Parent-Student Handbook
2024-2025

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All parents and students agree to be bound by the terms of this handbook. **The principal reserves the right to amend the handbook at any time.** Parents and students will be notified of any amendments.

The principal (and/or pastor) is the final recourse in all disciplinary matters and may, for just cause, at his/her discretion waive any disciplinary rule.

I. INTRODUCTION

1.1 Mission and Philosophy

St. Raymond School is a faith-community founded on Catholic values as revealed through the Gospel message of Jesus Christ, the mission of the Church, and articulated through Schoolwide Learning Expectations. Each child receives a holistic education that begins at home with the parents as the primary educators and reinforced at school where we recognize students as unique and unrepeatable gifts of creation.

St. Raymond School is founded on Catholic values as revealed through the Gospel message of Jesus Christ. Our faith-community shares in the mission of the Church in endeavoring to further the Reign of God through lives committed to justice, peace, and reconciliation.

Our school affirms, respects, and honors parents as the primary educators of their children. In partnership with them we prepare our students to be full and active members of the Church and society, thoroughly grounded in the principles and practices of faith and morals.

Both curriculum and Schoolwide Learning Expectations are designed to reflect a holistic approach to education and to the integration of the "whole person" body, mind, and spirit. The faculty and staff of St. Raymond School are strongly committed to fostering a conscious awareness of each child as "a unique and unrepeatable creation." Our school outreach program reflects our concern for and solidarity with the poor, the marginalized, and the oppressed. Through our faith dedication and witness, we form a faith-community in which "the Christian message, the experience of community–worship, and social concern are integrated and interwoven into the total experience of student, parents, and faculty members." (National Catholic Directory #9)

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

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

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

Our Christian principles provide that:

Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.

Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

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

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

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

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

Controversial Issues

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

With regard to controversial issues, the principal will

- Provide the most competent instruction possible be given in an atmosphere of freedom and mutual respect.
- Emphasize that significant issues are studied at the maturity and understanding level of the learners.
- Monitor resource materials and guest speakers.

With regard to controversial issues, the teacher will:

- Deal with conflict issues as impartially and as objectively as possible, but always in keeping with the teachings of the Church.
- Discuss the treatment of controversial issues with the principal.
- Handle controversial issues in a manner suited to the range of knowledge, maturity and competence of the students.

1.3 Schoolwide Learning Expectations

A St. Raymond Student is…

A morally and spiritually active Catholic who:

- understands the teachings and traditions of the Catholic Church
- nurtures a personal relationship with God through daily prayer, Sunday Mass, and Sacraments
- responds to life in light of Gospel values
- is an instrument of evangelization

An academically prepared person who:

- demonstrates a solid foundation in the core and academic subjects
- explores the arts and utilizes technology responsibly
- communicates effectively and thinks critically
- works responsibly to achieve academic and personal goals

An **involved citizen who:**

- honors oneself through regular exercise, proper hygiene, and good nutrition
- respects authority and accepts the consequences of one's actions
- identifies and responds compassionately to the diverse needs of family, school, local and global communities
- cares for the Earth and all forms of life

Primary Grade Version

The SLE's are simplified for grades K - 3 as follows:

A St. Raymond Student is…

A morally and spiritually active Catholic who:

- knows Church teachings
- prays daily
- attends Mass
- acts like Jesus

An academically prepared person who:

- knows basic skills and solves problems
- explores the arts and uses technology
- speaks and writes well
- does his/her best every day

An involved citizen who:

- practices healthy habits
- follows directions and learns from mistakes
- treats people kindly
- cares for the Earth and all living things

1.4 Parent as Primary Educator

Parents have the primary responsibility for the education of their children.

Specifically, parents are responsible for:

a. Establishing a home environment which teaches the moral values, social skills, self-discipline, and commitment to learning upon which successful Catholic schooling is based;
b. Making a wise and informed choice of schools for their children, keeping in mind that each school has it own unique character, tone, and strengths;
c. Being fully informed regarding all aspects of their children's developmental progress, and where needed to take and/or support the appropriate remedial action; and
d. Making every effort to establish and maintain a collaborative and mutually supportive relationship with the school that they have selected for their children.

Schools have the correlative responsibility to guide, assist, support, and complement parents in their efforts to meet these responsibilities. Of particular importance is the school's obligation to assist parents in gaining the information and insight necessary in order to make informed judgments regarding the religious and moral education of their children.

The school's obligation to guide, assist, support, and complement the parents cannot be excused in the name of mistaken difference to uninformed assertions of parental rights. This school abides by the provision of Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Family Presence at Weekly Mass

As a Catholic School, we recognize that there is no greater opportunity for parent-directed religious education than presence at Saturday evening/Sunday Mass. As a ***Parish School*** we recognize that weekly Mass attendance provides tremendous opportunity for community-building in a Christ-centered environment. It is, therefore, essential to our mission as Catholic educators, in partnership with parents for the Catholic education of children, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

II GENERAL SCHOOL INFORMATION

2.1 History

St. Raymond School was established in 1957 under the supervision of Reverend Patrick L. Cleary, Pastor and under the guidance of the Sisters of the Holy Faith from Dublin, Ireland. In 1971, because of decreasing enrollment and to comply with general directives of the Archdiocese, only one first grade was enrolled. By 1979, the school was operating with eight grades. In 1988, a Kindergarten and Extension Program were added. A computer lab was added in 1990 and a science lab in 2004. A transitional Kindergarten was added in 2015 in order to give the St. Raymond student 10 years of spiritual and academic development.

Throughout its history, St. Raymond School has adapted and enriched its education program to meet the changing needs and demands of its population.

2.2 Relationship of School to Parish

St. Raymond School was established to meet the educational and spiritual needs of the children residing in the parish. Children of parishioners are given priority enrollment and tuition discounts at the school. During their academic careers at St. Raymond School, students learn to become actively engaged parishioners. By volunteering in the choir or as altar servers, engaging in regular community service projects, and attending special Sunday and weekday Masses with the Parish community, they will be prepared to more fully embrace an active role in parish life as adults. In turn, parishioners support the school with special envelopes in the Sunday collection, supporting school fundraising events, and offering in-kind donations. The pastor, priests, and deacons provide spiritual guidance to the children through visits to the classroom, Sacramental preparation, and as models of vocation.

2.3 School Organization

St. Raymond School is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles.

Administrative

- *The Pastor, Father Samuel Ward:* Is ex-officio the Chief Administrative Officer of the school who carries out the Archdiocesan policies. He determines the policies appropriate to the needs of the school, in accordance with the Archdiocesan School Board.

- *The Principal, Valeria Pacheco:* As the delegate of the pastor, is the Administrative Officer of the school, and as such is responsible for the direction and supervision of the school program.

Instructional

- *The Faculty* is an integral and important part of the faith community as full-fledged members of our teaching staff. Their loving dedication to the children and Catholic education is the hallmark of St. Raymond School.
- *Instructional Aides* work to enrich the school program by taking care of some of the essential basic duties. They supplement and reinforce the work of the teachers by assisting in the classrooms and working with small groups of students.

2.4 Parent or Parent-Teacher Organizations and Consultative School Council

Parent or Parent-Teacher Organizations

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

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

Consultative School Council

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

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

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

2.5 Zero Tolerance Policy

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

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

- May not have any paid or volunteer assignment in any ministry in the Archdiocese, and
- May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.
- Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

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

Safe Environment Training for Children and Youth

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

Good-Touch/Bad-Touch® is being implemented in Grades TK-8 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

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

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

Mandatory VIRTUS Certification:

Any parents/ adults who wish to volunteer with our students in any of the below activities must receive proper VIRTUS certification. VIRTUS: *Protecting God's Children Awareness Session* is a mandated program by the Archdiocese of Los Angeles for any adult working with children. We will enforce the proper certification of any and all of our volunteered staff. We will be sending out a list of available certification dates and locations in August. Please plan in advance because failing to follow the certification process will limit access with our students. Thank you in advance for your cooperation and understanding that our children's safety is our school's number one priority.

Activities:

Coaching
Yard Supervision
Field Trip Supervision
Disbursement of Lunches
Room Parents
Classroom Helper

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

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

Revised August 20, 2007

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

Parent/Student Complaint Review Process

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

permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

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

If a 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

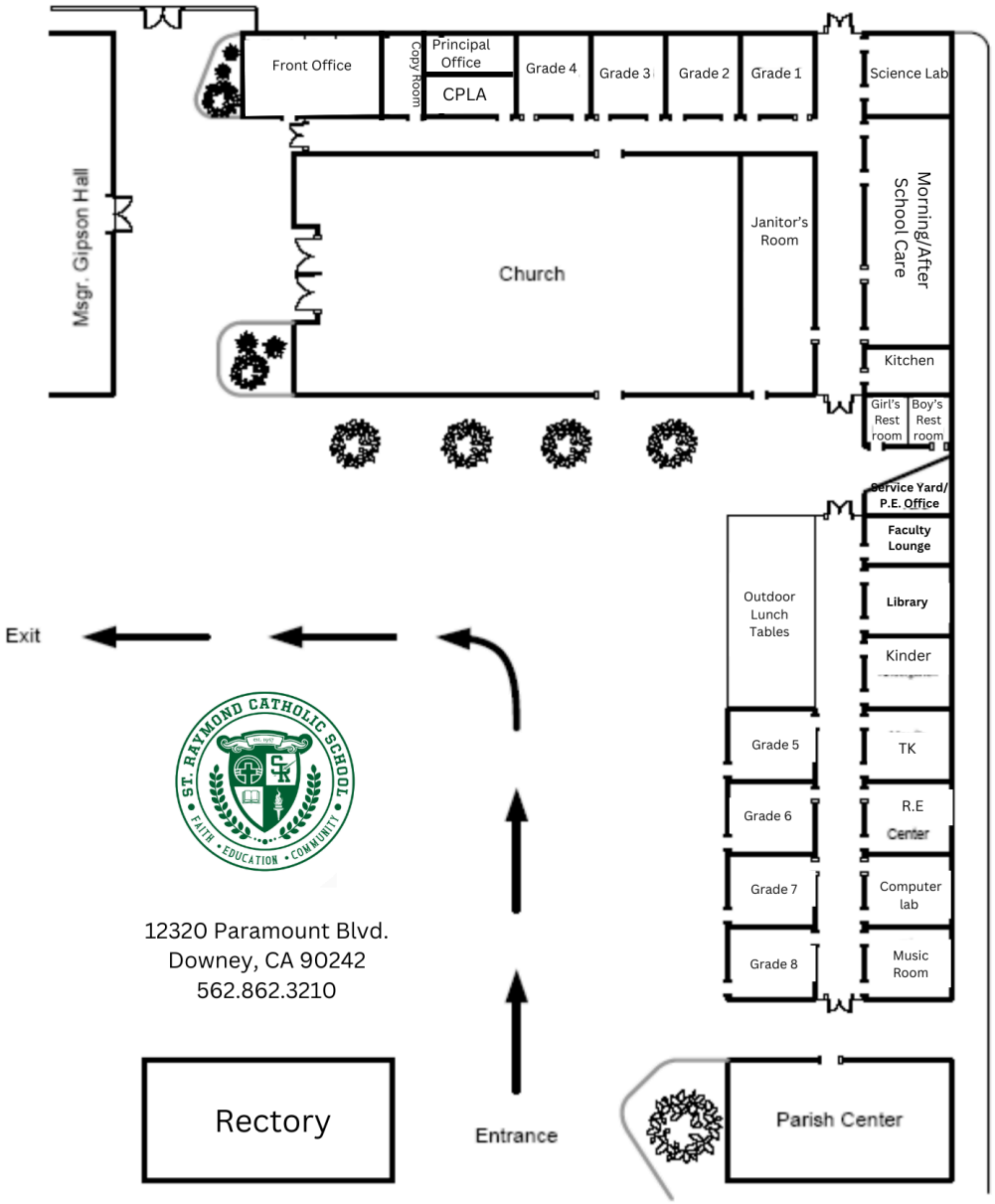
If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

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.

2.6 School Map

St. Raymond School Map



III Academic Program

3.1 Curriculum

Beginning in Transitional-Kindergarten and continuing through 8th grade, the curriculum in the Archdiocese of Los Angeles includes instruction in the following areas:

Core Subjects	Supplemental Subjects
Religion	Handwriting
Math	Technology Education
Science	Physical Education
Social Studies	Health and Safety
English	Family Life
Reading/Literature	Art
Spelling	Music

Technology Education

In grade TK-4th Grade, students have access to a computer lab and to iPad devices. Students utilize the computers and iPad devices for instructional purposes including but limited to reinforcement of reading and math skills and STAR testing. Students are instructed in computer literacy, word processing and work with software that enriches skills and supplements the classroom curriculum. The Accelerated Reader program supports student development in the English Language Arts and reading comprehension.

In 5th-8th Grade classrooms each student has an iPad, which is utilized for instructional purposes only. These iPads were St. Raymond School received 150 iPads through the C3 Ignite Grant Program, which is under the Archdiocese of Los Angeles.

Schoolwide, St. Raymond School accesses technology through the use of Google Classroom, the Accelerated Reader program and via textbook series such as the EnVision Math program.

Library

Books borrowed from the library may be taken home. Students are responsible for lost or damaged books. The rate for overdue books is $2.00 per day per book. The library is scheduled for student use during the day.

Field Trips

During the academic year, field trips that are directly related to the curriculum and are of educational and/or cultural value may be taken by each grade. Field trip permission forms will state the date, time, the fee, the mode of transportation, and the place to be visited. Forms will be sent home and must be signed and returned to school prior to the trip. The permission slip gives parental consent for their

child's participation in the field trip. No student may go on a trip without the signed consent of a parent or guardian. Verbal consent over the phone cannot be accepted. Field trips are part of the student's curriculum; therefore, no student should be prevented from taking part without a serious reason.

The following policies apply for all field trips:

- Field trips are a privilege and students may be kept at school if they do not meet academic and/or behavioral requirements.
- Teachers may require a parent to accompany a child if there are concerns about the child's health or behavior.
- School uniforms will be worn on all field trips unless otherwise instructed by the principal.
- No siblings or unauthorized visitors shall attend class field trips.
- A field trip driver must be 25 years of age or older, with a good driving record and provide a valid driver's license and car insurance.

Buses, with the legal amount of insurance, are the normal mode of transportation. Personal vehicles may be permitted for rare, exceptional occasions with the following stipulations: Parents who are driving must provide the school a copy of their valid driver's license and car insurance. Vehicles being used must have working seat belts for each child traveling.

3.2 Faith Formation

As a Catholic School, the greatest emphasis is to be placed on providing a religious education for all students. In addition to the one hour of Religious instruction within the curriculum, worship is an integral part of the child's growth and a central part of the Catholic identity of the school. Throughout the year, students attend Mass and prayer services and are requested to be in formal uniform for these occasions.

Religious Curriculum

Students TK – 8 will receive religious instruction daily. Students will learn and discuss Bible stories, the history and doctrine of the Catholic faith, forms of prayer and Christian lifestyles (including vocations).

Family Life

In order to respond to the obligations of educators set forth in church documents, St. Raymond School faculty shall provide a course of instruction in family life, which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official Archdiocesan guidelines.

Parents have the primary right and responsibility to teach their children regarding family life and sexuality. This includes the right and responsibility:

1. To create a home environment of love where children can learn from experience the purpose and meaning of family life.
2. To become well informed both about the church's teaching regarding family life and sexuality, and about their own children's developmental need for instruction in those areas,
3. To make and to implement informed, prudent, and positive choices about when and how to proceed with instruction in those areas.

Your child's regular teacher will teach the Family Life in the school year within the time period assigned for Religion. The program is coeducational and is ***age-appropriate***. *The Benzinger Family Life* Program, published by Glencoe Publishing Co., Inc. will be used in Grades K-8.

a. Parents are encouraged to view their children's text. Copies of the textbooks are in the school office and are available to parents during regular school hours.
a. While primary, parental rights are neither absolute nor exclusive. Parental rights are circumscribed by the rights of their children to ***age appropriate,*** value, oriented, Catholic instruction, by the rights of the church to preach the whole gospel to all people, and by the rights of society as a whole to have its citizens appropriately prepared for responsible and mature living.
b. The child has correlative rights and duties to receive and cooperate with the efforts of his/her parents and of the church to provide him/her with ***age-appropriate, values-oriented, Catholic instruction*** in family life and sexuality.

Sacramental Preparation

All students who are accepted to our school must provide an original copy of their Baptismal Certificate.

Families of students in 2nd grade will be required to attend two parent meetings to discuss the requirements for receiving the Sacrament of the Eucharist.

In accord with Diocesan policy, the Sacrament of Confirmation is reserved for students who have undergone a two-year preparation program while in the 9th and 10th Grades. Eligible students are invited to contact the Religious Education Office for further explanation and class dates.

Community Service Projects

St. Raymond students participate in community service projects so that they may experience Christian service in action. This service-learning program provides firsthand service experience and integrates student volunteer service activity into the academic curriculum. Students will contribute to fund-raising, collect goods, organize environmental efforts, publicity, etc. Teachers will distribute additional informational for each activity.

3.3 Grading Policy

In as far as possible, the administration and faculty of St. Raymond Parish School seek to measure total student performance: in classwork, homework, evaluative testing performance, class participation, and where appropriate, work on special projects. Written grades will be given to keep students and parents aware of performance. Our primary concern is that students perform at full potential. ***Any matter involving a student's work or behavior must be taken up with the teacher first and principal second when it is necessary.***

The grading system is as follows:

TK-Kindergarten

M = Demonstrates expected development
X = Demonstrates emerging skills
T = Needs more time to develop
No = Not expected at this time

Primary Levels (Grades 1 & 2)

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

Grades 3 – 8

A = 96 - 100%
A- = 93 - 95%
B+ = 90 - 92%
B = 87 - 89%
B- = 85 - 86%
C+ = 80 - 84%
C = 75 - 79%
C- = 70 - 74%
D = 65 - 69%
F = 64% Below

Gradelink

Gradelink is a student information system (SIS) that is designed to work entirely online through your web browser. Parents and students can access grades, performance, conduct and teacher comments on-line. Automatic Grade Monitoring sends parents automatic email alerts about their child's current progress. Teachers will input graded assignments within two weeks of an assignment being submitted by the students. Parents and students should utilize Gradelink to monitor the progress of the student. Questions regarding assignments, either the grade or a missing assignment, should first involve the student, rather than the teacher. Gradelink will be "locked" at the end of each trimester in order to allow teachers the ability to finalize grades. During this time, parents and students will not have access to view student performance. Once report cards are distributed Gradelink will become accessible again to parents and students.

Academic Probation

Students in Grades 5-8, having two grades below a "D" in an academic trimester will be put on Academic Probation. The grades will be taken from the following subjects: Religion, Math, English, Literature, Science, Social Studies, Spelling, and Art.

Summer School

Notification of opportunities for academic support and enrichment during summer school are sent home to parents, as information is made available. Students will be encouraged to attend St. Raymond's summer school program. For some students, promotion or acceptance may be conditional on Summer School performance or tutoring. Attending St. Raymond School's Summer program: Passport to Adventure, allows students an opportunity to refresh and/or master skills as well as complete summer assignments. Students will be required to attend St. Raymond School's Summer School Program at the discretion of the teacher and based on the performance of the student.

3.4 Report Cards and Progress Reports

At the end of each grading period, report cards will be distributed. A formal parent-teacher conference will be scheduled during the first trimester. Parent-Teacher conferences are recommended any time a parent or teacher recognizes a need. Informal contact by note, e-mail, phone, or visit is welcomed with the reminder that arrangements should be made in advance for a visit with the teacher.
Progress Reports will go home at the mid-term of each trimester or at any time the teachers feel the student is not performing to the best of his/her abilities. It shall be the responsibility of the student and parent to inquire at that time as to steps that may be taken to correct any deficiency. Families are reminded that the Progress Report is not a report card – it is an indication of progress to date in a specific area.

Report cards and Progress Reports are to ***be signed and returned to school within the week they are given.***

3.5 Homework

Homework assignments are given daily in order to reinforce skills learned during instructional time. Students will also be assigned research reports or other long term projects that challenge them to apply their knowledge. Students may also be assigned a daily reading log where he or she may choose an age-appropriate novel. Novels or books must be reflective of Christian values. If a book is not reflective of Christian values a teacher may confiscate the book, inform the parent and make a different book recommendation. Parents are encouraged to be aware of the types of books their child(ren) read.

The time spent on homework should be quiet and uninterrupted and not exceed:

Transitional Kindergarten	20 to 30 minutes
Kindergarten	20 to 30 minutes
Grades 1, 2	30 to 40 minutes
Grades 3, 4, 5	45 to 60 minutes
Grades 6, 7, 8	Not to exceed 2 hours

It is expected that all homework submitted should represent each student's best efforts. Work should be complete, neat, accurate and submitted on time. For any student, homework carefully executed can be considered a preparation for the type of work demanded in successive years. ***We urge all parents to take an active interest in the child's homework.*** However, it is the responsibility of the ***student*** to see to it that assignments are properly written down and are completed on time. For grades 5th-8th late homework assignments will only receive half credit the day after the assignment was due; a zero will be earned after that. All students are expected to contact the teacher with any questions or issues with homework. Parental concerns relative to homework must be immediately addressed to the teacher who assigned the homework.

Long-range research assignments should be carefully planned giving adequate time to avoid last minute rush efforts. If a student cannot finish his/her homework in the time given, a signature of either parent on the paper with appropriate explanation will be accepted ***provided this is done only for exceptional reasons.***

3.6 Testing and Assessments

In addition to the regular testing in the curriculum, standardized testing is administered to each child in grades TK-8 three times a year. The standardized tests used in our school are mandated by the Archdiocese of Los Angeles to assist us in evaluating student achievement and the educational process.

Teachers receive test results both for their class as a group and for each individual student. They use this information to plan instruction to support student growth.

Teachers may not use standardized test scores as part of the students' report card grades, nor may they use them as sole indicators of ability.

In general, there will likely be a consistent pattern between standardized test scores and classroom grades for most children. However, students who are not working to their potential may show high-standardized test scores and low classroom grades; and students who are putting in much extra effort may show high classroom grades and more average standardized test results.

3.7 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.

Research Projects and Rights of Parents

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

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

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

3.8 Extra-Curricular Activities

Students are encouraged to participate in extra-curricular programs if their grades permit. In addition to extra-curricular sports offerings, students may choose a variety of enrichment programs including Student Council, Builders Club, California Junior Scholarship Federation (7th & 8th grade), Christmas/Spring Concert, and other programs that may be offered throughout the year. Where substantial interest among families exists, the school will gladly co-sponsor any worthwhile programs that challenge student interest. A parent volunteer for coaching, etc. makes extra-curricular activities possible. All volunteers are expected to follow the guidelines present in school policy as well as C.Y.O League Handbook Policy. Before participating in try-outs or practice, a permission slip will be signed by parents and teachers indicating that the student currently meets the following requirements:

- Eligibility is determined by the most recent progress report or report card. To participate in any extra-curricular activity, the student must maintain at least a “C” average in all subjects, with no “D” or “F” grades in those subjects, and nothing lower than an “S” in Conduct.

- If a student is deemed ineligible for extra-curricular activities, he/she will be suspended from activities for a two-week probation period during which they are not allowed to participate in meetings, events, games or practices. If the student desires to continue with extra-curricular activities, he/she must demonstrate significant improvement in conduct and/or the deficient subject area. The student may request to be reinstated into an extra-curricular activity by completing a Grade Verification Form, which must be signed by his/her teachers.
- At the discretion of faculty members and Administration, a student may be removed or reinstated temporarily or permanently from participation in extracurricular activities based on academic and/or behavior performance.

Sports Program

The St. Raymond School sports program promotes *respect, sportsmanship, team spirit, responsibility and the acceptance of victory and defeat.* Participating in sports ***should not*** interfere with the student's studies and students must learn to keep within all sports rules/regulations and practice self-control. Students must maintain at least a "C" average in academics, and nothing below an "S" in conduct to participate in the sports program at St. Raymond School. The child's parent and teacher must first sign an Athletics Permission Form indicating the child meets the requirements.

When a student makes a team, a fee per student is required. Also, upon making the team, each team member will be required to participate in ***all*** athletic fundraisers.

3.9 Awards/Honors

Awards are given throughout the year to those students who best demonstrate the spirit of St. Raymond's mission, philosophy and standards for academic excellence.

Any incident of cheating, plagiarism or complicity to deceive will automatically disqualify a student form all awards and honors including Valedictorian and Salutatorian honors.

Monthly Awards

Awards are given at morning Assembly (7:55 AM) on the first Wednesday of the month unless otherwise stated in the monthly calendar or newsletter. Every month an award will be given for an SLE, a virtue of the month and Student of the Month.

Honor Roll

St. Raymond School recognizes those students with exceptional achievements in academics and conduct. At the end of each trimester, students will be recognized for qualifying academic scores in the cores subjects and in conduct.

- *Principal's Honors:* 4.0 GPA
- *First Honors:* 3.99 – 3.75 GPA
- *Second Honors: 3.74 – 3.33 GPA*

A St. Raymond Honor Roll Student must display exceptional behavior in and out of the classroom. As a result, a student will be disqualified from Honor Roll for the following infractions:

- 5 or more tardies in one trimester
- 2 detentions or 1 conduct referral in one trimester

- 5 or more absences in one trimester unless excused. **An absence is excused if a medical document signed by a medical doctor is submitted *upon return to school*. Late doctor's notes will not be accepted.**

California Junior Scholarship Federation

The California Junior Scholarship Federation (CJSF) is an organization whose purpose is to foster "high standards of scholarship, service and citizenship in the junior high school grades." "Scholarship for Service is its motto." Students in the 7th and 8th grades are eligible to apply for membership in CJSF. Students must maintain a high grade-point average and do 10 service hours each semester.

Athlete of the Year Award

This is an annual award given to two 8th grade student-athletes (**one girl and one boy**) based upon the following criteria:

- Student-athlete participates in two or more after-school athletic programs throughout the year and completes each season without academic suspension based upon the eligibility criteria in the Parent-Student Handbook.
- Student-athlete demonstrates exceptional athletic skill and performance during organized competitions.
- Student-athlete exemplifies good sportsmanship and team leadership consistent with the St. Raymond School Philosophy and Schoolwide Learning Expectations.

Varsity level coaches will be given an opportunity to nominate one candidate for the Athlete of the Year Award based upon the criteria above. Nominations will be submitted to the principal who will make the final selection for the award.

Scholar Athlete Award

This is an annual award given to an 8th grade athlete who has consistently performed well in two or more sports and has maintained the highest GPA among his/her fellow athletes. Coaches nominate candidates and the 8th grade teacher computes GPA.

St. Raymond Award

Students will nominate and faculty will select the 8th grade student who best represents the school mission, philosophy, and Schoolwide Learning Expectations.

Valedictorian/Salutatorian

A Valedictorian and Salutatorian will be selected from each graduating class. The student who has the highest GPA, averaged from grades 6th through 8th, is service oriented in the total life of St. Raymond School, will be named Valedictorian. The Salutatorian will have the second highest GPA over those three years. In the case of a tie, the principal may consider 5th grade year and/or extra-curricular and citizenship achievements in determining these awards. Serious infractions, including cheating, plagiarism, excessive tardies/absences or inappropriate behavior will immediately disqualify a student from this award.

3.10 Promotion Requirements

Grade Level Promotion

All students are expected to achieve at least ***grade level proficiency*** in order to merit promotion to the next grade. Teacher evaluation and standardized test score review will form the basis of the decision.

8th Grade Students

Graduation from St. Raymond School requires that a student has successfully completed the required course of studies. The graduation ceremony is a privilege reserved for those students who maintain satisfactory academic progress and behavior throughout the school year. In accordance with Archdiocesan Policy, the graduation ceremony will be a simple ceremony taking place within the Eucharistic Liturgy. St. Raymond School will not sponsor, or be the sponsor, of any graduation parties. The following policy applies to our 8th grade students regarding promotion:

- Anyone receiving an "F" for two trimesters or as an annual average in a single subject will have to make up this work before a diploma will be granted.
- Earning a "D" or "F" in multiple subjects throughout the academic year may prevent the student from taking part in the promotion privileges.
- Every effort will be made to help the student improve so that they may participate in the promotion ceremony.

8th Grade Promotion Ceremony

In accordance with Archdiocesan Policy, the promotion ceremony will be simply celebrated in the Eucharistic Liturgy. St. Raymond School will not sponsor or be the sponsor of any graduation parties.

IV DISCIPLINE AND CONDUCT

4.1 Discipline

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

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

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
- 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

The goal of St. Raymond's School discipline policy, like all facets of the school program, is the development of confident, competent and caring Catholic Christian citizens prepared to be responsible members of their church, local, and global communities. It is the responsibility of students to know and obey the school and classroom rules. It is the responsibility of parents to support the same and to help students to positively and responsibly accept any consequences they may earn. Through our discipline policy, we hope to:

- provide a well-ordered environment conducive to learning
- educate students with an appreciation for Christian values especially self-control and responsibility

The faculty and staff of St. Raymond School commit themselves to the belief that all students have the right to learn in a distraction-free environment. No student has a right to disrupt the learning environment, and teachers have a right to maintain a positive learning environment in the classroom. To this end and with this goal in mind, all faculty will develop a set of school-wide and classroom specific expectations for student conduct, make those expectations known to all students and available to parents, and establish a set of positive rewards for recognition of good behavior. Parents are asked to work in cooperation with the teacher in maintaining this environment.

The success of the St. Raymond discipline program is dependent upon the clear and positive support of parents at all times, especially at times of disciplinary action.

Grades TK-1: To assist in understanding, a visual aid system of clip up and clip down color chart is used. Students will receive an appropriate consequence for behavior demonstrated. Teachers will communicate with parents via Class Dojo, daily behavior log, phone call, and/or a meeting to discuss details.

Grades 2-4: A visual aid system of clip up and clip down color chart is also used. Students receive an appropriate consequence for behavior demonstrated, at teacher discretion. Students reflect on their behavior by completing a "Think Sheet". Teachers will communicate with parents via the "Think Sheet" form and/or a parent phone call or meeting.

Grades 5-8: Students are expected to be knowledgeable of and follow school and classroom rules. A student receives a demerit for breaking a rule or failing to meet school and/or classroom expectations. The teacher determines the point value of each demerit. A behavior log is carried to each class to record verbal warnings and demerits issued by each teacher throughout the day. Students will receive a verbal warning before a demerit is issued. In some cases, a demerit may be issued without a verbal warning at the discretion of the teacher or staff member. Demerits must be signed by a parent/guardian and returned the following school day. Failure to bring a signed demerit slip may result in another demerit. For every three demerit points earned a student must serve a detention. Detention is held on Tuesdays from 3:15pm-4:15pm in the 8th grade classroom.

Conduct Grade

The total number of demerit points determines a student's conduct grade on the report card. At the beginning of each trimester, a student begins with 100 citizenship points.

The grading scale is as follows:

O= Zero Demerits

G= 1-3 Demerits

S= 4-7 Demerits

NI= 8-10 Demerits

U= 11+ Demerits

Examples of Violations that would result in a demerit:

- 1 point: missing supplies, not following classroom rules, uniform violation, disruptive behavior, gum chewing, eating in the yard (student may only eat at the lunch tables), uniform violations
- 3 point: Disrespect towards an individual; cell phone use, lying
- 5 point: cheating; defacing school property
- 10 point: physical altercation

4.2 Detention

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

Students will be issued a Detention Slip after 3 or more demerits are assigned. Slips must be signed by a parent and returned promptly. Failure to return a Detention Slip may result in another detention. Serious offenses may constitute an automatic detention, or even a Conduct Referral (Pink Slip). Students will serve detention on Tuesdays from 3:15pm-4:15pm in a Junior high grade classroom.

Conduct Contract

Conduct Contracts are given to help the parents be aware of their child's consistent unacceptable behavior. It is expected that parents seriously discuss with their children the behavior mentioned in the referral. After a student receives a third detention during the school year, he/she will be issued a Conduct Contract. Conduct Contracts will place students on probation. If a student receives a second Conduct Referral (or on the sixth detention), a parent, teacher, and student conference will be held and the student will be placed on probation. After a third Conduct Referral (or ninth detention), the student may be asked to leave the school.

4.3 General Behavioral Guidelines

All school policies are established to maintain the safety of everyone on campus and to provide an optimal learning environment for the students. It is also essential that the normal course of business is not disrupted in the school office. In addition to the Schoolwide Learning Expectations, school policies outlined in the Parent-Student Handbook and individual classroom rules, the following policies are in effect:

School Property

All students will be responsible for the protection and preservation of school property and for the good of others.

- Technology contract givcen to Junior High Students falls under this as well.
- Gum chewing is not acceptable in the classroom or on the school grounds at any time. Students who chew gum will receive an automatic detention.

Recess

- Students must be in their assigned play areas during recess and lunchtime.
- Fighting or "play-fighting" is prohibited and subject to suspension

Campus/Off-Campus Conduct

- Students are not allowed in the classroom at any time unless the teacher is present. (California Education Code)
- Students may not leave the school grounds at any time during the school day without written permission and clearance from the office.
- Actions occurring off-campus but related to school shall be dealt with as if they occurred at school.

Birthday Celebrations

Parents who wish to celebrate their child's birthday may drop off an age appropriate snack or small party favor with the approval of the teacher ***at least a week in advance***. The snack will be handed out at the discretion of the teacher. The food item must be individually packaged, sealed and easy to distribute. Items dropped off without teacher approval will not be handed out. Items should be dropped off in the main office.

Off-Campus party invitations

Invitations to parties at all grade levels are not to be passed out on school grounds. It is an unnecessary distraction, especially for those children who are not invited. It can lead to hurt feelings, feelings of exclusion etc...

Forgotten Lunches, Books, Homework, etc.

Classes will not be disrupted for forgotten materials. **Students are not allowed to call home or email parents for missing items.** Homework, sports/PE apparel, or other materials are to be taken to the school office for delivery to the teacher. At which time it will be up to the discretion of the teacher on how he or she wishes

to handle the situation. At no time are parents to go hand deliver to the classrooms or give items to the students through the school fences.

The front office will not accept restaurant/fast food deliveries for students. This includes fast food lunches, balloons, etc. Such deliveries are disruptive to the educational program and the efficient operation of the front office. Your child will be provided an emergency lunch and a drink that is available through Choice Lunch to students who forget their lunch. Parents will be charged the regular lunch fee for this service.

Bicycles, Skateboards and Skates

Bicycles are to be walked on and off the school grounds. Students who violate this rule will not have the privilege of riding their bikes to school for a designated time. Students must have a lock and a helmet. The helmet must be worn when riding to and from home in compliance with California law. Skateboards, skates, scooters, etc., are not allowed on school grounds for any reason and will be immediately confiscated. A parent/guardian will be required to pick-up confiscated equipment from the principal.

Closed Campus

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

Visiting School Grounds

All visitors to the school during school hours—whether parents, regular/frequent volunteers or infrequent visitors—must check in with the office prior to proceeding into the school grounds. No exceptions. Parents or visitors on school grounds without a proper visitors badge will be referred to the office. Anyone wishing to visit the classroom will be required to make an appointment prior to the day of the visit.

Cell Phones, Smart Watches and Other Communication Devices

Due to the increasing distraction and misuse of cell phones, smart watches and other communication devices on campus, students will no longer be permitted to have cell phones in the classroom or on campus during school hours for any reason. Students with cell phones must check them into their homeroom teacher upon arrival to campus. The cell phone should be clearly labeled with the student's name and grade. Cell phones will be held in the classroom until the end of the day where students may retrieve them.

After school and after school care, students may only use a cell phone in presence of a teacher or authorized supervisor after school in designated areas. If a student is in possession of a cell phone, or uses a cell phone for non-emergency use while on campus, that phone will be taken from him/her. No smart watches will be allowed under any circumstances. The school will not be responsible for lost or stolen cell phones or for the condition of any phone brought to the office during school hours.

Office Telephone Use

Any student who needs to use the telephone during the school day must have permission from the teacher and present a note written by the teacher to the secretary. To minimize disruptions in the classroom and

office business, students will not be permitted to call home for items such as homework, P.E. clothes, lunches and/or personal business.

4.4 Suspensions and Expulsions

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 Suspension and/or Expulsion

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

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

Cases Involving Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference.

- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

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

Right to Make Exceptions

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

Conditions of Suspension

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:

- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

Notification of Suspension

Notice of the suspension shall be given to the parents or guardian by telephone, mail, or other appropriate method within a reasonable time after the suspension advising of the fact of the suspension, its duration, and the reasons therefore, and further stating that if desired, a prompt meeting or hearing will be held at which time matters pertinent to the suspension will be discussed.

4.5 Harassment, Bullying, and Hazing

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

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

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

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

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

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

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

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

It is the responsibility of the school to:

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

It is the student's responsibility to:

- Conduct him or her 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 that will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

4.6 Student Threats

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

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.
The student who has made the threat will be suspended until the investigation by the police and school has been completed.
The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

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

4.7 Gangs and Graffiti

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

Graffiti

In order to discourage the appearance of graffiti on campus and school property, the principal will have it removed immediately whenever it appears. All penalties related to the willful defacing of school property pertain to graffiti as well, including restitution and the possibility of expulsion.

4.8 School Searches

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

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

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

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

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

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

4.9 Student Sexual Conduct and Pregnancy

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

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

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

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

V ADMISSIONS AND ATTENDANCE

5.1 Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The age limit for Transitional Kindergarten is (4) and Kindergarten students is five (5) years of age on or before September 1
- The age limit for first grade students is six (6) years of age on or before September 1
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

New Students

All incoming students are academically tested and will, upon satisfactory performance, be admitted in the following order when we have vacancies:

- Children of registered and active parishioners of St. Raymond Parish who regularly attend Mass as verified by the use of Church envelopes and already have children attending the school.
- Children of registered and active parishioners of St. Raymond Parish who regularly attend Mass as verified by the use of Church envelopes.
- Children of non-parishioners who are Catholic.
- Other students who by their behavior and attitude demonstrate an acceptance of the St. Raymond Parish/School philosophy.
- Class sizes are determined by the principal and will vary according to circumstances.

Transitional-Kindergarten/ Kindergarten

Admission to TK/ Kindergarten will be determined by these factors following the determination of priority status listed above:

- The applicant student needs to meet the age limits listed above by September 1st of the academic year for which admission is sought.
- The applicant must demonstrate that he/she is developmentally ready as determined by data compiled as a result of readiness screening

Prompt payment of tuition and willingness to volunteer in school and parish projects, is a pre-requisite to registration and a condition for continued admission in school. The school may deny re-admission to any family who is delinquent in tuition or has not met financial requirements. **In addition, failure to support the philosophy, objectives, and policies of the school may also result in no re-enrollment.**

All new students will be placed on academic and conduct probation for at least one trimester. We wish to make it clear that St. Raymond School is not equipped to accommodate students who demonstrate severe grade level deficiencies or behavior problems. We will recommend and/or schedule specialized testing where academic deficiencies may be caused by specific learning disabilities and will assist in referrals for alternate school placement if necessary.

Non-Traditional Families

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.

5.2 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.

5.3 Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow the Support Team Education Plan Process (STEP). The Support Team Education Plan (STEP) Program is a collaborative process that brings together students, parents/guardians, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. Parents or guardians may request the "Non-Discrimination Compliance Complaint Form" from the principal to address unresolved issues.

5.4 School Hours

The hours of the school will be as follows:

6:30 AM	Extended Day Care
7:50 AM	First bell rings & School Begins
7:55 AM	Late Bell/Classes begin
9:50 -10:05 AM	Recess Period (TK, K, & 5-8)
10:05 -10:20 AM	Recess Period (1-4)
12:00 -12:40 PM	Lunch/Recess
2:55 PM	Dismissal (Monday – Thursday)
12:00 PM	**Dismissal every Friday**
2:55- 6:00 PM	Extended Day Care

The school office is open from 7:30 AM to 3:30 PM. The school will accept no liability for students on the school grounds or parish grounds before or after these times. **Students found on campus *unsupervised* prior to 7:30 AM or after 3:15 PM will be directed to the Extended Day Care program and the appropriate fees will be assessed.**

5.5 Uniform Policy

St. Raymond School believes that a dress code is necessary, not only in recognition of the economic necessities of families, but also to de-emphasize the material incentive placed on what one wears. Adhering to the uniform policy will foster humility and an appreciation of the beauty that each student possesses as a child of God and decrease unnecessary distractions about physical appearances. ***In an emergency situation when your child cannot be in uniform, an explanatory note must be sent to the homeroom teacher.*** Demerits will be assessed for uniform violations. The uniform policy will be enforced from the first day of school to the last day.

Students are expected to wear uniforms that are neat, clean and reflective of pride in themselves and their membership in St. Raymond School. Students who come to school inappropriately dressed will not be admitted to classes or school functions. When there is a question regarding the appropriateness of hair or attire, the principal will make the final decision.

Our school uniforms are to be purchased from Michael's School Uniforms located at 225 S. Market Street, Inglewood, CA 90301, Phone (310) 672-2170, email address *michaelsuniforms@gmail.com*. Their website is *www.michaeluniforms.com*.

All children are required to be in Regular Uniform when it is not a P.E. or Formal Uniform day. The Regular Uniform consists of the madison plaid jumper/skort for TK-4th and uniform white blouse, green, or white polo shirt for girls and the uniform navy blue pants with navy blue/black belt and uniform white or green polo shirts for boys. ***Girls may only wear white, black, navy blue or green knee-high socks and white, navy blue, or black tights. White, navy blue, or black crew cut socks that rise above the ankle are acceptable for girls and boys.*** Skirts and skorts may not be more than 2" above the knee in the front and the back. Shirts must be tucked in at all times for boys and girls. Formal dress uniforms must be worn at any Student Body Mass, prayer service and other such occasions deemed by the principal.

In cold weather the navy/green uniform sweater is part of the Regular & Formal Uniform. Girls may wear slacks on cold weather days. In warm weather the navy blue uniform shorts/plaid skort and a white, yellow, green polo for the girls and uniform shorts and white or green polo for the boys. Shorts may not be more than 2" above the knee.

Face Coverings: Face covering worn should be appropriate. No disrespectful images or language should be reflected on face-covering. On Formal Uniform days, only solid green, gold, blue, black, grey may be worn. The St. Raymond plaid face-covering may also be used on formal uniform days. (The St. Raymond plaid may be purchased through Michael's Uniforms.) Students who do not follow this request will be given a replacement face-covering.

Formal Dress Uniform

Our Formal Dress Uniform consists of an oxford shirt, navy blue pants, and a St. Raymond tie for boys TK-8th. Formal Dress Uniform for girls TK - 4th is the jumper, Peter Pan white blouse, and St. Raymond criss cross tie. Formal Dress Uniform for 5th - 8th girls is the plaid skirt, oxford shirt, and St. Raymond tie.

P.E. Uniforms

Our school P.E. uniform consists of green sweats/shorts with the school logo, purchased from Michael's School Uniform. Athletic shoes must be worn on P.E. days. Shorts must be below mid-thigh and above the knee. Navy Blue, black or white crew cut socks (that rise above the ankle) may be worn for P.E.

Shoes

Boys will wear all black tennis/running shoe, white sole and logo are acceptable, Monday - Thursdays. On Friday's and formal dress uniform days, a solid black dress shoe will be required. Slip on shoes are not allowed. Shoes must have laces or a strap. ***No high top shoes.***

Girls will wear all black tennis/running shoe, white sole and logo are acceptable, Monday - Thursdays. On Friday's dress shoes will be worn, the all black Mary Jane style shoe (black shoes with a strap), Black and White Oxford shoe or Navy Blue and White Oxford Ked's are acceptable. Open toe, slip-on shoes are **NOT** acceptable. ***No high top shoes.***

PE shoes will be **all black or a black and white tennis/running shoe,** white sole and logo are acceptable. The tennis/running shoe will **not display any other colors with the exception of white logos and stitching.**

Converse or high top shoes may not be worn with any uniform.

The student will receive a uniform infraction or demerit (5th-8th) if the uniform dress code is not adhered to. Students who come to school inappropriately dressed will not be admitted to classes or school functions. When there is a question regarding the appropriateness of the attire, the principal will make the final decision.

Uniform Alterations

The uniform is not to be altered to accommodate a passing trend (e.g., oversized, baggy, etc.). Skirts, jumpers, skorts and shorts must not be "rolled". Skorts, skirts and jumpers are to be no shorter than 2 inches above the knee. If girls prefer, they may wear solid-colored shorts only under their skirts for added modesty.

Eighth Grade Sweatshirt

Eighth grade students have the privilege of wearing a special uniform sweatshirt approved by the principal. As a result, students may be asked to wear regular uniform on special days as directed by the principal. ***Eighth grade students are required to wear uniform shirts/blouses under their sweatshirts at all times.*** The sweatshirt is not worn in place of the uniform shirt; it is considered a jacket to be worn over the uniform.

Turtlenecks and Undershirts

On cold/rainy days for both boys and girls, plain white (no visible logos) turtlenecks may be worn under the uniform. Only plain white (no color) short sleeve T-shirts are allowed as undershirts.

School Jackets

Jackets are purchased through Michael's School Uniform. Students may wear the uniform sweater indoors on cold days only. The **Lettermen Jacket is only available for students in grades 5th-8th.** These jackets must be purchased through Michael's Uniforms.

Spirit Wear: Michael's Uniforms supplies our spirit wear. Spirit Wear consists of specific t-shirts, hoodies, sweatshirts (SRS letterman sweatshirt), scarves, baseball caps, etc. **Please note, Spirit Wear is NOT part of the daily school uniform.** Spirit Wear may be used on Spirit Wear Days and/or special occasions when approved by the principal.

The St. Raymond Spirit Wear Scarf and Beanie may be used on rainy days.

Non-Uniform Dress

On occasion, students may earn a non-uniform dress privilege. On those days, students must dress in accordance with the mission and philosophy of the Catholic Church and St. Raymond School. Modesty should be followed and students must be dressed appropriately by avoiding extreme trends, inappropriate logos/styles, etc. Skirts may be no shorter than 2 inches above the knee while standing. Shorts may be no shorter than 4 inches above the knee while standing. No tank or spaghetti strap tops. Girls may use leggings if they are wearing tunic length tops. **Minimally distressed jeans are acceptable, nonetheless students are not allowed to wear jeans that have large tears throughout the legs (at the discretion of the principal students may be asked to change if jeans are not appropriate).** All clothing must fit properly and can not be too loose, too short or too tight. **No open-toe shoes or sandals are allowed.** If there is a question regarding the appropriateness of the attire, the principal will make the final decision. Students not considered to be in proper attire will be required to change or will be sent home.

Jewelry and Accessories

Boys and girls may wear one simple, gold or silver chain (no longer than neck length) with a small religious or school appropriate medal only. One watch may be worn. ***Smart watches are not allowed.*** A

simple religious or school appropriate bracelet is considered acceptable. *(necklace and bracelet design/symbols must support catholic values)*

Girls may wear one simple ring, one pair of small stud earrings in the lower earlobe (no hoop earrings as this may be a safety issue when at PE or playing sports). ***Multiple ear piercings should not be accessorized.***

Boys may not wear earrings. Jewelry may be confiscated to avoid unnecessary distractions in the classroom.

Make-up & Nails

Make-up of any kind is not permitted in school. No long or acrylic fingernails, no colored nail polish. French tip nails are no longer allowed.

Hair

Hairstyles should be simple, neat and clean; and extreme and trendy cuts are to be avoided. The Principal makes the decision as to the appropriateness of a hairstyle. Hair must not be dyed, colored, or bleached. In general, students will be expected to receive regular cuts without prompts from the teacher.

Boys' hair must be neatly cut, and it must be cut above the ears and collar and neatly combed at all times. Hair may not be shaved any shorter than a level 1 trimmed length on the sides and a level 2 on the top.

- Junior High boys that develop facial hair will be required to shave

Girls' hair should be well groomed and styled away from the face and eyes at all times.

5.6 Arrival / Dismissal Procedures

As stated previously in this handbook, the school office is open from 7:30 AM to 3:30 PM. Students found on campus unsupervised prior to 7:30 AM or after 3:15 PM will be directed to the Extended Day Care program and the appropriate fees will be assessed. Extended Day Care program goes from 6:30AM-7:30AM and 2:55PM-6:00PM. Parents may not leave students on school grounds unsupervised outside of the regular school hours 7:30AM to 3:15PM.

Students may only be picked up by a parent/legal guardian or an adult listed on the student's emergency card. Students will NOT be dismissed to an adult that is NOT listed on this emergency card. Alternatively, parents may email written consent to the teacher and office staff stating with whom their child may be picked up by. Parents may amend the emergency card at any time during the school year.

All children are to be dropped off and picked up on the school playground. You must stay to the left of the orange cones at all times.

When dropping off or picking up the children, you must enter through the Quoit Street entrance and exit through the Paramount Boulevard Exit (right turn only). *There will be no exceptions.* In the mornings, the children should exit the car immediately and go directly to their assigned gathering space on the schoolyard.

NO PARKING ON CONRAD STREET

Monday – Friday 12:00 PM – 4:00 PM (on school side of street) Parking signs posted
Monday's 10:00 AM – 12:00 PM (both sides of street) Street Sweeping

Parking enforced by Downey Police Department for the safety of our children.

5.7 Absences and Tardies

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

Parents and students must realize the importance of consistent attendance at school, especially by being punctual each day. Students who are absent or tardy are held responsible for any work they may have missed. 5 or more absences or tardies will result in disqualification from Honor Roll. Any student who is absent from school without a valid excuse, or who is tardy in excess of thirty minutes total for any week may be reported as truant and thus reported to the County Attendance Officer by the Principal. The Principal may further inform the Department of Public and Social Services if grounds exist for "neglect" by the parent.

Upon returning to school after an absence, a written excuse stating the reason for the student's absence must be presented to the teacher (State of California Education Code). If a child is absent from school, you must notify the office before 10:00 AM. You may ask for the child's homework to be sent to the office for pick up after school or to be sent home with a sibling or other student. Requests for homework received after 10:00 AM will not be guaranteed to be ready for that day.

The school accepts no liability for a student's absence unless the parent has promptly contacted the school to inform the office that the student will not be in attendance that day.

If a student has been diagnosed as having a contagious disease, (e.g., Chicken Pox, Strep) *kindly notify the office*, so that precautions can be taken and notifications sent home. A student who has been absent because of a reportable communicable disease, must have a permit issued by the Health Department, a physician or a nurse before he/she is readmitted to school. The principal may readmit a student who has been absent because of a non-reportable communicable disease such as chicken pox, rubella and influenza. If your child is not well prior to the beginning of the school day, you are required to keep the child home.

Absences with Acceptable Excuse

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

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time (5 or more days) official grades may be withheld. Vacations during school days are strongly discouraged as it will disrupt the student's learning and impact grades.

Long-Term Absences

In the case of ***long-term absences***, parents must apply for permission from the principal and notify the homeroom teacher at least two weeks prior to departure. The school is not required to give assignments in advance. At the discretion of the principal, summer school attendance/tutoring may be required. If for any reason, your child must leave school prior to the last day of school, an "incomplete" will be given on the transcript. Work must be completed during summer school in order for grades to be entered for the third trimester and for the year.

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.

Tardiness

A student will be marked tardy once the 7:55AM bell has rung. A half day absence will be recorded when a student arrives 30 minutes after the morning bell. An afternoon absence will be recorded when a student leaves at least 30 minutes prior to the dismissal bell. A record of all tardiness is kept in the attendance register and on-line records.

It is recommended that students arrive to school between 7:30 AM and 7:45 AM to avoid tardiness and traffic congestion. It is the responsibility of the parents to see that the students arrive before 7:50 AM. Students who are tardy are required to go immediately to the office to receive a tardy slip. Teachers will not admit students to class without this slip. Parents should not walk their students directly to class, or discuss tardiness in the classroom as it disrupts the normal classroom routine. This will also apply to the Wednesday prayer service schedule. Attending the weekly prayer service promptly should remain a priority, and not be seen as an attendance option.

Persistent tardiness may result in a reduction in grades, disqualification from honor roll and, at the discretion of the principal, dismissal from school. A student who is tardy more than 5 times during a **trimester** will be subject to a $5 fee for each additional tardy.

Leaving School Early

A parent or guardian must notify the school office the morning of the student's early departure from school. It will help the teacher better prepare for the student's departure.

Dismissal for Medical or Dental Appointments

Every effort should be made to schedule doctor and dental appointments outside of school hours. However, if this is not possible, you should obtain a doctor's note so your child can be excused. Also, please notify the teacher in writing of the scheduled appointment. **We need your cooperation to make sure our students have minimal disruption in their studies.** At the discretion of school administration excessive dental

Leaving School Grounds

At no time during the daily session are students allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be

picked up, the parent or legal guardian who is picking up the child must present a signed note before the child will be released.

A child who re-enters school the same day must sign in at the office and receive an admittance slip to go back to class. The school assumes no liability in cases where students leave the premises in violation of the above policy. Students may not enter any business establishments on their way to or from school without the permission of their parents. If a child is absent or leaves campus during the school day, he/she may not return to take part in sports, extra-curricular activities or other school-sponsored activities.

If a child is absent for more than half the school day, he/she ***may not*** return *to take part in sports or other extra-curricular activities that day.*

Truancy

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

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

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

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

5.8 Communication Procedures

St. Raymond School Calendar is published monthly and the School Year Calendar is posted on the St. Raymond website. *Raymond's Roundup* is a newsletter shared every week via SchoolMessenger. Please read this newsletter as it contains all ***current*** information regarding school activities and events***. If you are not receivingSchoolMessenger emails, check with the School Office to verify the email address.***

ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS ["ARCHDIOCESAN AUP"]

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

Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

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

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

Definitions

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

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

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

Electronic Communications Systems, Devices and Materials and Users Covered

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

Ownership and Control of Communications

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

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular

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

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

Guidelines for Email Correspondence and Other Electronic Communications

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

detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.

l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
n. Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

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

a. Violate any federal, state or local laws or regulations.
b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
e. Engage in improper fraternizing or socializing between adults and minors.
f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.

l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (*e.g.* by unauthorized use or disclosure of passwords).
m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
r. Access or manipulate services, networks or hardware without express authority.

Consequences of Violations of Electronic Communications Policy

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

5.9 Illness / Accident Procedures

Minor first aid will be administered through the office. Should a student become injured or ill during school hours, a parent will be notified. Students will not be allowed to go home without parental permission. The school does not take responsibility for the effects of delayed care upon your child. In cases of serious injury or illness when parents cannot be reached, the administration will call the paramedics.

Medications

ALL MEDICATION MUST BE TURNED IN TO THE OFFICE. To protect all children and to conform with the State Education Code, no student may bring any medication (prescription or non-prescription) to school without the written permission from a professional healthcare provider on the Archdiocesan Medication form. ***Only medication prescribed by a health care provider may be taken during school hours.***

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

Medications must be delivered by the parent or guardian to the health office coordinator in the original labeled prescription bottle, together with the medication form signed by the healthcare provider and parent/guardian.

HEALTH AND SAFETY

Emergency Card

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

Address/Telephone Number Changes

It is mandatory that you notify the school office when there is a change in your address and/or phone numbers. ***This is extremely important*** so that we keep our emergency information cards up to date.

It is important to keep your emergency card up-to-date with the numbers of your home, office, cell phone, etc., and those authorized by you to pick up your child in case you cannot be reached. **Please notify us immediately if these numbers are changed.**

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

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

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

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

Examinations and Inoculations

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

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

5.10 Immunization and Medical Records

Immunization

Students entering our school for the first time must bring a record of State of California required immunizations. State regulations demand that each Kindergarten student and/or any new student have a California Immunization Record on file. In some cases, the information required on this form might be repetitious to that of the School Health Record, but it is necessary to complete both forms. Failure to provide the requested verification will result in suspension.

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in

California. In addition, Hepatitis B immunization is required for students entering Transitional-Kindergarten and Kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

First graders must have a Report of Diagnostic Examination (CHDP) on file. Forms are available in the office. Seventh graders must have Hepatitis B (3 doses) before school starts. All incoming seventh and eighth grade students must have Whooping Cough Vaccine (1 dose) before school starts.

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

Health Records

Students who attended St. Raymond School last year need only to have cards kept current. If the student has received any immunization during the year, or if there is any additional information that should be listed on the health card, please bring dates and/or information to the school office.

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

Medical Appointments

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

Medications

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

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

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

Communicable Diseases

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

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

Allergies

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

5.11 Book Bags and Personal Equipment

Backpacks with straps are acceptable K-8th. TK only uses tote bags. Rolling bags with wheels are not allowed.

We do not use many textbooks and students are not expected to take their textbooks and workbooks home every single day. Organizational skills can help with deciding what goes home and stays in school each day. Although there are perhaps a handful of students with conditions that require a rolling backpack, the trend becomes that when one students brings a doctor's note, many others produce a doctor's note as well and more rolling backpacks appear each day. Rolling backpacks are too heavy for our backpack hooks and clutter our hallways which is a fire hazard as students also bring lunch bags and sports bags. Rolling backpacks also impacts arrival and dismissal procedures as it takes longer to unload and load backpacks; they are also extremely heavy for students to lift and usually need support of an adult.

5.12 Lost and Found

Please mark all uniform items and lunches. Lost articles may be claimed after school from the lost and found.

VI SCHOOL SECURITY

6.1 Parent / Guardian Right of Visitation

St. Raymond School is a closed campus. During the normal school day (7:50 AM – 3:15 PM) no parents or visitors may enter any classroom. The principal, teachers, teacher aides, and employees of St. Raymond School may enter classrooms while school is in session. Parents who come to school ON A REGULAR BASIS to complete volunteer hours may also be in the classroom with the principal's approval and at the request of the teachers. **These parents must stop by the office to sign in and receive a volunteer badge. This is for the safety of all students.**

6.2 Child Abuse Reporting Obligations

In accord with Diocesan policy and California law, school staff is obligated under ***penalty of a fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, and exploitation.*** In this very serious and legally narrow area, ***the school will not contact parents in advance of making a report to legal authorities, which is the procedure followed in most legal matters.*** The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. **School staff will make such reports in the best interests of the affected child** and do not, once reasonable suspicion is established, have **any legal alternative except to make the report to the proper authorities for their investigation and review.**

6.3 Work Permits

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

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

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

6.4 Privacy and Access to Records

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

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

Parent Authorization to Use Child's Personal Information

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

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

Verbal/Written Confidences

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

6.5 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 will be transferred by the former school upon a request from the school where the

pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

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

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

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

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.

Cumulative Pupil Record

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

Permanent records cards include only the following information:

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

6.6 Emergency Preparedness and Natural Disasters

A family emergency card is kept in the front office. Parents are notified immediately of serious injury or sudden illness that occurs during school hours. For this reason you must notify the school office when there is a change of phone number or person to be contacted when you cannot be reached. It is understood that enrollment at St. Raymond confers upon the school the obligation to select emergency care providers in instances where we are unable to reach the parents and that no liability would attach to such a decision in the events that the parents cannot be reached.

Fire

Faculty and students practice fire drills monthly and cooperate with all safety and educational programs of the Los Angeles Fire Department

Natural Disaster

In case of major disaster, St. Raymond School will make an attempt to take the same actions as the Downey Unified School District and/or the Department of Catholic Schools. Turn your radio to KNX 1070 AM for the latest information from the Department of Catholic Schools or individual sites. ***Children will be released to the parents, or those adults listed on the Earthquake Emergency Card only, from a designated evacuation in the schoolyard at the Quoit Street entrance.*** Please be aware that the children will remain calm if the adults around them are calm and assuring.

If an event occurs out of school hours every effort will be made to contact room parents for phone trees. The administration will also attempt to leave a message on the office answering machine regarding school information.

6.7 Federal Asbestos Management Compliance

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at St. Raymond School and monitored by the Archdioceses of Los Angeles. The management program will control fiber releases to ensure that the day-today management of the building is carried out in such a fashion as to prevent injury to students, staff, and others. Parents interested in obtaining more information are encouraged to contact the Principal.

6.8 Special Circumstances

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

Exceptions to this rule may be made only:

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

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

Interview and Removal from School of Students by Police Officers

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

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

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

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant

- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached

- By properly identified representatives of a Child Protective Agency when taking a child into custody

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

Interview of a Student During School Hours by a Police Officer

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

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

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

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action

- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

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

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

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

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

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

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

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

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

Procedures in the Case of Suspected Possession or Use

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
    - Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the

student from whom it was confiscated, as well as the signature of the person(s) who confiscated it

- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary

- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken

- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

VII TUITION AND FEES

7.1 Tuition Policy

St. Raymond School employs FACTS Tuition Management Services to handle our school's tuition needs. FACTS Tuition Management Services is our tuition payment program. Tuition is paid to FACTS Tuition beginning July 2022 (2 payments in July 2022 and January 2023 with discount) (11 payments July through May 2023). FACTS Tuition will charge an annual set-up fee up to $45.00 depending on your preferred method of payment (i.e. invoice or ACH). Any late tuition payment will incur a $45.00 late fee. Also, FACTS Tuition will charge a fee for any returned check.

Refer to ***Appendix 1: Tuition and Fee Schedule 48*** of this handbook for the 2022 – 2023 tuition amounts and complete family commitment and fee requirements.

Active Family (Participating) Rate

In order to qualify for the Active Family rate, a family must meet the following requirements:

- Be a registered member of St. Raymond Parish and attend Mass on a regular basis.
- Use Sunday collection envelope on a regular basis **($300.00 minimum per year donation).**
- Be an active member of the School/Parish Community.

The pastor checks your status periodically and it is subject to change.

At the Time of Final Registration

- All tuition and uncollected fees from the previous year must be paid in full – if a delinquency exists, registration for the following year will not occur;
- The first tuition installment must be paid in full and all required forms, emergency information, etc. must be complete;
- No family will be allowed to re-register or will be considered as re-registered if any tuition or fees are unpaid and delinquent on May 15, 2023. This means that the delinquent family will lose its preferred position on the school rolls;
- No 8th grader will be allowed to participate in graduation activities or ceremonies if tuition and fees are not fully paid. Hence no diploma will be awarded;
- In accord with Archdiocesan policy, a notice will be sent to the student's high school recommending a denial of acceptance of an 8th grader.

Required/Mandatory Obligations

- Payment of all fees and fulfillment of all family commitment obligations outlined in ***Appendix 1: Tuition and Fee Schedule*** on page 48 of this handbook.
- Purchase/sales of Parish raffle tickets and/or 6 service hours at the October Parish festival. ***Penalty of $50.00 will be imposed for those who do not participate in this event and will still be required to fulfill the 36 service hour family commitment.***
- Meet set minimums for required fundraisers, such as the Gift Wrap Drive, Cookie Dough, Chocolate sales, Jog-a-thon and Auction. If the minimum requirement is not met, a specified dollar amount must be paid to cover the balance.
- 26 Service hours per family is required per year; 6 hours of which will be done assisting the St. Raymond Parish. Only 10 hours maybe donated to you by another family.
- Attendance at Parent Meetings is mandatory. Attendance is **mandatory**; no service hour will be given for attendance***. An immediate penalty of $20.00 will be imposed for those who do not attend.***
- You will receive 1 service hour per family for attendance the ***mandatory parent*** meetings**.** ***An immediate penalty of $20.00 will be imposed for those who do not attend.***
- Purchase Scrip for a total of $3,500.00 (on a monthly basis about $320.00 per month). If you do not wish to purchase Scrip, you are required to pay $350.00 to opt out.
    - **NOTE:** Scrip overages are transferable; however receiving families may only receive a total of $1,000.00 from other families to meet their obligation.

Service Hour Opportunities

- Help with Hot Lunch
- Yard/Classroom/Lunch Supervision
- Hospitality/Friendship Sunday
- Yearbook Committee
- Technology Committee
- Special talent or service you can provide
- Teacher/Library Aide
- Coaching Athletics
- Room Parent/Field Trip Chaperone
- Community Builders/Fundraisers
- Fundraisers
- Finance Committee
- Health Committee (vision, hearing, dental, scoliosis screening)
- Parish Religion Education Teacher (10 hrs. max)

Donations

Service hours are given for product donations, depending on cost. One hour is given for each $20 worth of product value. Receipts must accompany all donations. Office approval is needed before hours will be granted.

Accountability

If there are two consecutive NSF checks received at any time during the school year for any payment (tuition, Scrip, After School Care, etc.), only cash, cashier's checks or money orders will be accepted for the remainder of the school year. A $30 fee will be charged for each NSF transaction.

7.2 Choice Lunch Program

Choicelunch individually packages your child's lunch for safe delivery and easy distribution at school. Each order includes an entrée plus a bag with everything inside.
Make sure to order by noon, 3-days before lunch is served for access to the full menu. Orders are placed via an application and/or online directly to the company. ***No late orders will be accepted***. All parent questions, customer accounts, ordering, food quality, food sourcing, nutritionist etc. support@choicelunch.com. Sign up today at
order.choicelunch.com

Since we now have a hot lunch program, snacks and lunches may no longer be dropped off daily for students throughout the day. The cost of emergency snacks, lunch, or water will be added to your Family Account. If parents do not purchase hot lunch then they must send their child to school each morning with a snack and lunch already packed. Dropping off snacks and lunches each day, at various times of day, is not a best practice or routine and truly doesn't help us keep our campus safe and "closed".

7.3 Extended Day Care

The After School Care program exists to provide safe, supervised care for St. Raymond students with working parents who are otherwise unable to arrange care during working hours. The program is not intended to be a recreational program, an after school social activity, or a babysitting service.

As a result, a student who is not in attendance before lunch of each school day is **not eligible** to register for the After School Care program on that day. Students who do not meet this requirement may not be admitted to class and may be sent home immediately at the discretion of the administration.

During the school year an Extended Day Care Program (Before School Care and After School Care) is available before and after school. Program times are as follows on all school days: 6:30 AM – 7:30 AM, 2:55 PM – 6:00 PM. On early dismissal days the Extended Day Care Program is available (beginning at 12:15 PM on Fridays) at no additional cost for students enrolled on an annual basis.

Extended Day Care Program Reminders

- Students in the before and after school care will have the opportunity to complete homework assignments, read or play games.
- Study time provided is not a guarantee that all homework will be completed, but only that time will usually be provided for homework to begin – parents must check their child's work nightly.
- The parent who picks up the child must legally sign the child out; neither the child nor a sibling may sign him/her-self out.
- Conduct expectations will be identified at the beginning of the school year for students enrolled in the Extended Day Care Program. Failure to adhere to conduct expectations will result in loss of enrollment in this program, especially in cases involving a serious violation of school rules or persistent and willful violation of rules set out by the program staff.
- Students who have not entered school by 12:00 PM on a regular school day (7:50 AM – 2:55 PM) or by 10:00 AM on an early dismissal day (12:15 PM) shall not be allowed to enter or participate in after school care on that day.
- When a child is not picked up and signed out by 6:00 PM, a late fee will be charged.

7.4 Tuition Assistance

A tuition assistance program has been set up through the Los Angeles Archdiocese. Any family in need of assistance is encouraged to apply. Applications can be picked up in the office in January/February 2022. As all applications are received by the school office, they are then forwarded to the Los Angeles Archdiocese Tuition Assistance Program director for the following school year. It is at the discretion of the Los Angeles Archdiocese Tuition Assistance Program Director to grant and notify families of the outcome of each application.

NOTE: This program is ONLY offered once a year at the same time every year.

7.5 Student Accident Insurance

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

Appendix 1:

TUITION & FEES SCHEDULE 2024-2025

Tuition

(A) Participating - Annual Rates			Payment in Full w/ 2 % discount (due by 8/09/24)		
Grades TK-8:	1 child	$5,495	$5,385	*Save*	*$110*
	2 children	$7,883	$7,725	*Save*	*$158*
	3 children	$9,314	$9,128	*Save*	*$186*
	4 or more children	$9,551	$9,360	*Save*	*$191*

(B) Non-Participating - Annual Rates 8/09/24)			Payment in Full w/ 2 % discount (due by		
Grades TK-8:	1 child	$5,912	$5,794	*Save*	*$118*
	2 children	$8,468	$8,299	*Save*	*$169*
	3 children	$10,056	$9,855	*Save*	*$201*
	4 or more children	$10,352	$10,145	*Save*	*$207*

Description of (A) Participating Parishioner and (B) Non-Participating Parishioner:

(A) Registered parishioner and participating in parish ministries and weekly Masses. Online giving is required. The suggested minimum weekly contribution amount is $20. Must be contributing parishioner for at least one year if using envelopes, or 6 months with online giving.

(B) Unregistered and non-participating in parish ministries/not attending Masses. Persons not registered and not using envelopes/online giving.

Tuition Payment Plan: ***All tuition payments*** must be made through the FACTS Tuition Management Services. Tuition is paid to FACTS Tuition (11 monthly payments made July 2024 – May 2025 with $50 enrollment fee added). Discounted rate of 2% is available with 1 payment (paid August 2024) OR 2 payments (paid in August 2024 & January 2025). Any late tuition payment will incur a $25.00 late fee. Also, FACTS Tuition will charge a fee for a returned payment.

Fees (Per Student)

Re-Registration Fee (for the 2025-2026 school year): $400.00 per child due February 16th, 2025. **This fee is NON – REFUNDABLE. Late fees will be incurred after this date.** This fee reserves your child's space for the incoming year. It covers education materials, registration forms, student academic and health records, tuition accounting, student accident insurance, standardized testing, first aid supplies, and assemblies. It also includes technology (maintenance/WiFi usage), earthquake supply fee, library, recess equipment and any miscellaneous items such as paper, extra stationery supplies, etc.

Parish Raffle: Every student will be required to sell $25.00 of raffle tickets for the parish raffle in October.

Family Commitment

Fundraising Options:
Option #1 – Participate in all fundraisers ($400 profit).
Option #2 – Pay $150 on August 23, 2024, Pay $150 November 1, 2024, Pay $100 January 10, 2025 ($400 total) and not participate in any fundraiser.
Option #3 – Pay in full $400 by August 23, 2024, and not participate in any fundraiser.

Service Hours: Work **26 service hours** per year or pay $20.00 per hour for the number of hours not worked by ***May 30th, 2025***. Service hours completed after this date will go towards the 2025-2026 school year.

Auction Donation: An auction donation in the amount of $120 is required by November 29th, 2024. A late fee of $20 is incurred thereafter.

After School Care Overflow Program **($5.00 per student for every 5 minutes late; maximum of $30.00)**

Our Overflow Program is provided for the emergency use of families who are not registered for After School Care. A student will be automatically placed in ASC if not picked up by 3:15pm Monday -Thursday and by 12:15pm on noon dismissal days.

Fees not paid by April 25, 2025, will be automatically added to your FACTS account. Timely payment of tuition and fees is essential for the continued enrollment of your child. In the event of unpaid balances, the principal and parent may discuss alternative arrangements, all of which are subject to the principal's approval. Please note that these arrangements may include pausing your child's attendance until the account is current.

I have read, I understand and agree to follow the Tuition & Fees Schedule:

Parent/Guardian Name: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix 2:

Before School Care (6:30am-7:30am)

Monthly $100 OR Daily $6.00 per child

After School Care: On school days, from dismissal to 6:00 p.m. (August – June)

Basic Program Schedule: 2:50 p.m. dismissal or 12:00 p.m. dismissal

2:55 p.m. Attendance taken (change clothes for after school activities e.g. sports, etc.)

3:00 p.m. to 3:30 p.m. Snacks brought from home must be eaten at this time.

3:45 p.m. Quiet time/Silent Reading time for those who do not have homework.

After School Care Staff will assist with homework. Grades: TK to 8th.

3:30 p.m. to 5:00 p.m. Homework time resumes.

5:00 p.m. to 5:30 p.m. Homework, Arts and crafts projects, games, or supervised play.

5:30 p.m. Clean-up inside activities.

FEES: (ALL FEES ARE NON-REFUNDABLE)

*Full-time fees are added to FACTS tuition payment program.

$200.00 for 1 Child

$230.00 for 2 Children

$250.00 for 3 or more Children

$25.00 Late charge for payment received after the 10th

$25.00 Returned Check Charge

$20.00 Late Pick-Up Fee after 6:00 p.m.

Daily After School Care Fees*:

$20.00 per Child

$25.00 Returned Check Charge

$20.00 Late Pick-Up Fee after 6:00 PM

OVERFLOW PROGRAM ($5.00 per student for every 5 minutes late; maximum of $30.00)

Our Overflow Program is provided for the emergency use of families who are not registered for After School Care. A student will automatically be placed in ASC due to failure to be picked up by 3:15pm.

Appendix 3:

Liability Release

Permission to Participate in School Activities and to Receive Emergency Medical Care As Granted by the Parent's Enrollment of the child(ren) at St. Raymond Catholic School:

I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.

I hereby grant permission to the School and/or the agent of the school to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include but are not limited to the following:

1. Attempt to contact a parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact parents/guardian through any of the persons listed on the emergency information form complete for us.
4. If we cannot contact parents/guardian or your child's physician, we will do any or all of the following: (a) Call another physician or paramedics, (b) call an ambulance, (c) have the child taken to an emergency hospital in the company of a staff member.
5. Any expenses incurred under 4 above will be borne by the child's family.
6. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment.
7. It is understood that every parent who assists as a driver must have a valid California Driver's License and posses evidence of the legal Liability car insurance, and that applicable seat belt regulation will apply.

Name of Student(s):

_____ Grade:_____

_____ Grade:_____

_____ Grade:_____

_____
Signature of Parent

_____
Signature of Parent

Date: _____

Appendix 4:

Parent / Student Policies Agreement & Contract

I have read and discussed all the contents of this student handbook. I promise, as a member of St. Raymond School to carry out all the statements in this handbook to the very best of my ability. If I do not keep this promise, I am willing to take the consequences of my actions.

I will share this handbook with my parents and keep them informed about how I am living up to this promise. I agree to be governed by this handbook and recognize the right and responsibility of St. Raymond School to make rules and enforce them.

Name of Student(s):

_____ Grade:_____

_____ Grade:_____

_____ Grade:_____

_____
Signature of Parent

_____
Signature of Parent

Date: _____

At the time of registration, all parents/guardians agree to be bound by the terms of this Handbook. The principal reserves the right to amend the handbook at any time. Parents and students will be promptly notified of any amendments.

Appendix 5:

Parent / Student Complaint Review Process

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

School Level

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

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

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

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

Department of Catholic Schools Level

If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- **However, if no agreement can be reached, the supervisor will make a final determination** concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Appendix 6:

Counseling Policy

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

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

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

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

Appendix 7:
Parent's Authorization for Publication of Student Work Pictures

This section to be completed by Archdiocese/School/Parish

Archdiocese/School/Parish:

Class/Activity:

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

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

This section to be completed by Parent/Legal Guardian:

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

Please initial the applicable boxes

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

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

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

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

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

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

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

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

_____ _____

Parent's Signature Date

Fillable .pdf available at

http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf

Appendix 8:

Computer Network User Agreement

Parents: Please go over and explain these policies to your child/ren, especially the primary grade students.

As a user of St. Raymond School computer network, I agree to use our computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. I will follow the guidelines and policies listed below:

General Guidelines

- All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies.
- The school may engage in routine maintenance and monitoring of its computer system.
- The school only provides limited privacy in the contents of student personal files on the school's computer system. The situation is similar to the rights students have in the privacy of lockers.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system under the direct supervision of a staff member.
- Where pertinent and approved, students should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Parents have the right at any time to request to see the contents of your e-mail files.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal or its delegate.
- If approved by the principal, students may create personal Web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school and/or career preparation activities. Contents must also comply with the restrictions set forth below.
- Students will promptly inform their teacher or other school employee of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access from outside the school is the domain of the parents or guardians. We expect our parents to be equal stakeholders in the implementation of our computer system policies by monitoring their child's Internet access and electronic use at home in a manner supportive of the school's policies. While the school cannot provide consequences for inappropriate electronic communications among students outside of school, note that in some cases, law enforcement may be called to intervene.
- Additionally, we expect parents and students to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and Archdiocese) in communicating problems or issues with the school. Posting inappropriate comments about the school, its personnel and students, on the web and via e-mails does not

constitute following the appropriate chain of communication. The school reserves the right to ask parents to withdraw their children in such cases where parents become uncooperative.

Students using our computers and/or related systems may *not*:

- Post personal contact information about self or others. Personal contact information includes address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without parent's approval. A parent should accompany them to this meeting.
- Use obscene, defamatory, disruptive language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Upload, download, view, or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyright materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, etc.
- Employ the network for commercial and/or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter the start up screen or the desktop or download applications that will subvert this.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Repost a message that was sent privately without permission of the person who sent the message.
- Waste intentionally limited resources.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letter or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).

Consequences for violating any of the above policies:

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

Limited Liability:

The school makes no guarantee that the functions or the services provided by or through the school's computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service

is at the user's own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

Consent:

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

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

Parent Signature:_____ Date:_____

Student Signature:_____ Date:_____

Name of Student:_____ Grade: _____

Appendix 9:

St. Raymond Student Pledge

I, _____, a student of St. Raymond School, agree to join together with the other students of St. Raymond School to stamp out bullying at our school.

I believe that every student should enjoy our school equally, feel safe, secure and accepted regardless of race, gender, popularity, athletic ability, intelligence, talents, and religion.

Bullying can be pushing, shoving, hitting, pinching, poking, as well as name calling, picking on, making fun of, laughing at, gossiping about, and excluding someone. Bullying causes pain and stress to the victim and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization.

By signing this pledge, I agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's rules and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a teacher.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, the hallways, out of the classroom.
6. Support students who have been or are being bullied.
7. Provide a good role model for younger students and support them if bullying occurs.

I know that whether I am being a bully or see someone being bullied, if I do not report or stop the bullying, I am just as guilty.

Signed by_____
Date_____

Print Name_____

*I will help my child to fulfill this pledge*_____
Parent signature and date

APPENDIX A: CODE OF CONDUCT FOR STUDENT WORKERS/VOLUNTEERS

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

As a student volunteer I will:

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

As a Student Volunteer I will not:

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

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

Print Name: _____
VolunteerPosition:_____

School or
Parish:_____
_____

Signature: _____ Date:

_____

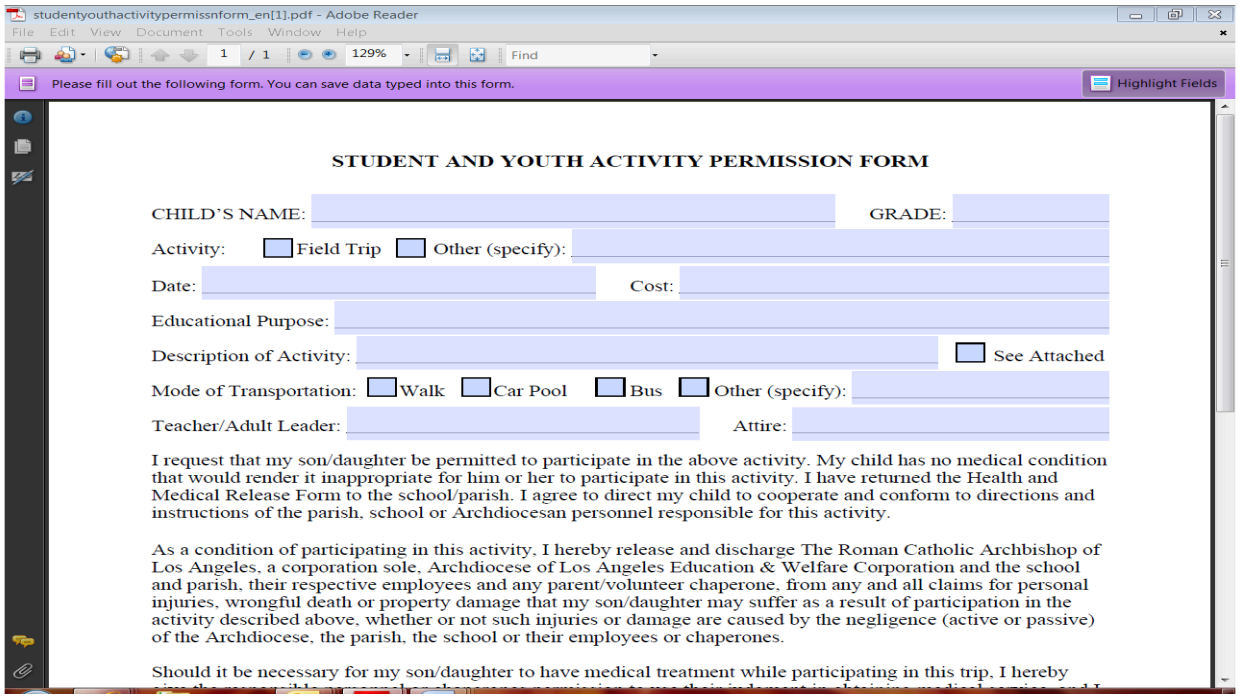
Signature of Parent or guardian: _____Date:

_____

Signature of Parent or guardian: _____Date:

_____

APPENDIX B



studentyouthactivitypermissnform_en[1].pdf - Adobe Reader

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

STUDENT AND YOUTH ACTIVITY PERMISSION FORM

CHILD'S NAME: GRADE:

Activity: Field Trip Other (specify):

Date: Cost:

Educational Purpose:

Description of Activity: See Attached

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

Teacher/Adult Leader: Attire:

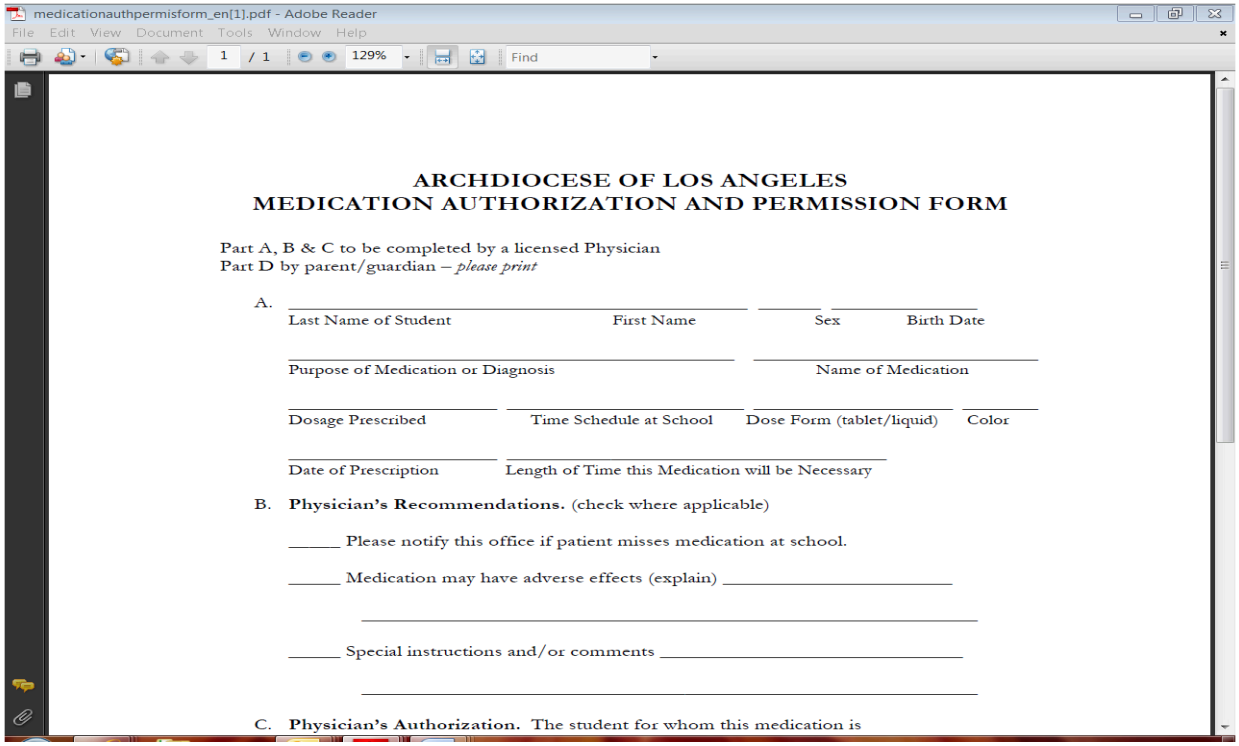
I request that my son/daughter be permitted to participate in the above activity. My child has no medical condition that would render it inappropriate for him or her to participate in this activity. I have returned the Health and Medical Release Form to the school/parish. I agree to direct my child to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

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

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

Fillable .pdf available at
https://handbook.la-archdiocese.org/Handbook%20Resources/student_and_youth_activity_permission_form_en.pdf

APPENDIX C



medicationauthpermisform_en[1].pdf - Adobe Reader

ARCHDIOCESE OF LOS ANGELES
MEDICATION AUTHORIZATION AND PERMISSION FORM

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

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

_____ _____
Purpose of Medication or Diagnosis Name of Medication

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

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

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

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

_____ Medication may have adverse effects (explain) _____

_____

_____ Special instructions and/or comments _____

_____

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

Document available at
https://handbook.la-archdiocese.org/Handbook%20Resources/medication_authorization_and_permission_form.pdf