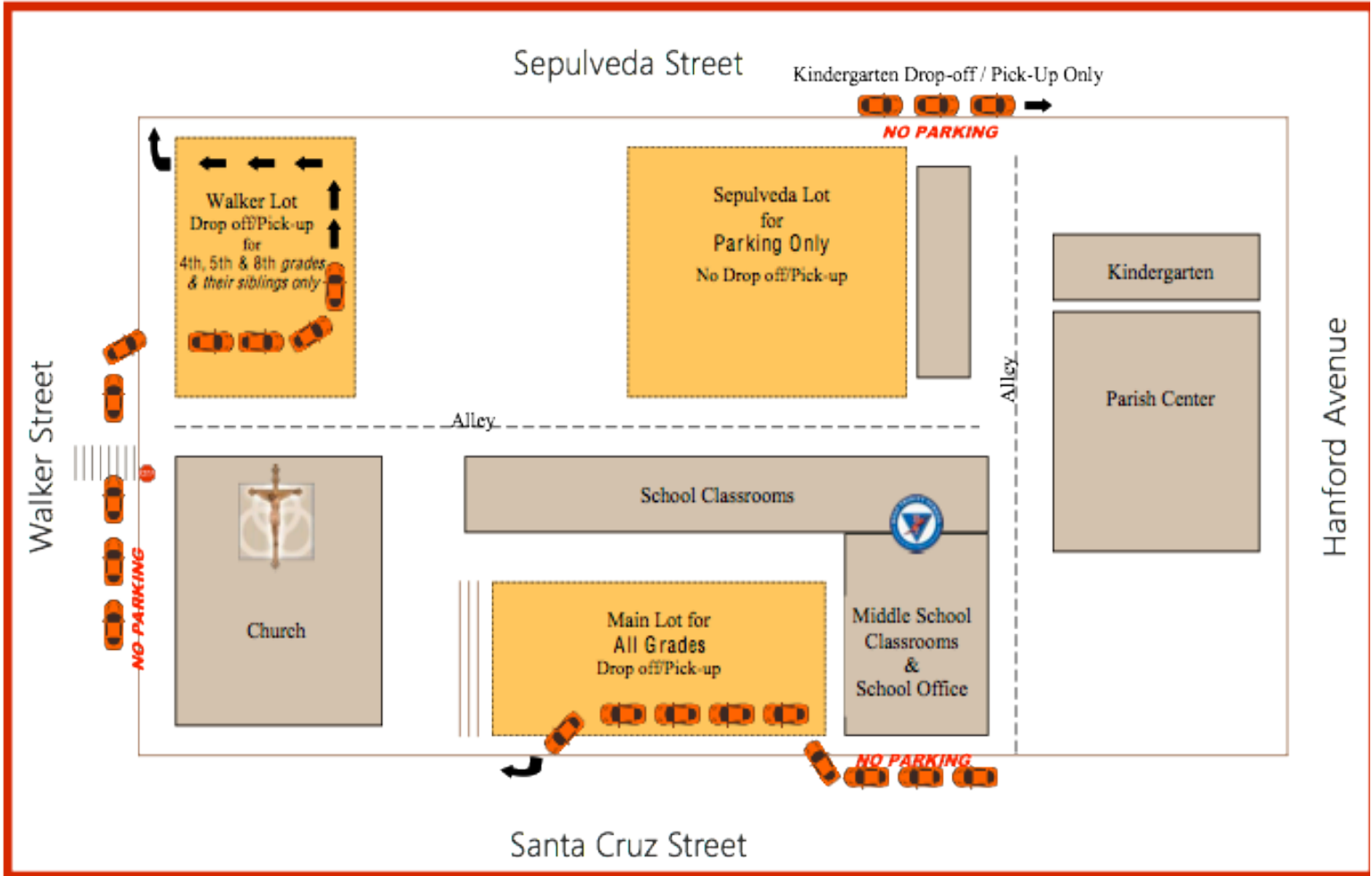
Signature: _____ Date: _____

NOTE: *This form is a supplement to any other pick up and release permissions the location may require.*





HOLY TRINITY SCHOOL TRAFFIC PATTERN POLICY



No Parking on Santa Cruz in front of school office or on Walker St in front of church. Right Turns Only entering and exiting lot

Please note that traffic flow is in one direction as indicated by the arrows

Section 14 Day Care Program

Admission Policy

Students currently enrolled in Grades Kindergarten through Eighth in Holy Trinity School are eligible to participate in the School's Extended Day Care Program.

Days and Hours of Operation

Extended Day Care is offered when school is in session.

6:30 am - 7:35 am and 3:00 pm - 6:00 pm (except Wednesdays)
2:00 pm - 6:00 pm Wednesdays
12:30 pm - 6:00 pm Minimum Days

Program Schedule

Before school care:

Drop ins are \$5 per child

Monthly prices are:

1 child - \$75
2 children - \$90
3 or more - \$100

After school care:

Drop ins are \$5 per child for the
1st half hour: after the first half hour price
changes to \$10, or \$10 for the
whole day.

Monthly prices are:

1 child - \$180
2 children - \$260
3 or more - \$315

Before school program:

6:30 am-7:35 am

During the before school program hours, children are able to work on homework, play games, do art projects or just relax before class begins.

After school program

3:00 pm - 3:30 pm: sign in/social time/snack time
3:30 pm - 4:30 pm: homework
4:30 pm - 5:10 pm: outside play/art time
5:10 pm - 5:40 pm: quiet time-finish homework
5:40 pm - 5:45 pm: clean up
5:45 pm - 6:00 pm: closing time

Schedule changes on Wednesdays due to early dismissal:

2:00 pm - 2:25 pm: sign in/social time
2:30 pm - 3:15 pm: outside play time
3:15 pm - 3:35 pm: snack time
3:35 pm - 4:45 pm: homework
4:45 pm - 4:50 pm: clean up
4:50 pm - 5:15 pm: bingo
5:15 pm - 5:45 pm: quiet time-finish homework
5:45 pm - 6:00 pm: closing time

Insurance

Archdiocesan Elementary School accident insurance covers pupils during the times of the Extended Day Care Program.

Sign In/Sign Out Procedures

All students must be signed in/out by a parent/guardian or authorized adult (18 years of age or older) indicated on the child's Extended Day Care Student Release Authorization. A full signature, first and last name, as well as time of arrival/release is required. Children may only be dropped off/picked up by adults authorized to do so. Phone calls/messages to release children are not permitted. In an EMERGENCY situation, a parent may give temporary permission for a child to be picked up by someone other than the person on the release form, but this permission must be presented IN WRITING to Extended Day Care personnel.

For Before School Care, parents must accompany students to the Extended Day Care room and sign the child in. It is the child's responsibility to sign in at the After School Extended Day Care. Extended Day Care personnel will take attendance of all registered students. Children participating in other after school activities (copies of parental permissions for sports, tutoring, etc. should be on file in the Day Care office) must first report to and sign in at Extended Day Care, with a notation made as to their whereabouts. The child must return to Extended Day Care immediately following the completion of that activity.

Emergency Procedures

It is imperative that a form with emergency information that is complete and current be kept on file for every child enrolled in the Extended Day Care Program. The minimum of emergency contacts listed, other than parent/guardian is TWO. Staff must have accurate phone numbers for reaching those to be contacted, and these caretakers should have been informed that their names have been included and should agree to provide assistance if necessary. Parents are expected to inform Extended Day Care Program personnel of any changes in home/work address, telephone or emergency numbers.

Expectations

Extended Day Care is a privilege, not a right. Since the Extended Day Care Program is an extension of the regular school day, the same expectations for cooperation by students and parents are assumed. Families who consistently violate the policies and procedures of the Extended Day Care Program will be dismissed from the program by the Principal.

Parent responsibilities include:

- Completion of all Extended Day Care Program forms--Student Release Authorization. Medical Release, Family Agreement, etc.
- Support for program policies and procedures.
- Cooperation with Sign In/Sign Out procedures.
- Collaboration with the Principal and Extended Day Care personnel.
- Meeting all financial obligations in a timely manner.

Student responsibilities include:

- Respect for all staff, students and property.
- Use of appropriate language and voice level.
- Participation in all Extended day Care program activities.
- Keeping the Day Care room clean and neat.
- Consideration of others-sharing, taking turns, etc.
- Following Extended Day Care Program rules
- Asking permission of staff for restroom use.
- Remaining inside the Extended Day Care areas and staying with the group.

Section 15 Student Activities

No student will be allowed to participate in an activity which requires a fee if the family's account is not current.

Altar Servers

This program is open to boys and girls in Grades 4 through 8.

Athletics -Mr. DiLeva

The sports program at Holy Trinity School exists in order to further develop a student's physical skills, as well as, to contribute to the development of mental and social skills. Good sportsmanship is a high priority in our program. The ultimate goal is to produce well-rounded young men and women through the team process of working together to perform to the best of their ability.

The B programs, for students in 5th and 6th grades, are developmental and all students will play, although not necessarily equally. The varsity sports program for students in 7th & 8th grades is competitive. The coaches will play the game to win. Substitutions will be made when possible.

All students will be charged a fee for each sport they play. The fee will be determined by the number of games, number of tournaments, facility and referee fees. This fee will be between \$50.00 and \$150.00, depending on the above factors. This covers referee fees and equipment. Cost of uniforms is not included in this fee.

Baseball: When our school enters a team in a park league the school will pay the park fee. School will then bill the parent. Baseball could cost more than \$50.00, as the park charges a fee and the school charges a uniform fee.

In order to participate in any Holy Trinity sport, a student must maintain an academic grade point average of C or better.

Grades will be monitored at each progress report and report card. Any student whose grades do not meet the criteria will be placed on probation at each monitoring period.

Only the solid subjects of Religion, English, Spelling, Math, Science, Social Studies (History, Civics), and Reading will be counted in this average. (This is so that an A in P.E., or Music does not negate an F in any solid subject.) However, a grade of C or better must be maintained in both behavior and work habits, regardless of grade average.

A grade average lower than C or a grade lower than C in behavior or work habits will result in probation. If a student is sent before the Discipline Board for behavioral reasons it will also result in probation.

A student who is on probation may attend practices and games, but will not be allowed to dress in uniform or to participate in games. The student will be given three weeks to bring the grade average back up to C. If this is not done in three weeks, the student will be suspended from the team. Removal or probation for disciplinary reasons will be at the discretion of the Discipline Board.

Confirmation of improvement must be provided to the coach by the principal in writing.

Implementation: Principal will be provided with names of team members by the Athletic Director as soon as a team is chosen. Principal will provide the Athletic Director with the names of students who are on probation as soon as progress reports/reports cards go home.

No student who is absent from school on a game day for any reason other than a verified medical appointment or family emergency will be allowed to participate in a sport that day.

A	=	11	C	=	5
A-	=	10	C-	=	4
B+	=	9	D+	=	3
B	=	8	D	=	2
B-	=	7	D-	=	1
C+	=	6	F	=	0

B Teams - 5th & 6th Grades

Football; Girls Volleyball, Boys & Girls Basketball
Track - 4th - 8th
Swim – K- 8th

Varsity - 7th & 8th Grades

Football, Girls Volleyball, Boys Volleyball, Boys & Girls Basketball, Baseball, Softball, Boys & Girls Soccer, Archery.

CJSF – Mrs. DiBernardo, Moderator

The CJSF motto is: Scholarship Through Service.

Holy Trinity school is a member, Chapter 126J, of the California Junior Scholarship Federation. This association, established by the State of California, gives recognition for high academic achievement and for service. Membership is limited to the 7th & 8th grade students, however the last semester of the 6th grade qualifies the student for the beginning of their 7th grade.

A student must earn 20 points in a semester from these 5 subjects.
Reading, English, Religion, Social Studies & Math.

A = 3 points
B = 1 point
No grade lower than C

Cheerleaders - Mrs. DiLeva, Moderator

Open to girls in the 7th & 8th grades. Parental permission is required for try-outs. Parents are responsible for 1/2 the purchase price of the uniforms. There is a \$200.00 fee to be a cheerleader. The parents/students must fund-raise the balance. The squad cheers at various 7th & 8th grade sporting events, performs skits at assemblies, and other occasions as deemed necessary by the principal and moderator. Please see the Athletics section of this handbook for detailed information on academic and financial requirements.

Class Special Programs

Such as the K Thanksgiving Feast, 1st Grade Pet Show, 2nd Grade Grandparents Day, 2nd Grade Mass, 3rd Grade Passover Feast, etc. are for those children in the class, not siblings in other grades. Siblings will not be allowed out of class to attend.

Field Trips

Field trips are of educational or cultural value and directly related to the curriculum; therefore, it is mandatory that students attend these trips. A student experiencing discipline problems may not be permitted to attend and will remain at school and placed in an academic setting. Two field trips per semester on a school day are the norm. The formal permission slip from the school must be on file at the school signed by the custodial parent before students are permitted to participate in field trips.

While the school depends on parents to pay the cost of field trips, no pupil will be refused because of financial problems.

Nothing is to be brought on a field trip except a lunch.

Field trips are to be limited to one day in duration and to a distance that can be conveniently traveled in that time. No school-sponsored field trip may be conducted overnight.

When children travel in a car, on a field trip, any child under the age of six weighing less than 60 pounds must be secured in a federally approved passenger restraint system and ride in the back seat of a vehicle.

Parents are requested to not take students home early on a field trip day. Since field trips are of educational value, students do follow up activities upon arriving back to school. It is disruptive to our learning process when students leave early.

Chaperone Responsibilities:

1. It is the teacher and parent chaperones that set the standards of behavior and etiquette for the students.
2. NO younger siblings are allowed on field trips.
3. Parent Chaperones/teachers are expected to observe the same rules as the students - no talking (or socializing with the other chaperones) during any of the presentation.
4. There is to be no shopping done on field trips.
5. Chaperones are expected to discipline the students to help them behave respectfully from departure until arrival back at school. Teachers should be notified immediately should problems arise or students fail to cooperate.
6. Chaperones should instruct students to sit on seats facing forward on the bus, maintain quiet voices, and keep hands and feet out of the aisle.
7. Chaperones should accompany those in their group to the water fountain and/or restroom. (Chaperones should not leave their group unattended without notifying the teacher or another chaperone.)
8. Chaperones are to help supervise the play area.

Mixed Parties

Per Archdiocesan guidelines, parties involving the students of the intermediate and junior high grades, even though these parties are held at home, are especially discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, this matter of parental-sponsored parties is one primarily involving parental control and not that of the school. The only exception to this rule would be the 8th Grade Christmas Dance, should that be deemed appropriate by the Pastor, Principal and parents.

Invitations to Social Event

Absolutely no invitations are to be passed out at school.

Scouts

This school sponsors the following scouting programs:

Daisy Girl Scouts	- Grade K
Brownie Girl Scouts	- Grades 1, 2 and 3
Tiger Scouts	- Grades 1
Cub Scouts	- Grades 2 through 5
Junior Girl Scouts	- Grades 4 and 5
Cadet Girl Scouts	- Grades 6 through 8
Boy Scouts	- Grades 6 through 8 (into high school)

Formation meetings will be held in September. Leader's name, meeting days/times/places, and other miscellaneous information will be available in the Communicator throughout the year.

Student Council (including TAF) - Mrs. Garcia and Miss Robles

Students participate in campaign assemblies, primary elections and final elections where the students are able to study and participate in the electoral process.

The purpose of this organization shall be to promote good citizenship, to encourage a high standard of scholarship, to create school spirit, to demonstrate the practical application of democracy and to advance the welfare of the school and its members in every way possible. (Student Council Constitution, Article I, Section 2).

The same academic requirements apply for Student Council as for athletics (See page 90).

TAF - (Together As Family)

Except for Kindergarten, the entire student body is broken down into various families. Each family has a member from each grade, with the 7th and 8th graders guiding the younger students. Each family gets together approximately 3 times a year to work on family projects, to help build school spirit, and to discuss reaching out to help others. The projects center around doing things for other people, not just in school, but in community around them as well.

Yearbook - Mrs. Sulentor, Moderator

The yearbook is an 8th grade project being compiled in conjunction with Computer classes. The yearbook is a product of the students. The committee meets throughout the school year in the Mac Computer Lab and is open to Middle School students. The editors apply for the positions; go through an interview process; and are chosen by the moderator. The committee members break up into four groups: finance, which sells ads and books; photography, which takes candid pictures and organizes photos; public relations, which advertises the ads and books; and layout, which designs the book using Adobe In Design.

Parents should note that the ordering of a yearbook is a separate charge to them and is not covered under tuition, general fee or graduation fees. Persons who support the yearbook by being patrons pay a fee which is not associated with their child's purchase of a yearbook. Parents are encouraged to purchase a yearbook for each child.

Student Awards

Monthly

Awards are given at monthly school assemblies. Parents are invited and encouraged to attend. Dates and times will be noted in the Communicator. The awards are given in the form of certificates.

Student of the Month

This award is given to students for excellence in academics, work habits and behavior.

Service Award

This award is given to students who:

- a. help with the upkeep of their classrooms and school
- b. assist other students, faculty and staff
- c. help with parish or community activities

Participation Award

This award is given to students who:

- a. do classwork and homework diligently
- b. participate in classroom or school activities and projects

Quarterly

Principal's Honor Roll

Students in grades 4 through 8 having all As and A- in solid subjects, behavior and work habits have earned Principal's Honor Roll. Students may have nothing lower than a B in Music, PE and Computers. Students will receive a certificate for \$10.00 of their choice of Scrip and free dress.

Honor Roll

Students earning at least a 3.5 G.P.A. by having at least 4 As and 3Bs (3 As and 3Bs for Middle School) in solid subjects will be on Honor Roll. Behavior and Work Habits must be at least a B. Nothing lower than a B in Computer, Music and PE.

Solid subjects are Religion, Reading, English, Spelling, Math, Social Studies, and Science. There will not be a Spelling grade in Middle School.

Students will receive a certificate and free dress

A = 4 B = 3 C = 2 D = 1

Yearly: 8th Grade Awards

These awards are given to 8th grade students at Academic Awards and graduation. They should be seen as special; therefore, it could be possible that one or more of the awards would not be awarded in a particular year. Students receiving awards must receive a joint recommendation from their teachers as well as the approval of the principal.

General Excellence Awards

These are awarded to those students who have consistently shown outstanding effort toward achieving excellence in their studies and extracurricular activities. These students must demonstrate exceptional effort and quality of participation. It is understood that the recipients of these awards must have achieved more than high academic standing, good citizenship and good conduct. These individuals must display a clear Christian attitude toward their peers and to all others.

Gold Medal

There may be more than one recipient of this award. Their GPA must be no lower than 3.90 and they must have no grade lower than an A in conduct.

Silver Medal

There may be more than one recipient of this award. Their GPA must be between 3.80-3.89 and they must have received no grade lower than an A in conduct.

Bronze Medal

There may be more than one recipient of this award. Their GPA must be between 3.70-3.79 and they must have no grade lower than an A in conduct.

All grades of A will be awarded a point value of 4.0. Grades earned in algebra will not earn a higher point value.

Honors At Entrance

Honors at Entrance are awarded at the discrimination of individual high schools and are based on entrance examinations.

HTPA Scholarships

Are awarded to students planning to attend a Catholic high school and who wish to be considered for the award. Parents will receive a notice with pertinent information regarding the intent to apply for the scholarship. The number and amount of these awards are determined by the pastor, principal, and 8th grade teachers. The principal will determine recipients using the criteria which follows:

- a. STAR Testing results
- b. Evaluation of the 8th grade report card
- c. Overall citizenship and attitude

Monsignor Gallagher Scholarship

Is awarded to the top student meeting the above criteria, who achieves at the level of his/her ability and earns nothing less than an A in character habits. This award is determined by the Pastor and Principal

CJSE

Those students who fulfill the state requirements receive a pin at graduation. See the Student Activities section.

Academic Subject Awards

Are awarded to students who have maintained an average of 3.75 in a solid subject area.

Outstanding Leadership Award

Is awarded to the student who is seen by the principal and Student Council Moderator as having shown a consistent effort to share and improve their leadership qualities, especially those of initiative, consideration, cooperation and responsibility.

Art Award

Is awarded to those students who have shown consistent and outstanding artistic potential, contributions and accomplishments throughout the year.

Improvement Award

Is awarded to those students who have gone up at least one letter grade (to at least a C) in solid subject matters and have not dropped below a C in any other area. They must maintain a B or better in behavior.

Citizenship Award

Is awarded to those students achieving an A average in general conduct. These students must also have given extra time and effort in service to their class and/or school. They must be approved by each teacher who instructs the student in a solid subject.

Student Government Award

Is awarded to those students who have served the student body for two semesters as a member of the Student Council.

Perfect Attendance Award

Is awarded to those students who have achieved perfect attendance at school during their 8th grade year. (All day, every day)

Service Award

Is awarded to those students who have shown exceptional and consistent willingness to give of their free time in the assistance of faculty, staff and students. These are the individuals who repeatedly and pleasantly volunteer to help others, even when the task at hand may be one which is boring or seemingly insignificant. These students have a willingness to serve which is apparent in their attitude toward their community and society in general. The recipients of these awards must be approved by each teacher who instructs the student in a solid subject area.

Note: Solid subjects are: Religion, Reading, English, Math, Social Studies/Civics, and Science

Enrichment subjects are: Art, Music, Physical Education, and Computers. These are not included when determining a student's grade point average.

Seasonal Athletic Awards

These are awarded at two times, once in the winter months and again at the end of the school year, where students involved in the sports program are recognized. Awards are determined by the Athletic Directors, coaches of the various sports teams, and the principal.

Section 16

Miscellaneous Information

Alleys

The alleys will be closed during school hours.
Parking or driving is never permitted in the alleys during school hours.

Animals on Campus

Animals are not allowed on the school campus without special written permission from the principal. If permission is granted, the animal(s) must be confined or on a leash to ensure student safety.

Assemblies

Students are to approach assemblies quickly and quietly, accompanied by their teacher. Students are to observe the rules of politeness at all assemblies.

Bicycles

Are brought to school at the owner's risk and are to be parked and locked to the bicycle rack in the Sepulveda Street parking lot.

Campus Maintenance

Is everyone's responsibility. Students are expected to keep the campus clean. Trash receptacles are located in all playground and lunch areas.

Cell Phones and Other Portable Communication Devices

While cell phones may be brought to school, they may not be used at school.
If a phone is out of the backpack, phone rings during school or student uses device at school, device will be confiscated and parents will be charged a \$20.00 fee to have the device returned. If the device is used a 2nd time, it will be confiscated and not returned.

In the Middle School, the teacher will collect the phones each morning, store during the day, and return as school ends. To protect the privacy of our students, cell phones may not be used in class or on the yard. Also, to assist in a prompt pick up after school, we need phones in backpacks and students paying attention.

Change of Telephone Number, Address, Emergency Contacts

As a condition of registration, parents agree to keep all phone numbers, addresses and emergency contacts updated on SchoolSpeak. In an emergency, the school will not accept responsibility for an aggravation of any injury due to incorrect or outdated information.

Collection of Money

No money may be collected for any reason without approval of the principal.

Communicating with the Office

An envelope is sent from each classroom to the office every morning. Anything you wish your child to get to the office can be given to the teacher first thing in the morning.

Deliveries to School

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

Email

School staff will not communicate with parents about a child via email. Parents are to call the office and leave a message for teachers on their voice mail.

Flyer/Notices

Any function that is being planned as a school function (class, sporting, extracurricular, enrichment, or any other type of activity involving the school children as a function of being enrolled in Holy Trinity School) and/or is occurring on the parish premises or any property associated with the parish must have the approval of the principal.

The means of communicating such an event to school parents is via a notice in our school Communicator or through a flyer sent to the classrooms that has been approved by the principal.

Students or parents wishing to send out or post notices of any kind must have permission from the principal's office. Notices are not to be attached to any painted surfaces or any electrical fixtures. All flyers must be approved by the principal.

Gum Chewing

Gum chewing is never allowed.

Hall Passes

No student may be in the halls or any part of the campus grounds without a pass.

Invitations

Absolutely no invitations are to be passed out at school.

Lockers

Lockers are available for the use of students in grades 7 & 8. The lockers are the property of Holy Trinity School. No locks will be allowed. In order to keep them looking new for future students, students will only be allowed to use magnets on the inside of their locker for decorations. Nothing is to be taped, glued, or otherwise stuck onto the locker surface.

The school has the right to check the lockers at any time.

Library Fines

The policy with regard to late books is a 10 cents fine per school day. After the 4th notice, if the fine has not been paid, it will be doubled and every 4th notice thereafter until payment is received. Any student who loses a book is responsible for the full cost of replacement plus a \$5.00 processing fee. If the book is found & returned, the replacement will be refunded. The processing fee is non-refundable.

Limousines

Are not allowed to transport students to or from any school events.

Lunch Program

The cafeteria is open at recess and at lunch. Menu and prices will be published in the Communicator. Lunches are to be pre-ordered on a monthly basis. We will be able to add an emergency lunch if ordered by 8:30 am on that day. Any family that takes advantage of the emergency system will no longer be allowed to use it.

Students are to eat lunch in the specified areas and are not permitted in the hallways during lunch periods.

Food must be eaten and trash disposed before students will be permitted to play.

Students not purchasing hot lunch are expected to bring a lunch from home.

Messages

Messages are sent to the classrooms through the voice mail system. Parents need to make any travel arrangements with their children before dropping them off in the morning. Teaching will not be disrupted for messages.

Parish Center

Students are never allowed in Parish Center except when accompanying a teacher.

Electronic Devices

Are never permitted on campus or field trips.

Roller-skates, Skateboards, Roller Blades

Are never to be brought to school or used on school premises.

School Grounds

Students are never to leave campus for any reason without permission.

Student Photographs

Students are photographed at the beginning of the school year. The date will be published in the Communicator. A make-up day will be scheduled but every effort should be made to see that students attend school that day. An information flyer will be provided by the photographer and included in the Communicator.

Telephones

No student will be called to the office telephone except in an emergency. Students may not use the school telephones. Parents need to know what time events end and pick children up then. Students will not be allowed to use phones to call when an event is over.

If the school cancels an event or practice, student will be allowed to call parents.

Parent Activities/Meetings

The Pastor and Principal encourage all parents to participate in the school-sponsored parent association. Parent participation and support of the HTPA is appreciated. Meeting dates, times and locations of the various meetings and social events will be published in the Communicator. All parents are welcome and encouraged to attend HTPA meetings. By-laws are available in the school office upon request.

On occasion, meetings have been established to provide better communication between school and home to provide for a more enjoyable experience for parents and students during their involvement at our school. Parents are expected to attend the meetings called by the Pastor or Principal and sign in on the sheets provided, if applicable. These meetings will be publicized in the Communicator. If parents are unable to attend any meeting called by the Pastor or Principal, a note of explanation is expected.

Family Nights

Family nights provide an opportunity for parents to meet and socialize with their children's friends and their parents. With the exception of Kindergarten, Family Nights are held for two grades combined. Past examples of Family Nights include attending 5:30 Saturday Mass, followed by a potluck, ice skating, an ice cream social, a picnic dinner in the park and a game night. Room Parents plan these events.

Parent Scheduled Meetings

All meetings are to take place on parish facilities.

Room Parents

Room Parents provide an invaluable service to the school. They assist the teacher, provide activities for students under the direction of their teacher, and plan and carry out the function under the direction of the principal. They help contribute to a positive school environment.

Sunshine Committee

The Sunshine Committee is made up of one to two Room Parents from each grade. They are responsible for putting together a network of volunteers to bake, cook meals, carpool children, etc. in the event of a major medical illness or death of a parent or sibling. The Room Parent Coordinators are the chairpersons for this committee.

Work Permits

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

Before signing a work permit for a student, the principal shall:

Verify the information entered on the permit by the parent/guardian.

Examine the student's records and consult the teacher for a record of satisfactory academic achievement to date.

Section 17 Assistance Program/Communicator Envelope

Three important goals of the Assistance Program are:

1. Reinforcement of the school/parish and Christian philosophy of giving one's talents and energy to help the school/parish.
2. Providing services which are not financially covered by tuition and fee.
3. Building and strengthening the home-school-parish community.

Questions should be addressed to Marsha Martinez, at ext. 204.

General Information

1. This program is not a volunteer program. Each family is required to participate.
2. Only hours completed by a student's relatives who are over the age of 16 may be recorded.
3. Hours are not transferred among families and friends
4. Recording of hours begins May 1st and ends April 30th.
5. Hours are not carried over from year to year.
6. Hours uncompleted fewer than 40 will be charged \$10.00 per hour.
7. Families joining the school after September will have their hours adjusted.
8. Only service hours performed for this school or parish, and no other school (whether public, private or Catholic), church or organization, will be accepted toward fulfilling the 40 hours.
9. When volunteering to help at a function that includes dinner, the dinner is not included.
10. Remember that whenever you volunteer for a specific duty (whether working an event or baking/cooking for a social event) you are being counted on to perform that task. If, for any reason you cannot fulfill that duty, it is your responsibility to arrange for a substitute and contact the person in charge of that activity to advise of your substitute.

Recording of Hours

1. Each family will receive time sheets in the Communicator online.
2. Time sheets must be completed, signed and returned monthly whether or not there are hours to report. Sheets not returned by the due date will not be accepted.

NO EXCEPTIONS

3. Include a receipt when donations are submitted for hours.
4. Be specific in detailing hours by indicating the date, time expended, activity completed, and for whom you worked.
5. Only the time sheets provided by the coordinator are used.
6. You may not give surplus hours to anyone other than family members.

Status Reports

1. You may go on SCHOOLSPEAK at any time to view your hours.
2. Fees for uncompleted hours are due upon receipt of billing letter.

Assistance Program Guideline for Reporting Completed Hours on a Time Sheet

The following is to be used as a guideline when reporting hours. Should you have any questions regarding any aspect of the Assistance Program, Marsha Martinez is the staff person responsible for this program. Her office extension is 204. All hours must be reported on monthly time sheets provided by Marsha. The donation of your time in unusual areas should be checked with Marsha. Only family members 16 years old and up may submit hours.

<u>Activity</u>	<u>Hours</u>
Parish activities: Eucharist Minister, Liturgy, Choir	 15 minutes/per Mass
RCIA, RCIY, Pre-Baptismal (leaders)	actual time expended

Early Childhood (teaching & preparation) actual time expended

Parish mailings actual time expended

School activities:

*Donations (receipt with time sheet)
\$10.00 spent

1 hour for each

Copy services

2¢ each copy

Baking:

1 cake (2 layers); 1 sheet cake
(13 x 9); 2 dozen donuts,
2 dozen cupcakes, 2 dozen cookies

1 hour per

Desserts, salads, hors d'oeuvres
(serving 10)

1 hour

Main dishes (serving 10)
Beverages, paper goods, supplies,
snacks

2 hours
1 hour for \$10.00 spent
(receipt needed)

Field trip chaperone

Bus departure/bus arrival

Classroom support

Actual time expended

HTPA Board

Actual time expended

Scrip Sales

Actual time expended

Coaching (practices plus games)

Actual time expended

Scouting programs (preparation and
meetings --

Actual time expended

Activities Calendar

All calendar information will now be available on SchoolSpeak.

Communicator Envelope

The major source of communication between the school/parish/home is the Communicator Envelope which is coordinated by Marsha Martinez.

The Communicator will be on SchoolSpeak. Every family will receive the front page and the Principal's Memo sent home in a Communicator envelope every week. This is so you have a means of returning anything to the school.

- a. Information you wish to be published must be emailed to Marsha's. The principal reviews and signs weekly.
- b. The Communicator is prepared over the weekend and posted online.
- c. Envelopes are sent home each Monday (unless notification is made to the contrary.) Parents are responsible for removing and reading the contents, signing/dating the envelope, and having their child return it to the classroom teacher on Tuesday. Parents are responsible for reading the Communicator online.
- d. Tear-offs, notes to the administration, properly marked fees/fines/Scrip orders, etc., may be transported to/from school/home in the Communicator Envelope. The staff is not responsible for theft, loss, or timeliness.
- f. Students who fail to transport the envelope in a responsible manner may lose this privilege and parents will have to make alternate arrangements with Marsha for delivery.

g. The Communicator Envelopes are the property of the school and are not to be defaced. Defaced envelopes are replaced at parent expense.

h. The Communicator will not be used for business advertising. Information regarding educational or extracurricular activities will be permitted. Personal ads that the administration feels will benefit the school families will be permitted. The Pastor/Principal/Staff do not give references to, or endorse any individuals or groups other than those specifically recognized as members of the school or parish community.

