

# SAINT MARIA GORETTI CATHOLIC SCHOOL LONG BEACH, CALIFORNIA



## **Parent/Student Handbook**

Revised 2023

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## **I. GENERAL INFORMATION**

## **VISION**

Saint Maria Goretti Catholic School nurtures a faith community of life-long learners who are empowered to succeed physically, mentally, and spiritually and who contribute selflessly to their local and global communities by living their love of God.

## **MISSION**

**Our mission** is to serve students by providing a Catholic education that challenges them to serve God in a diverse and inclusive community.

## **PHILOSOPHY**

**Our philosophy** is that the administration, faculty, and staff accept the privilege to support parents by providing a solid educational program steeped in the atmosphere of Gospel values.

### **Spiritual Goals and Objectives:**

To provide a thoroughly Catholic education, integrating Gospel values throughout the curriculum, encouraging compassion by serving those in need, and facilitating the growth of faith life within each student.

We strive to achieve this goal by:

1. providing an atmosphere conducive to the learning and living of our Catholic Christian faith
2. assisting each student to make a conscious connection between religious beliefs and life choices
3. assisting each student to become aware and make use of opportunities to integrate the Gospel values into their daily life
4. helping students to be aware of their responsibility to promote justice and perform Christian service

### **Intellectual Goals and Objectives:**

To foster the pursuit of academic excellence, emphasizing a thorough mastery of the basic subjects and encouraging students to achieve their potential.

We strive to achieve this goal by:

1. providing students with the skills and tools necessary to deal constructively with the changing world
2. assisting students to develop the needed study skills which will enable them to succeed scholastically, according to their individual ability
3. endeavoring to instill a self-motivated desire for truth and learning
4. serving as role models by continuing our education and professional growth

### **Psychological Goals and Objectives:**

To encourage in each student a positive self-image while fostering a sense of responsibility and guiding them in the development of self-discipline.

We strive to achieve this goal by:

1. creating an atmosphere where students may express positive and/or negative feelings in an appropriate manner
2. showing our students that we, faculty and staff, value and respect ourselves and our gifts

3. assisting our students to develop to the fullest extent of their capacity by positively reinforcing their efforts
4. encouraging acceptance of diversity in the entire school and parish community

### **Social Goals and Objectives:**

To assist each student in growing in the appreciation of the diversity of the community, respecting the rights of others, and encouraging student participation in community service projects.

We strive to achieve this goal by:

1. promoting personal growth by providing opportunities for social interaction
2. endeavoring to instill in students an appreciation for their cultural background so that they may show respect and appreciation for all cultures
3. striving to make students aware of the need to respect the dignity of all human beings irrespective of social status, economic position, or ethnic background
4. guiding students to a realization of the responsibility to put the Christian message into action to help to bring about a just society

### **Physical Goals and Objectives:**

To assist each student in developing a respect for the gift of life by encouraging positive attitudes toward personal improvement and competition.

We strive to achieve this goal by:

1. providing a physical education program which stresses basic skills
2. employing well-trained physical education teachers
3. making students aware of the harmful effects of substance abuse
4. fostering good sportsmanship among students and respect for differences in athletic abilities

## **ORGANIZATION**

The pastor of St. Maria Goretti Church, **Father John Schiavone**, is *ex officio* chief administrative officer of St. Maria Goretti Parish School. The immediate direction and supervision of the school program are, however, delegated to the principal.

**Mrs. Kathleen Hernandez** is the current principal. The principal has immediate responsibility for implementing the philosophy of the school in its regular operation. In the absence of the principal, a lead teacher makes the decisions necessary to maintain the functioning of the school. A competent staff of lay teachers provides quality education.

<b>Miss Shelly Miller</b>	Transitional Kindergarten
<b>Miss Heather Hernandez</b>	Kindergarten
<b>Miss Erika Craig</b>	First Grade
<b>Mrs. Cindy Rodriguez</b>	Second Grade/Vice Principal
<b>Miss Kean Eldridge</b>	Third Grade

<b>Mrs. Mary Palacios</b>	Fourth Grade
<b>Mrs. Cianna Kim</b>	Fifth Grade
<b>Miss Rachel Dean</b>	Sixth Grade, Lang Arts 6-8
<b>Mr. Michael Carrillo</b>	Seventh Grade, Social Studies/Science 6-8
<b>Mr. Edward Hernandez</b>	Eighth Grade, Religion 6-8/Math/Spanish
<b>Mr. Riben Zavala</b>	Life Fitness
<b>Mrs. Angie Hardt</b>	Administrative Assistant
<b>Parent Volunteers</b>	Librarian
<b>Miss Delaney Donahue</b>	Day Care, TK Grade Aide

### **BRIEF HISTORY OF THE SCHOOL**

St. Maria Goretti School was founded in 1957, staffed by five lay teachers with an enrollment of 276 in grades 1 to 4. The following year, three Sisters of St. Joseph of Carondelet joined the staff as full-time teachers, and one assumed the administration of the school. The Sisters of St. Joseph withdrew from the school in June 1974. The Dominican Sisters of St. Catherine, Kentucky, began staffing the school in September of 1974, both as administrators and teachers. In June of 1987, the Dominican Sisters withdrew, and the school has been run by lay principals ever since. The current principal is Mrs. Kathleen Hernandez.

### **SCHOOLWIDE LEARNING EXPECTATIONS**

**What students should know, understand, value, and be able to do by graduation.**



#### **EAGLES**

- E** an **EDUCATED** student who demonstrates grade-level appropriate knowledge and skills in all subjects taught.
- A** an **AWARE** student who shows respect toward all of God's creations and sensitivity to the needs of others.
- G** a **GENEROUS** student who gives willingly and unselfishly to others.
- L** a **LOVING** student who is loyal to God, country, family, friends, and treats others as he/she wants to be treated.

- E an ENTHUSIASTIC student who participates actively in his/her education, both in and out of the classroom.
- S a SPIRITUAL student who demonstrates proper reverence for God and the Church and participates actively in the Catholic faith.

### MASTER SCHEDULE

Day care (if enrolled)	7:00 AM
Students not in day care allowed on campus	7:45 AM
First bell – all Students Line Up	8:00 AM
Morning prayer, flag salute, announcements	8:00 - 8:05 AM
Recess, Grades TK-8 Various Times	9:30-10:30 AM
Lunch TK/Kindergarten	11:30-12:00
Lunch, Grades 1-3	12:00-12:30 PM
Lunch, Grades 5-8	12:30- 1:00 PM
TK/Kindergarten dismissal	2:45 PM
1 – 8 Dismissal	3:00 PM
Friday dismissal Grades TK-8	Noon or 1:15 PM
Extended day care	End of school day - 6:00 PM

### PICK-UP POLICY

For the safety and well-being of the students, all students must be picked up within ten minutes of dismissal time (Monday through Thursday at 3:10 PM, and Fridays at 1:25 PM), unless enrolled in extra-curricular activities. We understand emergencies happen that cause delays, but habitual late pick-up is not considerate of the children's safety. Chronic tardiness in picking up a child without prior arrangements is a severe safety issue, and prompt action will be taken by the school to resolve the problem.

Rainy Day Pick-Up – Parents should drive to the front of the hall following the cones. School personnel will ask who you are picking up and call into the hall for your child(ren). Pick up your child in front of the hall only. No parking on rainy days.

## II. ADMISSIONS AND ATTENDANCE

### ADMISSION POLICY

#### ***GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS***

- *Preferences shall be given to active members of the parish*
- *Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35*
- *The recommended age for kindergarten students is five 5 years of age on or before September 1<sup>st</sup> , but required by November 1<sup>st</sup>*
- *The recommended age for first grade students is six 6 years of age on or before September 1<sup>st</sup> , but required by November 1<sup>st</sup> , unless waived by the principal*
- *All students must comply with current California immunization and health requirements*

*before 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 students' continued eligibility for enrollment in the parish school*
- *Each school shall establish procedures for admission and enrollment*

## **Registration**

All students hoping to attend St. Maria Goretti School must complete a registration form, provide copies of the birth certificate, baptismal certificate, immunization records, and pay the required non-refundable fees. All applicants are tested for readiness. The principal is responsible for determining the admission of students to the parish school. Preference for admission to St. Maria Goretti School is given to registered and active members of the parish.

Active members of the parish are those registered at St. Maria Goretti Church and who help support the parish through the weekly use of the parish envelope. Envelope checks will be done on a regular basis.

The recommended age for students entering kindergarten is five years of age by September 1<sup>st</sup> (but required by December 1<sup>st</sup>). All kindergarten applicants are tested to determine readiness with an emphasis on structure and academics.

## **Re-registration and Readmission**

It is important that parents constantly seek to remind themselves that their positive support of the parish and school -and prompt payment of tuition- do operate as prerequisites to readmission and conditions for continued presence in St. Maria Goretti School. Parents must pay the required non-refundable fee to the school office during the re-registration period (usually between January and June). Applications for readmission are offered only to those families whose current obligations to parish and school have been met and whose student behavior and attitude demonstrate an acceptance of St. Maria Goretti School philosophy and rules. If a student will not be returning the following school year, the school must be notified in writing by March 1.

Re-registration/readmission of students currently enrolled is based on satisfactory grades, conduct, parental attitude, and support of St. Maria Goretti philosophy, academic and disciplinary policies, financial responsibility, and approval by the pastor and principal. Any students with an unsatisfactory grade in conduct may be asked to transfer from St. Maria Goretti School. Non-refundable fees are due upon re-registration.

**Emergency Card Information** - As a condition of registration, parents agree to keep all phone numbers, addresses, and emergency contacts updated by notifying the school secretary of any change immediately. Registration for the current year is complete when all registration forms, health forms, tuition, and any other school-related forms have been completed and returned to the school office.



## **CUSTODY POLICIES**

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

## **ABSENCES AND TARDINESS**

### **Leaving School Early**

A student may not leave the school before the regular dismissal time without a written request from a parent/ guardian. The request must state the reason for the early dismissal. The parent/ guardian must sign out the student, recording the date and time.

### **Tardiness**

A student is tardy if he/she arrives after 8 am. If the student comes more than a half an hour late, he/she is marked absent half a day. A record of all tardiness must be kept in the Student Attendance Register. In each case, a written excuse from the parent shall be required at the beginning of the next school day. A student who is tardy in excess of thirty (30) minutes on four (4) days or more in one (1) school year without a valid excuse is a truant.

### **Truancy**

A student absent from school without a valid excuse is considered a truant. In the event that a school suspects that a student is truant, the school administration should contact the parent/guardian. If the school suspects that the student is a habitual truant (absent three (3) times in one (1) school year without a valid excuse) and all resources at the school level have been exhausted, the school principal can notify the local public Child Welfare and Attendance authorities. These students are subject to dismissal.

### **Absences**

Regular attendance is compulsory. When a student has been absent, a written excuse signed by the parent/guardian is required. This note should explain the cause of the absence. Students who are absent must have a parent telephone the school office before 9:00 AM to explain the absence. A message left on our voice mail will be sufficient. Students absent from school may not participate in after-school sports or activities on the day of the absence.

When a child is absent for an extended time (fifteen (15) days or more during a quarter), official grades may be withheld. This decision is left to the judgment of the principal in consultation with the teacher.

Except in cases of emergency, children should not be taken out of school for vacation on days when we are in session.

## **PARENT COMMUNICATION**

A newsletter from the principal is prepared and sent home normally each Wednesday via email through SchoolSpeak. From time to time, teachers will be sending home classroom announcements informing the parents of classroom activities and expectations with the approval of the principal.

Other communications include: monthly calendar, monthly cafeteria menu, progress reports, report cards, parent teacher conferences, and appointments with teachers and/or the principal (upon request).

## **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.*

### **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.*

### **ARRIVAL – DISMISSAL**

Drop off time is 7:40 AM for those not attending early morning before school care. Prior to this time no one except the early morning care students will be allowed on campus. Students who arrive before 7:40 AM must attend before school care at parents/guardians' expense. Parents are to park in the school parking lot, located off of Parkcrest Avenue, not in the church parking lot.

There will be school staff supervising the yard from 7:45 AM. Once a student has entered the campus, he/she may not leave the school grounds. All students are to remain in the designated area in front of Malloy Hall, with the exception of kindergarten.

Students are dismissed at 2:30 PM for TK/K, and at 3:00 PM for all other grades. (1:15 dismissal on Fridays.) Students will be dismissed from their classrooms. The gates will be locked at 3:15 PM. After fifteen (15) minutes, all students should have left the school premises. Any students remaining on campus must attend after school care at the parent/guardian's expense. Students in after school care will exit through the gate behind the church (in the church parking lot).

At arrival and dismissal, parents/guardians should only use the Parkcrest Avenue entrance for drop-off and pick-up.

## **CLOSED CAMPUS**

St. Maria Goretti School is a closed campus. All visitors to the school must stop at the office for a visitor's pass and to sign in. Please sign out when leaving.

## **PARENTAL VISITS**

Parents are welcome to visit the student's classroom with advance notice to the teacher and principal. The teacher and principal will determine the length of the visit. It is always necessary to stop at the office for your visitor's pass and to sign in. Without advance notice, visitors may not go into the classrooms during class time since interruptions to instruction must be kept to a minimum. Lunches and messages may not be delivered to the classrooms; they may be left at the school office, and students will be notified to pick them up at recess and/or lunch. Due to COVID-19 Guidelines this no longer allowed.

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS OR GUARDIANS**

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

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

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

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

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

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

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

Any parent/guardian or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students, or parents at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child(ren) in the school.

Parents may not send out emails or any type of communication to the school without the approval of the Principal.

### **RELEASE OF STUDENTS**

No agency, organization, or person other than the parent/guardian who has custody or a delegated school employee shall be 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/guardian, when properly identified.
- upon written request of the parent/guardian when properly verified.
- 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.

### **WORK PERMITS**

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

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

*A copy of the signed work permit must be kept in the student's file. For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>*

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.

### **WITHDRAWAL OF STUDENTS**

The school grants full credit for all work a student accomplishes up to the time of transfer. The parent/guardian must notify the principal in writing of any plans to withdraw a student. All unpaid tuition and fees are due at this time.

### **REPORTS AND RECORDS**

**Discipline Reports** -The school regularly informs parents about the educational and behavioral progress of their children. This can be done by a note from the teacher or principal or by a uniform or disciplinary referral/ detention slip to be signed by the parent/guardian and returned to the office.

**Cumulative Pupil Record** - Full and accurate records, including standardized test results, of each student are entered on the official Archdiocesan Cumulative Record form and are kept on file permanently. Only authorized personnel may have access to these records. When a student transfers or graduates, the school retains the permanent record.

**Health Records** - The school will have on file an Archdiocese of Los Angeles Health Record card for each student enrolled in the school. The California School Immunization Record is supplied to the school by the Department of Health. It must be completed and filed for each kindergarten student and all other students entering school for the first time.

### **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.*

#### **Pupil Records**

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

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

*Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives*

*the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.*

### **Directory Information**

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

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

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

### **Verbal/Written Confidences**

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

## **TRANSFER OF RECORDS**

### **Student Transfers, Withdrawals and Graduation**

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

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

*Official transcripts are not given to students or parents. 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.*

### **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.*

### **III. FINANCE - POLICIES, GUIDELINES AND PROCEDURES**

#### **TUITION AND FEES**

##### **Tuition Payment Policy**

**Introduction** - The principal in collaboration with the pastor sets the tuition and fee rates every year. The current fees and tuition schedule is published separately from this handbook. We have investigated several tuition payment options that would insure the financial stability of St. Maria Goretti School. After much research and investigation, we have contracted with FACTS Management Company to help us manage our tuition payment program.

##### **Tuition Payment**

- Families who are registered at the school are encouraged to support (through regular use of the Sunday Envelope) St. Maria Goretti Parish.
- All families shall be expected to make tuition payments according to one of the following payment plans. Options or payment shall include:
  1. **Full payment.** A year in advance payment option is available and payment should be made by July 31<sup>st</sup>. This payment is made directly to the school office and by money order or cashier's check only.
  2. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over an eleven (11) month period beginning in July through the FACTS Tuition Management Program. This plan is an automatic payment plan made through your checking or savings account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on the 5<sup>th</sup> or 20<sup>th</sup> of every month only. The annual tuition is divided into eleven (11) payments, payable monthly from July through May.

##### **Returned Checks**

If any check issued to the school or tuition company is returned for insufficient funds, a fee of at least \$25 will be assessed. If another check is returned to the school, that parent/guardian can no longer issue checks and payments must be made with cash or money order.

##### **Tuition Communication**

It shall be the responsibility of each school family to keep the school office and/or principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

##### **Late Payments.**

A tuition payment will be considered delinquent fifteen (15) days from the due date if funds are found to be non-sufficient by FACTS Tuition on the next payment cycle (5<sup>th</sup> or 20<sup>th</sup>). Every delinquent payment will be assessed a \$25 late charge by FACTS, and may incur a fee from their own financial institution. In addition, student's whose families are late more than one month will not be eligible for sports or extra-curricular activities.

### **Delinquent Tuition.**

Tuition is considered delinquent if a family has non-sufficient funds for more than four (4) FACTS payments or has missed two monthly payments. Families with delinquent tuition must meet with the Tuition Committee of the School Board or the Principal and Pastor to present their need for additional assistance. Failure to meet with the board will result in notification that their child(ren) will not be readmitted to school according to the specifications of this policy.

### **Tuition Assistance**

In the case of extenuating circumstances, it is the responsibility of the parent to contact the principal. A financial application must be completed before any assistance is awarded. The school is unable to extend long term credit in all but a few limited situations.

### **Non-Admission of Students due to Tuition Delinquency**

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the principal will be informed that their child(ren) will not be readmitted to our school. All families must be current in their payment of tuition. If tuition is delinquent as of the end of the school year, the student may not be admitted on the first day of school.

### **Delinquent Tuition or Fees from Previous Year(s)**

It is policy of St. Maria Goretti School to collect all tuition and fees at the latest before July 1<sup>st</sup>. All previously unpaid tuition must be paid by July 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. Payments are to be made before this day directly to the school office and by money order or cashier's check only. If payment is not possible, suitable arrangements must be made with the principal. A suitable arrangement is to include the outstanding monies in the current FACTS Tuition Management payment.

### **Tuition Volunteer Hours Fee and Tuition Fundraising Quota Fee**

If by June 1<sup>st</sup>, there are still outstanding Volunteer Hours and/or if your Fundraising quota had not been reached, the fees incurred by these must be paid in full by the last day of June. These fees can also be rolled into your tuition payment with FACT Tuition Management, if this is more convenient.

### **TUITION VOLUNTEER HOURS AND TUITION FUNDRAISING QUOTA. (In Lieu of TUITION)**

It is important to understand that the full cost of educating your child is higher than the tuition rate you pay. For this reason, we rely heavily on your volunteer services (40 hours per school year) and on the fundraising profit quota (\$600 per family). You may opt out of these obligations by filling out the appropriate registration forms. In this case the \$900 will be added to your yearly tuition (\$400 for the service hours and \$600 for the fundraising quota). If you do not opt out of these obligations, you will be required to fulfill both quotas. Any unmet service hours and any unmet fundraising profit will be billed to you on June 1<sup>st</sup> through Fact Tuition Management.



It is also important to understand that not all fundraising opportunities give you the same profit ratios. Fundraisers such as QSP gift-wrap and World Finest candy usually provide a 50% profit ratio. This means that only 50% of the merchandise sold goes toward your quota and the other 50% goes to pay for the merchandise. Profit ratios are published on the fundraising flyer during the school year.

Other fundraising opportunities include Scrip and E Scrip. For more information on these programs please contact the school office.

### **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.*

## **IV. ACADEMICS - POLICIES, GUIDELINES, AND PROCEDURES**

### **CURRICULUM OFFERINGS**

#### **Curriculum**

Religion, language arts, mathematics, science, social studies, music, art, health and safety, physical education, and computer literacy are presented in accordance with archdiocesan courses of study and time allotments. Classroom make every effort to incorporate technology applications across the curriculum.

All classes are conducted according to the directives of the Archdiocese of Los Angeles. Curriculum guides are available on the Los Angeles Archdiocesan website (<http://schools.la-archdiocese.org/curr/cur.htm>).

#### **Textbooks**

Textbooks are numbered and assigned to each child who will be responsible for their proper care. All books must be covered with a durable cover and should be carried to and from school in a book bag to minimize wear and tear. Lost or damaged books must be reported and paid for immediately

#### **Library**

The library is open for the use of the students. It is volunteered staffed library. At a specific time each week, classes have the opportunity to use the library for reference work, quiet reading, story time (primary grades), and checking out books and other materials. Paperback books are located in each classroom. Students are expected to conform to rules regarding checkout and return of books and reference materials. Students are held accountable for lost or damaged books.

#### **Physical Education**

All students participate in physical education each week. Students are required to wear the school P.E. uniform on the assigned day(s). Those without a P.E. uniform will receive a uniform violation that will affect the P.E. grade. Students are expected to participate actively in the program unless a written excuse is provided by a parent in the event of an extended absence (more than two days) from P.E., verification must be in writing from a physician.

### **Family Life**

Family life education is intended to provide a comprehensive view of human development and behavior, personal relationships, and management of family resources. The purpose of family life education is to inculcate Catholic values, virtues, and attitudes that relate to the current family life of the student. Family life instruction is integrated where appropriate into religion, science, and social studies.

## **RELIGION PROGRAM AND EXPECTATIONS**

### **Religion Program**

Of primary importance in a Catholic elementary school is the imparting of religious information and spiritual formation of the entire school community. In cooperation with the parents as the primary educators, the school, through its philosophy, religion program, and extra-curricular activities, supports the religious and spiritual development of the students.

While the principal has the major responsibility for ensuring the Catholicity of the school, a faculty member is appointed to the position of religion coordinator.

### **Liturgies**

The official archdiocesan policy expects parents to attend Mass weekly with their children and to see that their children receive sacraments on a regular basis. Part of the school schedule is the regular attendance at weekly Mass for all grades. Occasionally, we will have Mass for the whole school. All students are required to attend.

Other liturgies may include: penance services for individual reception of the Sacrament of Reconciliation, Stations of the Cross during lent, and other special devotions held at various times of the year.

### **Sacramental Preparation**

Sacramental preparation for Reconciliation and First Communion at St. Maria Goretti Parish is a two year process. It requires separate registration with the Parish Office of Religious Education. There is a small materials fee per year for each child enrolled.

Sacramental preparation also requires family involvement. Children work in student books during the second year under parent supervision. Attendance at meetings (two during the first year and five during the second year) and special celebrations are essential in order to help your child prepare for Reconciliation and First Eucharist.

### **Altar Servers**

Training begins in the fifth grade for girls and boys. Every Catholic should regard it as a privilege to serve the Lord on the altar.

## **GRADUATION REQUIREMENTS**

Ordinarily, students who satisfactorily complete the eighth grade courses participate in a simple but dignified graduation ceremony at the parish church. All financial and school service obligations must be met by the last day of May in order for the student to participate in this ceremony.

### **ACADEMIC PROBATION**

All students entering St. Maria Goretti School will be placed on academic probation during their first quarter. After the first quarter, the teacher and principal will meet to see if it is advisable to take the student off of academic probation. The principal will communicate the decision to the parent/guardian.

### **TESTING ASSESSMENT**

Assessment of student learning is a critical component of the educational program and it is ongoing and multifaceted. To help all students achieve high standards and become self-directed, responsible, and faith filled individuals, the school shall assess student learning with standardized and curriculum-based forms of assessment. Standardized testing takes place once per trimester and is administered to grades TK-8. Grades 5 and 8 participate in the Assessment of Catholic Religious Education (ACRE) to assess their religious knowledge and the outcomes of Catholic school programs.

### **HOMEWORK**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Parents can greatly help their child by seeing that he/she completes assignments in a place conducive to developing good study habits. Each teacher will explain the homework philosophy at the Back-to-School night held at the beginning of the year.

1. Homework is given normally Monday through Thursday. Homework or projects may be given on a Friday to be completed over the weekend.
2. Parents can greatly help their child by seeing that he/she completes assignments in a place conducive to developing good study habits.
3. Each teacher will explain their homework policy at the beginning of each school year.
4. All homework must be:
  - Complete when turned in
  - Handed in on time at the beginning of the school day
  - Neat, legible, clean and according to directions
  - Made up and handed in when absent from school.
5. Missing homework assignments may affect the report card grade.
6. Three missing homework assignments may merit a disciplinary action.
7. Students are notified of tests a week in advance.
8. Parents are notified of homework through the student planner. Parents may be required to sign that they revised the homework each week or day.
9. When students are absent from school, they must ask teachers for the assignments they missed. Absence does not excuse students from the work.
10. Absent work is provided when the student returns unless there are extenuating circumstances.

Time allotments for homework suggested by the Department of Catholic Schools. The average student should spend:

- K: Approximately 20 minutes to ½ hour
- Grades 1-2: Not to exceed one-half (1/2) hour
- Grades 3-6: Approximately one (1) hour
- Grade 7-8: Approximately two (2) hours

**Please note: Students will be given make up work at their return from an absence.** If a student is going to be absent for an extended period of days, parents must contact the teacher before any home work will be sent home.

## GRADING

The primary purpose of evaluation is to determine the extent to which a student has achieved success in terms of course objectives. This level of achievement is to be determined through a systematic process and conveyed to the student and parents in the form of a grade/evaluation on a report card.

Kindergarten and first grade receive progress reports/report cards at the end of each quarter except the first. Grades 2-8 receive a report card at the end of each of the three (3) trimesters. Grades TK through 8 receive a progress report mid-quarter. Report cards are issued within the week following the end of each quarter.

It is necessary for parents to review, sign, and return the report cards and progress reports to the school, except for the 3<sup>rd</sup> trimester, at which time the card may be retained. Grades become part of the student's permanent record card.

Absence of fifteen (20) or more days during a quarter may result in holding the report card/grades until after the work is made up to the satisfaction of the teacher. If a student does not complete the assigned work due to absence or other reasons, the term "incomplete" may be entered on the report cards. This will be changed to a letter grade when work is completed in the time designated by the teacher.

The grading scale for grades 4-8 is as follows:

A	96-100%	B+	87-89%	C+	77-79%	D+	67-69%
A-	90-95%	B	83-86%	C	73-76%	D	63-66%
		B-	80-82%	C-	70-72%	D-	60-62%
						F	59% & Below

## HONORS/AWARDS

Students who achieve excellence in an academic area, or who show great improvement, or demonstrate consistent effort and citizenship, may receive an award at an award assembly held throughout the year. Parents are invited and encouraged to attend. Dates will be given in the parent bulletin and a monthly calendar. Eighth grade students receive special mention of their awards at commencement.

## FIELD TRIP AND EXCURSION POLICIES

### **Field Trips (Tuition Volunteer Service Hours are NOT given for Field Trips)**

Educational field trips are a regular part of the instructional program. They should not be viewed as free days on which students may be absent from school. Field trips are privileges, and students may be denied participation if they fail to meet behavioral or academic requirements. Each class may have two (2) field trips during the school year, at the teacher's discretion. A written permission slip signed by the parent is necessary before a student can participate in a field trip. This form is included at the end of this handbook. A faxed form will be considered valid. Telephone calls or handwritten notes will not be accepted in lieu of proper forms. Students who fail to submit the proper form will not be allowed to participate in the field trip, but must still attend school. Students will be in uniform unless otherwise informed. Teachers may require a parent to accompany a child if there are concerns about the child's health or behavior. Parents driving for field trips need to provide the proper information to the school office.

### **Field Trip Drivers / Sports Team Drivers**

Field trips are usually taken on buses, except if the trip is to a nearby area. Students may be driven by parents locally. Requirements for parents who drive for field trips, after school sports, or any school related events are as follows:

- be Virtus Trained, Fingerprinted, and TB Tested
- be 25 years of age or older, with a good driving record
- present a valid driver's license and current proof of insurance with the declaration page stating coverage limits, to be copied in the school office
- fill out a "Driver's Insurance Verification Form"
- follow the directions of the supervising teacher
- drive directly to and from the field trip location without making unscheduled stops while students are in the car
- not take siblings on field trips
- provide a working seatbelt for each occupant and make sure they are used
- no private (non-chartered) vehicle, including vans, with more than nine seats may be used
- no one may ride in the bed of a pick-up truck
- parents may not send friends or relatives to serve as drivers in their place
- the driver is liable for any car accident while driving students
- drivers should be aware that their auto insurance will be used before any archdiocesan insurance comes into play
- drivers must carry liability insurance on the vehicle to be used: \$100,000 per person/\$300,000 per accident minimum of liability for bodily injury and property damage is the minimum coverage limit
- teachers and school employees shall not drive on field trips

### **SUMMER SCHOOL**

Every year the principal and the pastor shall decide whether or not to have a summer program. The purpose (remedial, enrichment), calendar, and manner of the summer program will be decided by the administration and communicated to the parents in a timely manner.

### **CONTROVERSIAL ISSUES POLICIES**

Those topics or issues of a religious, moral, social-political, or scientific nature, concerning which there are definite but differing opinions among recognized theologians, moralists, and social scientists are considered to be controversial. In dealing with these issues, great care will be taken to always follow the official teaching of the Catholic Church. The principal and teacher will take active roles in dealing with these issues in an atmosphere of freedom and mutual respect and make sure that the issues are dealt with at the maturity and understanding level of the learners.

### **HARASSMENT AND BULLYING POLICIES**

St. Maria Goretti School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school- related activities. 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 of movements or any intimidating interference with normal work or movement;
- **VISUAL HARASSMENT:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures; and
- **SEXUAL HARASSMENT:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
  - Submission to or rejection of such conduct by a student is used as the basis of academic performance or of creating an intimidating, hostile, or offensive educational environment.
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- making unsolicited sexual advances and propositions
- using sexually degrading words to describe an individual or an individual's body

- displaying sexually suggestive objects or pictures
- telling inappropriate or sexually related jokes
- making reprisals, threats of reprisals, or implied threats of reprisals following negative response to sexual advances

It is the responsibility of St. Maria Goretti School to:

- implement this policy through regular meetings with all administrators, including the pastor in the case of a parish school, ensuring that they understand the policy and its importance
- make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement
- remain watchful for conditions that create or may lead to a hostile or offensive school environment
- establish practices designed to create a school environment free from discrimination, intimidation, or harassment

It is the student's responsibility to:

- conduct himself/herself in a manner that contributes to a positive school environment
- avoid any activity that may be considered discriminatory, intimidating or harassing
- immediately inform anyone harassing him or her that the behavior is offensive and unwelcome
- report all incidents of discrimination or harassment to the principal
- discontinue any actions perceived as discriminatory, intimidating, or harassing

### **INTERNET AND TECHNOLOGY USE POLICIES**

St. Maria Goretti School follows the Acceptable Use Policy as defined in the Administrative Handbook of the Archdiocese of Los Angeles (included below). St. Maria Goretti School does not have an e-mail server for student use.

#### **ELECTRONIC COMMUNICATIONS POLICY**

##### ***1. Systems, Devices and Materials***

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

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

- ***All electronic communications systems, devices and materials whether in a parish, school, or archdiocesan department or office;***
- ***All electronic communications devices and materials taken from parish, school or archdiocesan***

*office for use at home or on the road;*

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

### **3. *Ownership and Control of Communications***

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

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

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



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

## **5. Prohibited Practices:**

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

- *Violate any federal, state or local laws, regulations, rules of conduct, codes of ethics, safe environment or any educational rules.*
- *Post or distribute personal contact information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal contact information includes names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLS) of social networking sites or blogs.*
- *Post or distribute communications or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.*
- *Engage in improper fraternizing or socializing between adults and minors. Minors may not agree to meet someone they have met online without their parents' approval and the presence of a parent at any meeting.*
- *Engage in pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.*
- *Post chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages); repost a message that was sent privately without permission of the person who sent the message.*
- *Record any telephone or other conversation without the express permission of the other participants to the conversation except where allowed by law.*
- *Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless explicitly required by the duties of the job or assignment;*
- *Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. If in doubt, consult the pastor, principal or other person in charge.*
- *Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files.*

- *Give unauthorized persons access to parish, school or archdiocesan systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).*
- *Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible person.*
- *Introduce a virus, attempt to breach system security or tamper with a system.*
- *Alter, without authorization, a startup screen or the desktop, or install applications that will subvert these functions.*
- *Allow any minor to access the Internet on school communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.*
- *Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.*

**6. *Consequences of violations of electronic communications policy***

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

**7. *Local policies for parishes and schools***

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

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

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

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

**Educational Media**

The decision to show educational media rests with the principal and should be made carefully. They are valid and valuable teaching tools. All videotapes and films are to be previewed in their entirety by the teacher before being used with the students. Rated G movies need teacher review for appropriateness. Rated PG movies will be shown with parental permission only. The principal should review any unrated material for its relevancy to the curriculum and appropriateness for the age and maturity level of the students being taught.

## **CELL PHONE/ SMART WATCH USAGE**

We recognize that parents provide their children with cell phones for safety reasons. Therefore, we understand that students will bring their cell phones to school and wear their watches. Students can call parents immediately upon arrival or at dismissal with approval for a teacher or the principal. Other than that, cell phones and smart watches must remain turned off and stored during the school day, including lunch.

Cell phones and smartwatches used to make calls, text (parents or peers), or play games during the day will be confiscated and returned to students at the end of the day.

Cell phones and smart watches may be used as set forth below. During the school day and after school:

- It may not be turned on or used during instructional time except for instructional and educational purposes with the explicit approval of the teacher.
- It may not be turned on or used during lunch or recess.
- It may not be turned on or used in the bathroom.
- It may not be turned on or used during field trips, fire drills, or lockdown drills.
- It may not be turned on or used during exams.

Students are not to call, text, or message their family members during the school day. If students need to reach a family member, they can use one of the phones in the main office.

**We'd appreciate it if you could help us enforce this policy by not texting your children and calling or answering their calls during the day.**

Students may not photograph or take videos of any staff members or other students inside and outside the building.

To enforce this policy, we will implement the following consequences:

- If a phone or watch rings during class, the student will be reminded of the policy and instructed to turn off the phone or watch.
- Students seen using phones or watches anywhere at school will have the phone or watch taken for the remainder of the school day. The teacher who takes the phone or watch gives it to the principal or the main office.
- Students with consistent cell phone and smart watch usage during the school day will have to turn their phone or watch into the office each morning, and parents will be contacted.

## **WRITTEN/VERBAL CONFIDENCE POLICY**

Principals, teachers, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the students or others is involved. In these cases the principal should be notified immediately.

## **V. DISCIPLINE - POLICIES, GUIDELINES, AND PROCEDURES**

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

At St. Maria Goretti School, we believe that each child has a right to learn in a Christian community that fosters love and directs the child toward responsible behavior. The purpose of discipline is:

- to provide an atmosphere, in and out of the classroom, that is conducive to learning
- to promote character training (i.e. to cultivate the virtues that ensure right living and to redirect disorderly tendencies)
- to help build a sense of faith community

Appropriate behavior is expected of all students. The St. Maria Goretti School staff strives to reward and motivate positive, appropriate behavior, thus eliminating inappropriate behavior as much as possible. Some examples of conduct unbecoming to a Catholic Christian student, and therefore, subject to disciplinary action are:

**ARGUING:** Students can learn to interact in appropriate ways with their teachers and peers. It is never appropriate to argue or talk back to any staff member. Students are expected to respect all others and to abide by the rules of Christian fair play.

**BULLYING:** Bullying is not tolerated at St. Maria Goretti School. Students who bully others will be asked to leave the school if their actions are not corrected.

**DISRUPTIVE CLASSROOM BEHAVIOR:** Disruptive, uncooperative, unproductive behavior is not acceptable in the classroom at any time. Students will earn appropriate consequences for such behavior.

**DESTRUCTION OF PROPERTY:** Destruction of individual, school, or parish property whether deliberate or not, is not tolerated. Any damage of school property is the responsibility of the student and his/her family. Students and/or their families will either repair or replace the lost or damaged item. Vandalizing the school will result in immediate withdrawal from the school.

**FIGHTING:** Any hitting, kicking, biting, spitting, etc. is considered inappropriate behavior, and any student engaging in such violent behavior will be suspended immediately.

**GRAFFITI:** Students are expected to respect the property of others. Students who deface in any way school walls, desks, books, etc., will be responsible for cleaning, repairing, or replacing the damaged property and the appropriate disciplinary action. This is a direct responsibility of the parents.

**INAPPROPRIATE HALLWAY BEHAVIOR:** Students are expected to move quietly and efficiently from one activity to another, always following the instructions of the staff member in charge. Running, loud conversation, roughhousing, and eating are NEVER permitted in the hallways.

**INAPPROPRIATE LANGUAGE/NAME CALLING:** Obscene language (including swearing and

ethnic slurs) is never acceptable (whether in verbal or written form) and will result in immediate disciplinary action. Respecting the feelings of others is an essential part of Christianity.

**INAPPROPRIATE BEHAVIOR WHILE LINING UP:** Students are expected to line up quickly and quietly and to follow the instructions of the staff member and enter the school building in an orderly fashion.

**OBSCENE GESTURES:** The use of obscene gestures is immature, unacceptable, and non-Christian behavior, which is never acceptable here. Such behavior will be referred for discipline.

**ROUGHHOUSING:** This type of behavior often results in injury to a child or escalates into a serious fight, and it is not allowed. Any form of “keep away” (or any game without rules) is considered to be roughhousing.

**STEALING:** Students are expected to respect the property of others. Items taken without permission must be returned. If the problem is habitual, a conference will be held to determine whether or not the child will be allowed to stay at the school.

**ASSUMING ANOTHER STUDENT’S WORK:** All work submitted under a student's name is assumed to be his/her own work. Plagiarism, cheating, copying, etc., is unacceptable. Parents are encouraged to help and guide their children, but they are never encouraged to do the work for the child.

**THREATS OF VIOLENCE:** Such threats are always taken seriously and will be dealt with by the principal. Intimidation and bullying behavior are not tolerated. The student making the threats will be asked to leave the school.

St. Maria Goretti School will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, or others, and any weapon possession. St. Maria Goretti School has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all potential concerns. If you become aware of a threatening situation, you must immediately report it to a teacher or the principal.

**TOYS:** Students are asked to leave all toys at home. Toy weapons and expensive toys have no place here, and they will be confiscated by school staff. Only a parent/guardian may pick up any confiscated items.

### **Disciplinary Action**

When rules are not kept, the type of disciplinary action taken will be based on the age, level, and development of the students involved. Each teacher has classroom rules and consequences, and we make every effort to be consistent and fair. The teachers can handle most situations by talking with the student, taking away playtime or privileges, or assigning after school detention. In more serious cases involving the school administration, or in cases of repeated offenses, parents will be notified and called to meet with the administration.

When students continually test the disciplinary measures of the school, it is necessary for the school to try means other than the normal discipline procedures. These include, but are not

limited to, the following:

- personal and/or group discussion
- conferences with parents
- student participation in a diagnosis of the offense and written behavior contract
- detention, especially for tardiness, truancy, and inappropriate behavior in the classroom
- behavior contract
- suspension
- expulsion

## ***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.*

## ***MAINTENANCE OF EFFECTIVE DISCIPLINE***

*Effective discipline is maintained when there is*

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

## ***DISAPPROVED DISCIPLINARY MEASURES***

*The following disciplinary measures are forbidden:*

- *All corporal punishment, including shaking and slapping is unacceptable*
- *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*

## ***DETENTION***

- *No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be 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 should also be informed of the reason for detention and the exact time the period of detention will begin and end*

### **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*

### **EXPULSION**

#### **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.*

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

### **Written Record**

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

Name of Student:  
Offense or situation:  
Date:  
Parents notified by: \_\_\_\_\_ Date  
Remarks:

First Meeting:  
Place:  
Time:  
Persons present:  
Remarks:  
Signature(s):

Second Meeting:  
Place:  
Time:  
Persons present:  
Remarks:  
Outcome:  
Signature(s):

### **Cases Involving Grave Offenses**

- *In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.*
- *The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.*



- *When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.*

### **Time of Expulsion**

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

### **Reporting of Expulsions**

- *All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor.*
- *The County Office of Education shall be notified immediately of expulsions. A copy of the Cumulative Student Record should be held until requested.*

### **Right to Make Exceptions**

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

### **Home Study**

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

### **Yard Rules**

The rules for all play areas are designed to protect all of the students:

- Students may play only with school equipment given them by their teachers for use during recess and lunch. Toys and equipment brought from home are not allowed and will be confiscated.
- Students must sit at the tables to eat snacks and lunch and dispose of their trash before going to play. Gum is never allowed on the grounds.
- Riding bicycles or skateboards on campus is strictly forbidden.
- Students may play only in the assigned areas and only with students from the same grade.
- When the first bell rings, students will stop play and prepare to quietly line up in assigned areas by the second bell (five minutes to visit the bathroom and drink water).

### **Reporting to Parents**

St. Maria Goretti School will send home disciplinary referrals if any rule/policy of the school is broken. Parents must sign the original copy and return it to the school office the next school day.

### **Gang Affiliation**

Membership in, active involvement in, affiliation with a gang or group responsible for coercive or violent activity is grounds for expulsion, as is dressing in the manner of such gangs or groups.

### **Graffiti**

In order to discourage graffiti on campus and school property, the principal will have it removed immediately whenever it appears. Disciplinary measures for those found to be responsible for graffiti include restitution and the possibility of expulsion. Markers, pencils, pens, etc., are never allowed outside the classroom.

### **Mixed Parties**

Mixed parties involving pupils of the upper grades (even when they are held at home or at school) are strongly discouraged. Parents/guardians are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. The only exception to this regulation would be a school-sponsored party having the approval of the pastor, the principal, and the parents, and that is supervised by school personnel.

## ***HARASSMENT, BULLYING AND HAZING POLICY***

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

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

**Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. 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 cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

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

**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.

It is the responsibility of the school to:

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

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

## **STUDENT THREATS**

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

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents 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.*

## **SCHOOL SEARCHES**

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

*School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present. Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his 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 trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his 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.*

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

## **COMPLAINT FILING AND INVESTIGATION PROCESS**

### ***Filing a Claim***

The following procedures must be followed for filing and investigating a harassment claim:

- The student must first choose to tell the individual causing the harassment that his/her

conduct is offensive and must stop.

- If the objectionable behavior does not cease immediately, the student must report the harassment to the principal or to a teacher who will report it to the principal or to the regional supervisor if the principal is the subject of the allegation.
- Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

### ***Investigating a Claim***

- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.
- If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
- Once the facts of the case have been gathered, the principal, in consultation with the regional supervisor, and, in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted.
- The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination.
- If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer, or vendor, the school will take steps within its power to investigate and eliminate the problem.

## ***PARENT/STUDENT COMPLAINT REVIEW PROCESS***

*Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted 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.*

### ***School Level***

*The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.*

*If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).*

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

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

### **Department of Catholic Schools Level**

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

### **DRESS AND UNIFORM CODE**

All students are expected to have a complete dress uniform and must be in full uniform on the first day of class. All clothing must be marked clearly with the student's name. Uniform order forms can be obtained at the school office. **Uniforms (including P.E.) can only be purchased through Vicki Marsha Uniforms**, located at 5292 Production Drive, Huntington Beach, 92640. Their phone number is (714) 895-6371.

### **REQUIRED UNIFORM (absolutely required for Mass days and other days to be announced)**

Girls TK-4 White/round collar blouse; plaid jumper ; modesty short; plaid cross tie; navy sweater\*

Girls 5-8 White/oxford blouse; plaid skirt; modesty short; green sweater\*

Boys TK-4 White/oxford shirt; dark navy twill pants; tie; navy sweater\*

Boys 5-8 White/oxford shirt; dark navy twill pants; tie; green sweater\*

Boys 1-8 Belts: black. Must be worn with slacks

\*Sweater choice: cardigan, V-neck pullover or vest).

### **Optional Uniform (Except for Mass or PE days)**

Girls TK-8 Plaid cross-over tie

White mesh knit short/long sleeve with logo\*

Slacks: dark navy plain front twill\*

Plaid shorts

Belts: black. Must be worn with slacks or shorts (1-8)

Boys TK-8: Stripped clip-on tie

White mesh knit short/long sleeve with logo\*

Green grades 5 - 8

Navy pleated short

Belts: black. Must be worn with slacks or shorts (1-8)

### **P.E. Uniform - All Students (worn only on P.E. days or when announced)**

- Dark grey P.E. shirt with logo
- Medium or long leg fleece P.E. shorts with logo
- Crew neck sweatshirt with logo
- Sweatpants with logo
- Athletic shoes should match the uniform

### **Outerwear – All Students**

- Zip front hooded nylon jacket with emblem
- Polar fleece full zip jacket with emblem
- \* Only Vicki Marsha Jackets may be worn at school

### **Miscellaneous Girls Uniform TK-8**

- Hair decorations: hair bows, scrunchies, headbands to match uniforms
- Socks: white or navy plain knee-high or crew socks or solid white/navy tights (below ankle socks are not allowed)
- Shoes: Solid black or solid white shoes or black and white oxford shoes. All Shoes must have a rubber sole, and athletic shoes should match the uniform.

### **Miscellaneous Boys Uniform TK-8**

- Socks: white crew socks
- Shoes: Solid black or solid white

### **Other General Regulations**

- Hairstyles are to be simple. No dyed, or highlighted or “modern” hairstyles are allowed for either boys or girls. No fad, tails or spiked hair is allowed. No shaved heads. Boys’ hair must be cut above the ear, eyes and above the collar. No facial hair (such as mustaches, beards, or long side burns) is allowed.
- No make-up, nail polish, fake nails, gel nails, tattoos, nail polish remover, hair spray or large hair brushes are allowed in school.
- Only one finger ring on one hand, and one pair of stud earrings for girls may be worn (no hoop earrings allowed; boys may not wear any earring). Necklaces, anklets and bracelets may not be worn (necklace with a small cross is acceptable). No costume jewelry or anything expensive may be worn.
- Jumpers, skirts and shorts must touch the knee. This will be strictly enforced.
- All uniform shirts and blouses must be tucked in at all times.
- Oversized, baggy pants, shirts or shorts may not be worn. Shorts and pants must be worn at the waist.
- On days when students attend Mass, shorts are not permitted. (boys and girls)

The uniform code will be strictly enforced. Any student found to be in violation of the uniform code will receive a uniform violation notice. On the third notice the student will receive a detention.

### **Spirit Day Dress**

Spirit Day dress may be worn on Fridays for FREE. All the general regulations for the

uniform code will be enforced on free dress days. In addition to these, only the following will be allowed:

- Any Goretti shirts is allowed. These include “Goretti Kid”, PE, or Spirit Wear
- Please wear uniform bottoms
- Solid-colored tennis shoes are also permitted

## **Free Dress Guidelines**

Since we believe that a student’s appearance affects attitude and behavior, the following code has been developed:

Girls:

Neat and respectable shirts, blouses, or dresses. No low necklines, bare midriffs, halter tops, tank tops, camisoles, or sleeveless tops. Shirts and dresses must have sleeves. No tight fitting or very short tops.

Neat and respectable pants, jeans, skirts, or shorts No tight-fitting pants, jeans, or shorts. Skirts or shorts need to be at or below the knee in length. No low-waisted pants, skirts, or shorts.

Clothing may not have holes or inappropriate/offensive slogans.

Tights, leggings, or bicycle shorts may only be worn under dresses or skirts that are at or below the knee in length.

Socks and appropriate shoes with support must be worn at all times.

Boys:

Neat and respectable shirts, pants, or shorts.

No low-waisted, tight-fitting, oversized or sagging jeans, pants, or shorts. Pants must be worn at the waist.

No tank tops or sleeveless shirts.

Clothing may not have holes or inappropriate/offensive slogans.

Socks and appropriate shoes with support must be worn at all times.

Make-up may NOT be worn by students while on school grounds before, during, or after school hours. NO lip gloss or lipstick. No tattoos. Only clear fingernail polish may be worn. NO press-on or acrylic nails. One stud earring per earlobe may be worn by girls. No dangling or hoop style earrings. No cartilage piercings allowed.

Students may wear one simple watch. The only other form of jewelry allowed are a simple cross, crucifix, or a religious medal on a small, lightweight chain that is not



longer than 18". All other types of jewelry including rings, bracelets, anklets, and pins, etc. are NOT allowed.

The uniform code and free dress code will be strictly enforced. Students may receive a uniform infraction, a detention or may be sent home for inappropriate attire at the discretion of the principal.

No inappropriate logos/slogans on any apparel or items are permitted at school.

*The administration reserves the right to make final decisions regarding inappropriate dress and appearance, and any disciplinary actions used to enforce these guidelines.*

## **VI. OTHER POLICIES, GUIDELINES, AND PROCEDURES**

### **CO-CURRICULAR ACTIVITIES**

Co-curricular activities supplement the formal instructional program. These activities include, but are not limited to the following:

- Catholic Youth Organization sports program
- Extended care program
- Student publications
- Student council
- Performing arts

#### ***Catholic Youth Organization Sports Program***

St. Maria Goretti School participates in the Catholic Youth Organization (CYO) League. This is an organization that provides a program of interscholastic athletic competition in flag football, volleyball, track, basketball, and baseball (not through CYO). Boys and girls compete under specific rules. The selection process is as follows:

1. Teams will be selected a few weeks prior to each season's opening.
2. Teams will be in compliance with league standards.
3. Students must have at sign-up time, and maintain throughout the season, at least a "C+" in conduct and effort and satisfactory academic achievement. Grades will be reviewed at report card and progress report periods. Student progress will be reevaluated at the next progress report or report card period.
4. All students meeting academic and conduct requirements are eligible to participate on teams, knowing that with a large number of players, individual playing time may be shortened.
5. A non-refundable fee per sport entitles the student to coaching, the use of equipment, playing facilities, and uniforms, except when these are personalized.

#### **CYO Spectators Code of Ethics**

Parents are invited to attend all CYO games and to support our students. However, all spectators must abide by the following rules. A CYO spectator shall not:

- be on the playing field or court during the game/competition
- shout instructions or criticism to anyone
- use profane, obscene, or vulgar language
- verbally or physically abuse or assault anyone

- approach an official or supervisor
- appear in an intoxicated condition or have in his/her possession any alcoholic beverage or illegal substance

Violations of this code of conduct may result in removal from the facility and/or forfeiture of the game by the offending team. The school may also take other disciplinary actions at the discretion of the principal.

### **PARENT INVOLVEMENT**

St. Maria Goretti School is a cooperative endeavor in which every family in the school community has a vital role to play. The school's primary expectation of the parent is an active and on-going support of the religious formation, which the school seeks to develop in the child(ren). Parents can do this by:

- taking time to talk to their child(ren) about God and their own journey of faith
- praying together daily
- celebrating Mass together on Sundays and Holy Days of Obligation
- being informed about the religious concepts the children are learning
- continually reaching out to develop their own faith.

Along with this spiritual support, we also expect that all parents become actively involved in school activities.

### **CONSULTATIVE SCHOOL COUNCIL AND PARENT ORGANIZATIONS**

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

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

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

**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 (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).*

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

### **Parent-Teacher Committee (PTC)**

The St. Maria Goretti School Parent Teacher Committee was established in May, 2004. Its executive board is comprised of a president, vice-president, secretary, treasurer, and chair of activities. The name was changed to Parent Teacher Committee in 2007.

The PTC promotes parental support for the school program and increases the mutual understanding between school and parent/guardian. The PTC shall comply with these norms:

- It shall be established and continue or terminate operation at the discretion of the pastor and principal.
- It shall be consultative or advisory in nature.
- It shall have no legal status apart from the school and therefore will not be separately incorporated.
- It shall function in accordance with archdiocesan guidelines.

Membership of the PTC shall include the pastor of the parish or his delegate, the principal of the school, the faculty and staff of the school, and the parents or legal guardians of the students currently enrolled in the school.

## **OTHER POLICIES**

### **CHILD ABUSE REPORTING POLICIES**

In accordance with archdiocesan policy and California law, school staff are obliged under penalty of fine and jail term to report any reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to the legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, mandates that a report be made in the best interest of the affected child, and the staff does not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **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 members of the Archdiocese of Los Angeles community, we want to assure that we are in*

*compliance with both Megan's Law and our "Zero Tolerance Policy."*

### **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

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

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

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

*The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning this program can be forwarded to Chancellor, Coordinator of Children's Programs at (213) 637-7460.*

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

*Revised August 20, 2007*

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

***Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.***

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

*member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.*

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

### **COUNSELING POLICY**

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

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

- *Provide advice regarding academic subjects and student progress in school;*
- *Give limited guidance to students who present with non-academic personal issues or situations;*

- *Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;*
- *Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions;*
- *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.*
- *Provide high school and college counseling, including providing information to parents and students about high school and college application procedures, entrance exam tests, scholarships and financial aid. Schools may also provide high school, college and university catalogs and information sessions.*

*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.*

## **EMERGENCY HEALTH**

The Archdiocesan Emergency Card for each student shall be complete, current, and readily available to authorized school staff members. The emergency card shall indicate whether or not the parent/guardian gives the school permission to choose a physician in case of an emergency.

The emergency card for each student must be submitted to the parent/guardian for completion at the beginning of each school year. Subsequently, the school must be informed when there are changes to a home or work phone number or address, the names of the persons to notify in case of an emergency, or to any medication prescription for a child.

In case of emergency, the card is shown to the paramedics or emergency room staff to authorize treatment and to let them know if a student has any unique medical need or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date. Parents are required to list any medication the child takes on a regular basis.

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

## **EXTENDED CARE**

St. Maria Goretti School makes available to all parents the opportunity of after-school care. This is an excellent program that also includes supervised homework time. After-school care begins from the official end of classes until 6 pm. Information and the schedule of fees can be obtained at the school office.

## **ABORTION**

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person, including those conceived and not yet born, and the moral aberration of abortion. Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's child may also be dismissed.

## **HIV/AIDS**

Infection with HIV in and of itself should not be a reason to exclude students from any Catholic school. However, alternate educational 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 school. 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.

## **ILLNESS AND ACCIDENT**

It is policy of the Archdiocese of Los Angeles to provide a safe and healthy environment for all employees and students. To that end, an *Injury, Illness, and Loss Prevention Program* has been developed. A student accident insurance program is provided for the students. This program assists in the medical expenses incurred due to accidental injury sustained by children while attending school, while traveling to or from school, or while participating in a solely school sponsored and supervised activity. Please contact the office if an insurance form is needed.

## **MEDICATIONS**

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

### **Procedure and Regulations for Medication at School**

- A release (Medication Authorization and Permission Form) stating the nature of the medication, signed and dated by the doctor, and also signed by the parent, must be provided.
- 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.
- A student's medication shall be self-administered.

- Students may not carry medication of any kind to be self-administered at school. An exception for an inhaler requires a special release from the doctor and parent/guardian.
- Students may not be given medicine prescribed for other family members.
- The medication regulations apply to both prescription and non-prescription medications.

## **STUDENT PUBLICATIONS**

Student publications are an important component of the instructional program and contribute directly to the school's goals. The principal is the publisher and has the legal responsibility for all student publications. All school publications must observe copyright laws. Parents/guardians must sign an agreement to allow their child to publish.

## **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.*

## **USE OF CAMPUS**

School facilities are primarily for the benefit of the students and staff. Please contact the principal if you would like to use the campus for any other event.

## **PUPIL PREGNANCY**

A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment in marriage. However, when pregnancy occurs outside of marriage, the school community should seek to offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. In dealing with this situation, the best interest of the elementary student(s), of the parents/guardians, and of the school community will be sought.

*The principal reserves the right to amend the handbook at any time. Parents, guardians and students will be notified of any amendments. Parents/guardians and students must sign a statement each year that*



*acknowledges their agreement to be governed by the handbook and recognizes the right and responsibility of the school to make rules and enforce them.*



## St. Maria Goretti School Parent/Student Policies Agreement Form

*(Please print except where signatures are required)*

### ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received and read the St. Maria Goretti School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow the policies and procedures as may be added or amended.

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

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

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

Print student names and grades:

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_

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

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

Grade \_\_\_\_\_

Grade \_\_\_\_\_

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