

*Nativity Catholic School*



*Where faith, character and academics unite*

# TABLE OF CONTENTS

## SECTION 1: ARCHDIOCESAN POLICIES AND PROCEDURES

<b>1. General Information</b> .....	<b>5</b>
1.1 Code of Christian Conduct Covering Students, Parents, Guardians and Other Responsible Adults	
1.2 Zero Tolerance Policy	
1.3 Safe Environment Training for Children and Youth	
1.4 Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events	
1.5 Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth	
1.6 Parent/Student Complaint Review Process	
1.7 Consultative School Council	
<b>2. Admission and Attendance</b> .....	<b>9</b>
2.1 School Student Non-Discrimination Policy	
2.2 Inclusion Procedures	
2.3 Guidelines for Admission to Elementary Schools	
2.4 Privacy and Access to Records	
2.5 Transfer of Records	
2.6 Absence	
2.7 Work Permits	
2.8 Student Accident Insurance	
<b>3. Academics and Co-Curricular Activities</b> .....	<b>13</b>
3.1 Tutoring	
3.2 Counseling Policy	

<b>4. Discipline</b> .....	<b>14</b>
4.1 Maintenance of Effective Discipline	
4.2 Disapproved Disciplinary Measures	
4.3 Detention	
4.4 Suspension	
4.5 Expulsion	
4.6 Harassment, Bullying and Hazing Policy	
4.7 Student Threats	
4.8 School Searches	
<b>5. Acceptable Use and Responsibility Policy for Electronic Communications</b> .....	<b>19</b>
5.1 Definitions	
5.2 Electronic Communications Systems, Devices and Materials and Users Covered	
5.3 Ownership and Control of Communications	
5.4 Guidelines for Email Correspondence and Other Electronic Communications	
5.5 Prohibited Practices	
5.6 Consequences of Violations of Electronic Communications Policy	
<b>6. Health and Safety</b> .....	<b>23</b>
6.1 Emergency Card	
6.2 Examinations and Inoculations	
6.3 Immunization	
6.4 Health Records	
6.5 Medical Appointments	
6.6 Medications	
6.7 Communicable Diseases	
6.8 Allergies	

# TABLE OF CONTENTS

6.9	Student Sexual Conduct and Pregnancy
6.10	Closed Campus
6.11	Research Projects and Rights of Parents
6.12	Removal of Students from School During School Hours
6.13	Interview and Removal from School of Students by Police Officers
6.14	Guidelines Related to Possession and Use of Alcohol and Controlled Substances

Extra-Curricular Programs.....	39
Uniforms.....	40
Additional Information.....	42
Behavioral Policies.....	43
Additional Parental Information.....	44

## SECTION 2: NATIVITY SCHOOL POLICIES AND PROCEDURES

Mission Statement.....	29
Schoolwide Learning Expectations (SLEs).....	30
General Information.....	31
Tuition and Fees.....	32
Extended Daycare.....	35
Academics.....	36
School Day.....	37
Awards and Honors.....	38



# 1. GENERAL INFORMATION

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

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

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

Our Christian principles provide that:

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

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

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

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

## 1.2 Zero Tolerance Policy

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

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

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

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

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

### 1.3 Safe Environment Training for Children and Youth

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

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

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

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

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

*Revised August 20, 2007*

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

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

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

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

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

*Revised August 20, 2007*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for

the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

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

## **2 ADMISSION AND ATTENDANCE**

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

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

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

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

### **2.2 Inclusion Procedures**

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

### **2.3 Guidelines for Admission to Elementary Schools**

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

## **2.4 Privacy and Access to Records**

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

### **2.4.a Pupil Records**

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

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

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to

information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

### **2.4.b Directory Information**

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

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

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

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

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

*Commercial Purposes* giving permission for such publication.

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

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

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

### **2.5 Transfer of Records**

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

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

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

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

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

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

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

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

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

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

- Verification of or exemption from required immunization through high school graduation

## **2.6. Absence**

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

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

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

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

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

*Note: In addition to the policy stated above, the school has its own extended absence policy, which is provided in Section 2.*

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

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

### **2.6.e Tardiness**

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day.

A record of all tardiness is kept in the attendance register and records.

*Note: The times fixed by the school are provided to parents and students in Section 2.*

### **2.6.f Truancy**

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

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

will notify the local public Child Welfare and Attendance authorities.

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

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

## **2.7 Work Permits**

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

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

authority may issue the "Permit to Employ and Work." The "work permit issuing authority" may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

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

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

## **2.8 Student Accident Insurance**

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

# **3 ACADEMICS AND CO-CURRICULAR ACTIVITIES**

## **3.1 Tutoring**

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

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

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

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

### **3.2 Counseling Policy**

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

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

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

qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense.

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

## **4 DISCIPLINE**

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

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

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

Effective discipline is maintained when there is:

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

## 4.2 Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

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

## 4.3 Detention

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

## 4.4 Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation

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

## 4.5 Expulsion

### 4.5.a Reasons for Expulsion

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

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism

- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

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

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

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

- Full credit will be given for all work accomplished by the student up to the moment of expulsion

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

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

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

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

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

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last

semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect

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

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

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

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

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

#### **4.5.h Home Study**

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

### **4.6 Harassment, Bullying And Hazing Policy**

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

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

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

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

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

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

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

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

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing

- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

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

#### **4.7 Student Threats**

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

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

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

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

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

## 4.8 School Searches

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

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

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

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

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

cell phones and other electronic devices, whether the devices belong to the school or to the student.

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

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

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

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

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have

an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

## 5.1 Definitions

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

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

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

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

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.

- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

## 5.3 Ownership and Control of Communications

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

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

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

## 5.4 Guidelines for Email Correspondence and Other Electronic Communications

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

detailed disaster recovery plan may need to be developed.

- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

## 5.5 Prohibited Practices

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

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual

orientation, age, political beliefs, mental or physical disability, or veteran status.

- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the

electronic communications systems (*e.g.* by unauthorized use or disclosure of passwords).

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

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

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

## **6. HEALTH AND SAFETY**

### **6.1 Emergency Card**

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

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

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

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

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

## 6.2 Examinations and Inoculations

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

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

## 6.3 Immunization

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

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

## 6.4 Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health

records are forwarded with the student's transcript to the receiving school.

## 6.5 Medical Appointments

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

## 6.6 Medications

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

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

other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

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

### **6.7 Communicable Diseases**

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

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

### **6.8 Allergies**

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

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

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

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

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

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

Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

### **6.10 Closed Campus**

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

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

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

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

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

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

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

Exceptions to this rule may be made only:

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

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

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

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

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

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

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

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

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

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

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview

has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

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

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

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

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

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

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

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

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

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

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

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

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

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school

grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)

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

*We believe that God created  
each one of us for a purpose.  
We are committed to helping  
one another grow  
and become  
the person God  
intended us to be.*



*~ Nativity School Mission ~*

# Schoolwide Learning Expectations

## *A GRADUATE OF NATIVITY SCHOOL IS:*

### **A CHRISTOCENTRIC INDIVIDUAL WHO:**

- Values a personal relationship with Jesus Christ
- Has an understanding of Scripture
- Leads a prayerful life, participates in the liturgy, and serves in various ministries
- Is able to witness to the faith by example and pass it on to others
- Has knowledge of, and lives out, the beliefs and practices of the Catholic Church
- Respects and appreciates all of God's creation

### **AN ACADEMICALLY PREPARED INDIVIDUAL WHO:**

- Develops organizational and study skills
- Aims to master grade level standards
- Welcomes academic challenges with confidence
- Applies critical thinking and problem-solving effectively
- Values technology and applies it according to Christian values
- Forms an appreciation of the arts
- Believes that learning is a life-long process

### **AN EFFECTIVE COMMUNICATOR WHO:**

- Writes effectively
- Speaks clearly
- Listens respectfully
- Observes attentively

### **A PERSON OF PEACE AND JUSTICE WHO:**

- Is committed to helping others grow and become the person God intended us to be
- Is aware of problems in the world
- Is eager to give time, talents and resources to those in need
- Is aware that choices have an effect on others
- Appreciates cultural diversity
- Knows and applies strategies for peaceful conflict resolution

### **A PHYSICALLY AWARE PERSON WHO:**

- Has positive self-esteem
- Develops good hygiene and health habits
- Makes choices that lead to emotional, spiritual and physical well-being
- Demonstrates good sportsmanship

### **A PERSON OF CHARACTER WHO:**

- Is **trustworthy**
- Shows **respect**
- Acts **responsibly**
- Displays **fairness**
- **Cares** for others
- Practices good **citizenship**



## GENERAL INFORMATION

### TEACHING STAFF

Pastor:	Father Alberto Villalobos
Principal:	Sister Stacy Reineman, SSL
Administrative Assistant:	Mrs. Martha Aguayo (ext. 441)
Office Assistant:	Miss Leslie Fajardo
Transitional Kindergarten 4/ TK Supervisor:	Mrs. Josefina Huidor (ext. 414)
Transitional Kindergarten 3/ Kindergarten:	Miss Lorena Gonzalez (ext. 411)
Grade 1:	Mrs. Lucy Camarena (ext. 400)
Grade 2:	Miss Mariana Vargas (ext. 401)
Grade 3:	Miss Teresa Chu (ext. 402)
Grade 4 & Vice Principal:	Mrs. Kym Gutierrez (ext. 403)
Grade 5:	Mrs. Jenny Reyes (ext. 404)
Grade 6:	Miss Lizzette Berumen (ext. 405)
Grade 7:	Mrs. Elizabeth La Dou (ext. 406)
Grade 8:	Mr. Michael Mancilla (ext. 407)
Music:	Mrs. Kari Clifford (ext. 408)
PE:	Mr. Manuel Sandoval
Morning Daycare:	Miss Sasha Safaoui
After-school Daycare Supervisor:	Miss Leslie Fajardo
Lunch Coordinator:	Mrs. Lisa Hernandez
Office Volunteers:	Miss Leslie Fajardo
	Sister Margaret Eaton, SSL
	Mrs. Peggy Morales
Maintenance Supervisor:	Mr. David Earl
Janitor:	Salvador Martir De Santiago

## PHILOSOPHY

The faculty of Nativity School believes that the end result of all good education is the growth and maturity of the whole person. We believe that God calls each student to a unique destiny in this world and a glorified life in the world to come. We believe that our goal as Christian educators is to pave the way to brotherly/sisterly association with other people so that genuine unity and peace on earth may be promoted.

In implementing our philosophy we recognize:

1. The importance of helping the students grow in an awareness of God's love for them and their value as unique persons
2. The necessity of leading the students to respond to the call of God by:
  - † seeing God's will in their lives.
  - † developing an awareness of the reality of the world of faith, prayer and worship.
  - † possessing a deep love for, and loyalty to Church, family, and country, with a growing desire to pass on to posterity the best these have to offer.
  - † recognizing their responsibility to work zealously and perseveringly to develop their spiritual, intellectual, social, and physical talents, for the glory of God, and for their own happiness and fulfillment.
  - † realizing the importance of making decisions and commitments and being able to live with the outcome.
  - † living the gospel values and witnessing to these values in their lives.

The Nativity faculty and staff believe that by virtue of the promise, which the parents, in conjunction with the godparents, verbalized at the baptism of their child, it is the primary duty of the parents to be the educators of their child in matters of faith, morals, and Catholic upbringing. Hence, we perform our services in collaboration with the parents of our students. On account of this, we strive to maintain

Character Counts

an open channel of communication with the parents, encouraging them to be actively involved in the educational program.

## TUITION AND FEES

### INTRODUCTION

We believe that tuition payments are an investment in your child's education and religious formation. Therefore, Nativity School accepts responsibility for recommending to the pastor, policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the principal to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

### YEARLY TUITION RATES

	<u>DISCOUNTED FAMILY RATE*</u>	<u>NON-CHURCH SUPPORT RATE</u>
<b>Transitional Kindergarten</b>	<b>\$ 4,270.00</b>	<b>\$ 5,480.00</b>
<b>Kindergarten</b>	<b>\$ 3,986.00</b>	<b>\$ 5,480.00</b>
<b>Grades 1-8</b>		
<b>+ 1 student</b>	<b>\$ 3,986.00</b>	<b>\$ 5,480.00</b>
<b>+ 2 students</b>	<b>\$ 7,175.00</b>	<b>\$10,960.00</b>
<b>+ 3 students</b>	<b>\$ 9,567.00</b>	<b>\$16,440.00</b>
<b>+ 4 students</b>	<b>\$11,959.00</b>	<b>\$21,920.00</b>

Discounts will be available to families who meet the following criteria:

1. Be a registered member of Nativity Church and attend Mass each Sunday.
2. Purchase three books of Octoberfest raffle tickets (or pay \$100.00) and volunteer 5 hours at the Octoberfest (or pay \$150.00)
3. Make a donation of at least \$6.00 per week, or \$312.00 per calendar year to Nativity Church.\*

4. Make a \$60.00 donation toward the annual *Casino Night* fundraiser in the form of auction items, gift cards or cash.

\* Parish envelope registration must accompany all donations

\*\* In fairness to all, and in good faith, we must ask that families show their support in church donations for at least 5 months prior to receiving the discounted rates.

**\* The family rate applies to siblings at the same address**

### SCHOOL FEE RATES

<b>Registration Fee:</b> (non-refundable)	\$210.00 per family
<b>Academic Fees:</b> (non-refundable)	\$200.00 per student*
<b>Sacramental Program Fee:</b> (non-refundable)	\$ 60.00 per student
<b>Graduation Fee</b>	\$175.00 per student**

\* Includes non-consumable book fees, student insurance, computer fee, yard duty fee, disaster preparedness. All consumable books must be purchased at the beginning of the school year.

\*\* There is a mandatory fundraising requirement for all graduates of \$100.00.

### TUITION PAYMENT

- I. Families who are registered and contributing members of Nativity Parish with children enrolled at Nativity Catholic School shall receive the benefit of reduced rates of tuition to be determined annually by the principal with the approval of the pastor.
- II. Families who are not Catholic or are non-practicing Catholics (do not attend mass regularly) shall make tuition payments equal to the total cost for educating each child in attendance. (Per pupil cost X total number of children enrolled.)
- III. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the

time of student registration. Unless indicated, payment will be submitted using the FACTS Tuition Management Plan. Options for payment shall include:

- A. **Full Payment:** Under this plan the entire amount of tuition is paid directly to the school on or before June 1<sup>st</sup>.
- B. **Semi-Annual Payments:** Under this plan, the entire amount of tuition and fees is paid in two separate payments with the first payment made in June and the second made in November. Through this plan, the family authorizes the bank to transfer the tuition payments from a checking or savings account on either the 5<sup>th</sup> or the 20<sup>th</sup> of these two months. There is an **annual fee of \$15.00** for this deferred payment plan.
- C. **Monthly Payments:** Under this plan, the entire amount of tuition and fees is paid monthly over an eleven (11) or twelve (12) month period beginning in June through the FACTS Plan. Through this plan, the family authorizes the bank to transfer the tuition payments from a checking or savings account on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month. There is an **annual fee of \$41** for this deferred payment plan.

#### IV. Late Registrations

- A. Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligations according to the tuition policy stated previously.
- B. Tuition for students registering on or after the first day of school shall be pro-rated over the number of school days they will be in attendance.

#### V. Late Payments

It shall be the responsibility of each school family to keep the principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the

following policy will apply when tuition payments are received late:

- A. **Full Payment:** When full payment has not been made by June 1<sup>st</sup>, the family will be contacted by the school within five (5) working days concerning the missed payment. At that time, if payment is not made, the family will be required to pay through the FACTS Plan.
- B. **Monthly Payments:** School families who choose the eleven (11) or twelve (12) month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$30.00 missed payment fee by FACTS, a \$25.00 missed payment fee by Nativity School and may incur a similar penalty from their own banking institution. After being informed of a missed tuition payment by FACTS, the missed payment will be re-attempted on the next available payment date (either the 5<sup>th</sup> or 20<sup>th</sup>). If an emergency has occurred, suitable arrangements must be made with the principal five days prior to payment date.

In addition, school families who are 45 days in arrears will be informed that their child/children will not be allowed to attend Nativity School. (See the “Non-Admission” specifications of this policy).

#### **NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY**

School families failing to pay tuition according to the agreement that they have made with the school, or who have been unwilling to make suitable alternative arrangements with the school, will be informed that their child/children will not be allowed to attend Nativity School.

All families must be current in their payment of tuition:

-  **By August 20<sup>th</sup>:** If not, students will not be admitted on the first day of school

- ✚ **By the end of the First Trimester:** If not, students will not be re-admitted on the first day of class in the second trimester
- ✚ **By the end of the Second Trimester:** If not, students will not be re-admitted on the first day of class in the third trimester
- ✚ **By the end of the Third Trimester:** Trimester report cards will not be released by the school administration. Graduates will not participate in the graduation exercises.

**DELINQUENT TUITION FROM PREVIOUS YEAR(S)**

All previously unpaid tuition must be paid by June 15<sup>th</sup> if a student is to be re-admitted on the first day of class for a new school year. Payments are made directly to the school. If payment is not possible, suitable arrangements must be made with the principal.

**TUITION REFUNDS**

Families withdrawing students prior to the first day of school shall be responsible **for registration fees, academic fees and one month's tuition.**

Families withdrawing students after the first day of school shall be responsible **for registration fees, academic fees, the current month's tuition, and one additional month's tuition.**

**VOLUNTEER HOURS**

Each family is required to volunteer 40 hours annually or pay \$12.00 per hour for every hour not fulfilled.

Service hours will be due each trimester according to the following: Trimester 1 – 15 hours; Trimester 2 – 15 hours; Trimester 3 – 10 hours completed by April 30. **Service hours' forms submitted after the due date are subject to a decrease of one service hour for each week the form is late.**

**SCRIP**

Each family will be assessed \$150.00 at the time of registration. Families who wish to purchase SCRIP throughout the school year will receive 50% of the profit, which may be applied towards any school fees. Credits will be given April 30.

**FUNDRAISING**

Each family is required to raise \$300.00 (one student family) or \$450.00 (two or more student family) annually, through participation in fund-raisers.

**FUNDRAISING & SERVICE HOURS' FEES**

Families withdrawing students prior to the end of the school year will have their fundraising and service hours' requirement pro-rated on a trimester basis. Attendance for part of a trimester will be counted as a full trimester.

**All requirements regarding fundraising and services hours, not met by April 30<sup>th</sup> will be billed on May's invoice.**

**Note:** Invoices will be sent home at the beginning of each month to families who have an outstanding balance (e.g.: day care, lunch, detention.) Payment on all invoices must be paid by the 15<sup>th</sup> of the month. **Those who pay after that date will be subject to a 10% late fee.**

Checks returned to the school due to insufficient funds are subject to a \$25.00 fee. Parents who consistently have insufficient funds, will be required to make further payments in cash or money orders.

Money owed after May 20<sup>th</sup>, must be paid in cash or money orders. **No personal checks will be accepted.**

### **MANDATORY PARENT MEETINGS**

There are **mandatory parent meetings** which at least one parent/guardian is required to attend (see school calendar and monthly newsletters). The fall and spring meetings will be general parent meetings. Additional mandatory parent meetings will be presented for various grade levels (see school calendar.) **Any family not represented at the parent meeting will be assessed a \$50.00 charge.** If, due to a serious reason, it is not possible to attend a meeting, a written note, explaining the reason for missing the meeting, must be sent to the principal and PFA Board **prior** to the scheduled meeting.

Parents/guardians, whose child is in the Reconciliation and Communion programs, are required to do the following:

1. Weekly Mass with their child
2. Ensure that the Mass attendance card is signed weekly
3. Parent Formation meetings (see calendar)

**Students, whose parents do not meet the requirements, will be required to postpone the reception of the Sacraments.**

### **EXTENDED DAYCARE**

Nativity School offers daycare both before and after school on all regular school days (with exceptions noted in the school calendar). The following applies to students attending the daycare program:

- An extended school day agreement is required of all participating parents.
- Archdiocesan student insurance covers students during the time of the program.
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- The school requires up-to-date family information, emergency contact, and maintains a record of arrivals and departures.

### **BEFORE SCHOOL CARE**

**Hours:** Monday – Friday: 7:00 a.m. – 7:30 a.m.  
**Monthly fee:**  
One child \$40.00  
Additional child(ren) \$25.00 each  
**Daily drop-in fee:** \$ 3.00 per child

### **AFTER SCHOOL CARE**

**Hours:**  
Monday – Thursday: 2:45 p.m. – 6:30 p.m.  
Friday: 12:30 p.m. – 6:30 p.m.  
Minimum days: 12:30 p.m. – 6:30 p.m.

**Monthly fee:**  
One child: \$140.00  
Additional child(ren): \$ 75.00 each

**Short Month's fee (August, December & June):**  
One child: \$ 85.00  
Additional child(ren): \$ 50.00 each

**Daily drop-in fee:** \$ 5.00/30 minutes (or fraction thereof)\*

**Occasional use card (10 visits):** \$ 75.00

**\* Reminder: Students not picked up within 15 minutes of being released from school, will be sent directly to the day care center and charged the drop-in fee.**

# ACADEMICS

## CURRICULUM

The academic program at Nativity School consists of a merging of classroom teaching, class participation, and homework. Although religion is taught as a separate subject, it is our goal that it would permeate the entire program.

The subjects taught include:

Religion	Social Studies
Reading	Science
Mathematics	Music
Language	Penmanship
Spelling	Art
Physical Education	Computer

## TESTING

As directed by the Archdiocese of Los Angeles Department of Education, the STAR computerized assessment will be administered four times during the school year. The ACRE religion test is also administered to the fifth and eighth grade students in January.

## HOMEWORK

Homework will be assigned by each teacher. It is expected that parents will ensure that all homework is completed neatly and as directed. Should there be occasions when a student either does not fully understand the assignment or, for family reasons, is unable to complete the assigned homework, a **written note of explanation** must be sent to the child's teacher. This will be considered an excused assignment to be made up at the discretion of the teacher.

If the child is having some type of learning difficulty, it is important that parents keep in constant communication with their child's teachers.

- Note:**
1. All homework assignments are to be completed as directed.
  2. Students who do not complete homework assignments will receive a **Homework Notice** that must be signed by a parent/guardian and returned the following day.
  3. Students who receive three homework notices in a trimester will be required to serve a one-hour detention.
  4. It is the parent's responsibility to ensure that all homework notices are returned with the completed homework assignment attached. It is up to each individual teacher as to whether credit will be given for late homework assignments.

## DETENTION

Detention notices will be sent home with the date and time of the detention listed. The detention notice must be signed and brought back to the office the day after it is distributed. Failure to return a signed detention notice as directed will result in an additional detention. A fee of \$10.00 will be charged for each student who is required to serve detention. Students who fail to attend a scheduled detention will be charged the detention fee and will be reassigned to another detention requiring an additional fee. Parents must pick up their child at the detention room at the time designated or the student will be escorted to the daycare room.

## PROGRESS REPORTS/REPORT CARDS

Parents will be notified, in the school calendar, as to the dates progress reports will be distributed. These reports will inform parents of their child's progress. Please sign these reports and return them to the school by the date indicated on the progress report.

Parents will be notified, in the school calendar, as to the dates report cards will be distributed. Please study the report card carefully, sign it, and return it to the school promptly.

TK and kindergarten students will receive a progress report in January and June.

## **SCHOOL DAY**

The school day for students in grades TK-8 begins at 7:50 a.m. **Students arriving on campus prior to 7:30 a.m. must proceed immediately to the daycare room.** Monday through Thursday, transitional kindergarteners and kindergarteners will be released at 2:30 p.m. and students in grades 1-8 will be released at 2:45 p.m. Transitional kindergarteners and kindergarteners will be released on Fridays at 12:15 p.m. and students in grades 1-8 will be released at 12:30 p.m. Occasional minimum days (12:15/12:30 p.m. dismissal), will be indicated on the calendar. Students not picked up within 15 minutes after dismissal, will be escorted to the daycare room.

In order to foster responsibility and independence, parents are asked not to accompany their child (grades 1-8) to his/her classroom in the morning.

## **TARDINESS**

A student is tardy if he or she is not in class by the 7:50 a.m. bell. All students who are tardy, in excess of three (3)\* times per trimester, will be charged \$10.00 per student per tardy. (\***Three “free” tardies are given each trimester to take into account those times when an emergency arises: car does not start, excessive traffic, oversleeping, etc.)**)

A student who arrives after recess is marked absent for a half-day.

## **ABSENCES**

1. If a student is absent, it is the parents' responsibility to call the school office by 9:00 a.m. each day the child is absent.

### **AND**

2. Upon return from an absence, state law requires that an excuse be written and signed by the parent and kept on file at the school. The child's name, grade, date(s) of absence, and reason for absence must be included.
3. Every attempt should be made to schedule medical and dental appointments outside of school hours. Students who have a medical or dental appointment during school hours are required to bring a note from the doctor's office when he/she returns to school in order for the absence to be recorded as a medical absence.
4. If a child has a contagious disease, the school office must be notified so that precautions may be taken. No student with a contagious disease will be admitted back to school without a doctor's release.
5. In case of an absence, a student will have an opportunity to make up work missed. Students and parents must be aware of the teacher's make-up policy. Homework must be requested prior to 9:00 am and be picked up after 2:00 pm.
6. If a student is absent for 15 or more days in a grading period, the student will receive an “Incomplete” in all subjects. The student will be given time to make up the missed work for a grade. If the work is not made up after the designated time, the “Incomplete” grades will become “F's.”

## **EXTENDED ABSENCES**

When a student is absent for several days, due to reasons other than an illness, **it is mandatory** that notes be sent to the principal and to the student's teacher explaining the reason for such extended absence. This explanation should be sent to the school prior to the absence.

## PARENT/TEACHER CONFERENCES

1. One official Parent/Teacher Conference will be held at the completion of the first trimester. If a parent wishes a conference at any other time during the school year, an appointment should be made by calling the teacher's extension or sending a written request, in a sealed envelope, to the teacher.
2. Progress Reports will be given to every student as indicated on the school calendar. Teachers requesting a conference will indicate this on the progress report. Parents are asked to immediately contact the teacher to set up an appointment.
3. If it is necessary for parents to request the status of their child's progress between the progress report and report card, requests must be made in writing and given to the teacher in a sealed envelope. Teachers will usually respond to these requests within two (2) days.
4. Please **DO NOT** interrupt classes for any reason while school is in session.
5. All teachers have assigned supervisory duties, beginning when students enter the classroom at 7:40 a.m. and continuing until all students are off the grounds at 3:00 p.m. Therefore, please do not attempt to converse with a teacher during these times.

## FAMILY ENVELOPES

Family envelopes will be sent home via the oldest child in the family at the beginning of each month and as needed throughout the school year. It is necessary to have the family envelopes returned to your child's teacher the day after it has been distributed. Families who do not return their family envelopes by the time additional information needs to be sent home will be provided with a new envelope and charged a \$5.00 replacement fee.

## SCHOOL SECURITY

All wrought iron gates will be closed at 8:00 a.m. All visitors must be buzzed-in through the gates at the front of the school and sign-in at the office. The front gate will be opened at 2:30 p.m. (12:15 p.m.

on Fridays/minimum days) for TK and kindergarten parents. The gates at the back of the school will be opened at 2:45 p.m. (12:30 p.m. on Fridays/minimum days) for walkers to exit.

## EMERGENCY CARDS

Emergency Cards are a vital part of the student's record. Allergies and/or special health problems should be noted on these cards. All information listed will be strictly confidential and limited to school use only. It is of vital importance that emergency information be kept up to date. **Changes of home or business address, or telephone numbers must be reported immediately to the school office. Students will not be released to an individual not listed on the emergency card. Individuals listed on the emergency card will be required to show a photo ID prior to the school releasing a student.**

## AWARDS & HONORS

### AWARDS

At the conclusion of each trimester, academic and character awards are presented to students in grades K-8. Honor roll certificates are presented to students in grades 5-8 who have maintained an average of 3.0 or higher. Accelerated Reader certificates are presented each trimester to students in grades K-8. At the conclusion of each school year, Christian Service awards are distributed to all students who commit to, and follow-through with, a school-sponsored Christian Service activity. In addition, students in grade 8 are presented with special awards and scholarships during the graduation ceremony.

### HONOR ROLL

To qualify for **First Honor Roll**, a student must have maintained:

- ✚ 3.5 – 4.0 average in all academic subjects (religion, reading, language, spelling, math, social studies and science)

- + not lower than a **B** in work habits and behavior
- + not lower than a **B average** in art, music, computer, electives and physical education

A **D**, **F** or an **Incomplete** grade in any of the above areas automatically disqualifies a student.

To qualify for **Second Honor Roll**, a student must have maintained:

- + 3.0-3.49 average in all academic subjects (religion, reading, language, spelling, math, social studies and science)
- + not lower than **B** in work habits and behavior
- + not lower than **B average** in art, music, computer, electives and physical education

A **D**, **F** or an **Incomplete** grade in any of the above areas automatically disqualifies a student.

Students who acquire more than three tardies in a trimester are ineligible for honor roll.

## **EXTRA-CURRICULAR PROGRAMS**

### **STUDENT COUNCIL**

The training of students in leadership is one of the priorities of the school. Requirements for participation in the Student Council are as follows:

1. Students in grades 6-8 with a 2.0 average in core subjects (excluding an F in any subject area), and a B average in behavior and work habits in all subjects (excluding C- or below) are eligible to run for and hold a Student Council office.
2. Members must maintain these grades to remain on the Student Council.
3. The officers on the Student Council are persons who, by their example, are role models for all other Nativity students. Any student council member who falls below academic or behavior

standards at the time progress reports or report cards are distributed will result in the following:

- + **First** failure to maintain requirements will result in the student being placed on **Active Probation** whereby he/she will be allowed to remain on the Student Council until the next progress report or report card.
- + **Second** failure to maintain requirements will result in the student being placed on **Probation** whereby he/she will be taken off of the Student Council until the next progress report or report card
- + **Third** failure to maintain requirements will result in the student being permanently removed from the Student Council.

**NOTE: Any teacher can remove a student from Student Council at any time due to behavior and/or work habit concerns.**

4. The officers on the Student Council are expected to be role models in their behavior at all times - both on and off campus.

### **ATHLETIC PROGRAM**

Nativity School is a member of the Catholic Youth Organization (CYO). Students who participate in sports are provided with opportunities to learn sportsmanship, overcome tendencies toward excessive competition, learn to keep rules, practice self-control, and acquire ability and physical coordination.

1. A non-refundable fee of \$50 (football, volleyball, basketball) and \$60 (soccer) is required for each sport in which a student participates. This fee assists in paying for the insurance, referee fees, and sports equipment.
2. Fundraising activities will be required of athletes in order to purchase needed equipment and replace uniforms.
3. Students in grades 5-8 with a C or better in behavior and work habits in all subjects are eligible to try out for an athletic team.
4. Athletes must maintain a C or better in behavior and work habits in all subjects in order to remain on the team. Students, whose

behavior or work habits fall below a C, will be placed on **probation**.

✚ **Probation** means that the student may not attend practices or games for a period of two weeks. At the conclusion of that probationary period, if all grades are in keeping with the policy, the athlete may attend practices and games. However, if grades fall below the requirements a second time, the athlete will be taken off of the team for the remainder of the season.

**NOTE: Any teacher can remove a player from a team at any time due to behavior and/or work habit concerns.**

### SUMMER PROGRAM

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor.

Students enrolled in the regular school program are automatically covered by school insurance. Prior to the beginning of summer activities, a listing of non-covered students (i.e. students from other schools) shall be sent to the insurance carrier accompanied by the special coverage fee.

### UNIFORMS

Students are to be in **complete uniform** during the school day and should come to school neatly groomed. On free dress days and at school-sponsored activities, students should be dressed appropriately for the occasion.

Should an emergency make it necessary for a student to be out of uniform, an explanatory note from a parent is required.

**Boys: Shorts\*:** Navy blue twill shorts may be worn throughout the year (**excluding Mass days**). Navy or black belts, with silver colored buckles, must be worn with shorts.

**Pants\*:** Navy blue *Dickies* twill pants. Navy or black belts, with silver colored buckles, must be worn with pants. **No baggy pants or skinny/tight jeans are allowed.**

**Shirts:** Blue pinfeather shirts; white or light blue short or long-sleeved polo shirts with Nativity School logo. Plain white short sleeve undershirts may be worn under the uniform shirt. PE shirts may be worn on PE days. **Shirts must be tucked in at all times that students are on campus.**

**Shoes:** Solid black or white tennis shoes. **Shoes must be properly laced, with the laces visible, at all times.** Boots, hightop/midtop tennis shoes, or Heelys (with or without wheels) are not permitted.

**Girls: Shorts\*:** Navy blue twill shorts may be worn throughout the year (**excluding Mass days**). Navy or black belts, with silver colored buckles, must be worn with shorts.

**Pants\*:** Navy blue twill pants. Navy or black belt, with silver colored buckles, must be worn with pants. **No baggy pants or skinny/tight jeans are allowed.**

**Skirts/Skort:** Grades K-4 wear the traditional jumper or the 2-notch Skort; Grades 5-8 wear the pleated skirt. Jumpers and skirts are to be worn no shorter than 2 inches above the knee (front and back). Skirts are not to be rolled at the waist.

**Shirts:** Grades K-8 wear white pointed-collar blouse; white or light blue polo shirts with Nativity School logo. **Shirts must be tucked in at all times that students are on campus.**

**Shoes:** Solid black or white tennis shoes. Black and white oxfords are optional. **Shoes must be properly laced, with the laces visible, at all times.** Platforms, heeled shoes, hightop/midtop tennis shoes, or Heelys (with or without wheels) are not permitted.

### **Transitional Kindergarteners:**

**Shorts\*:** Navy blue twill pull-up shorts.

**Pants\*:** Navy blue twill pull-up pants.

**Skirts/Skort:** The traditional jumper or the 2-notch Skort

**Shirts:** White or light blue short or long-sleeved polo shirts with Nativity School logo

**Shoes:** Solid black or white tennis shoes with Velcro

### **All Students:**

**Jackets:** Navy blue nylon jackets with Nativity School logo.\* Jackets are not to be taken into the classroom. **No other jackets are permitted.**

**Sweaters:** Navy blue cardigans, vests or pullovers with Nativity School logo.

**Sweatshirts:** Nativity School logo sweatshirts (navy blue) are available at the school office and may be worn with uniform shirts. Shirt collars must be visible. No other sweatshirts may be worn.

**Socks:** Solid white, blue or black crew or knee socks.

**Belt buckles:** Solid silver colored buckles must be worn with pants and short. No designer buckles permitted.

**\*Note:** All boys and girls' pants, shorts, jackets and sweaters must be the style available through Red Dot Uniforms.

**Cold Weather Considerations:** Girls may wear solid white tights under skirts. Sweatpants may not be worn under girls' uniforms. Leggings are not permitted.

**PE Uniforms (Girls and Boys):** Nativity School logo shorts and shirts are to be worn on all PE days (Nativity School logo sweatshirts and sweatpants are optional). PE uniforms are to be purchased at the school office.

**Jewelry:** Girls may wear one pair of small stud earrings in the ear lobe (no loop or dangling types). Students may wear

religious medals or crosses, no larger than 1", on a conservative style chain. Religious bracelets may be worn. A non-digital watch may be worn. No other jewelry is permitted without the consent of the principal.

**Hair:** Hair should be kept neat, well groomed and away from the face. Bangs must be cut above the eyebrows or clipped back. Extreme hairstyles (fads, including any type of mushroom or step cuts) are not allowed. Haircuts less than #2 are not permitted and haircuts must be blended. Students may not change their natural hair color in any manner. Boys' hair should be above the top of their shirt collars. Hair may not be spiked and excessive gel may not be used. Girls' hair accessories must be a solid color and coordinate with the colors of the school uniform (with the exception of uniform bows purchased from Red Dot).

**Make-Up:** Make-up, colored nail polish, artificial nails, flavored lip-gloss, perfume or cologne is not permitted at school.

**Free Dress:** Appropriate dress may be worn on non-uniform days. Clothes must conform to the rules of modesty, good taste, and the pillars of character. Girls may not wear low-cut shirts, tight fitting clothes of any kind, or any suggestive-type outfits. Skirts and slacks must follow school uniform standards. Baggy pants, skinny/tight jeans, and leggings are not allowed. All rules regarding jewelry and personal grooming apply to all free dress days.

Students who are not in full and complete uniform will receive a ***Uniform Violation Notice*** that must be signed by a parent/guardian and returned the following day. Three ***Uniform Violation Notices*** will result in a formal ***Conduct Notice*** due to the continued defiance of a school rule. Students who do not follow the rules outlined for the regular school day and free dress may also be required to call

home for a proper school uniform and may jeopardize future free dress privileges.

School uniforms are available at: **Red Dot Uniforms**  
**10932 Valley Mall, El Monte, CA 91731; (626)401-2756**

**\*Note: All boys' and girls' pants, shorts, jackets and sweaters must be the style available through Red Dot Uniforms.**

### IDENTIFICATION

All jackets, sweaters, coats, rainy day apparel, lunch pails, and snacks **must be marked with the child's name.**

### LOST AND FOUND

Lost articles are placed in the "Lost and Found" hamper outside the school office. Articles labeled with a student's name will be returned to the student. Articles without names will be sold at parent meetings.

## ADDITIONAL INFORMATION

### CARE OF BOOKS

All books are the property of Nativity School. Students will be held responsible for:

1. ensuring that the textbooks provided to them remain in good condition
2. paying for lost or damaged books (damage includes writing and drawing on books, folding pages, tearing pages, etc.)
3. keeping books neatly covered at all times with clean Nativity **booksox** (available at the school office). Students found to be delinquent in this matter will be required to purchase a **booksox** immediately from the office. **Booksox** are washable and are to be kept clean.
4. transporting books to and from school in a bookbag

Textbooks that are found around campus will be confiscated. There will be a fee of \$2.00 required to reclaim the book.

### CLASSROOM SUPPLIES

Nativity School folders\*, book covers\*, seatsacks, and white boards will be available in the school office throughout the school year.

Students are expected to have all necessary supplies (as instructed by the classroom teacher) at school each day. Students who neglect to have necessary supplies will be given a homework notice.

**\*Only Nativity School folders and book covers will be permitted.**

### STUDENT LUNCHES

1. Hot lunch may be purchased for \$3.50 per day (Monday-Thursday and on Fridays for students in daycare).
2. Students who do not have a lunch, will be provided with one and the parents will be billed on the next month's invoice.
3. **No outside fast food will be permitted.** (McDonald's, Burger King, pizza, etc.) Lunches brought to students during the school day must be the typical "brown bag" type lunches and must be placed in the basket outside of the school office. **Students are not to meet a parent at the gate** to receive a lunch. Parents are asked not to deliver lunches to the lunch tables.

### BIRTHDAY CELEBRATIONS

Only individual servings (such as cupcakes, doughnuts, cookies, juice packs, fruit) may be brought to school for birthday celebrations. Please send this item with your child before school or, if school is in session, deliver it to the school office. **Delivery of balloons, flowers, etc. is not permitted.**

Invitations to any type of party may not be distributed at school unless all classmates are recipients of the invitation.

# **BEHAVIORAL POLICIES**

## **CELL PHONES AND ELECTRONIC DEVICES**

Students may not have a cell phone on campus unless a “permission for student to be in possession of a cell phone” form has been submitted by a parent. Students who violate this policy will have the cell phone confiscated. The cell phone will be released to a parent only. There will be a \$30.00 fee to retrieve it.

Kindles<sup>®</sup> and iPads<sup>®</sup> may be used with the permission of the teacher.

The school is NOT responsible for lost, misplaced, stolen broken portable electronic devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

**School personnel will conduct occasional inspections for portable electronic devices.**

## **SCHOOL RULES**

*Each of us is an individual, a human being made in God’s image and likeness.* This statement is more than just words. It must be a lived reality. Therefore, students are expected to treat one another, faculty, staff, and visitors with dignity and respect.

The Bill of Rights guarantees all people certain inalienable rights. Among these is the right to life. In school, this right is often termed “safety.” In order to guarantee this basic right:

1. **Students may never allow themselves to be in an unsupervised situation.** For example, students may never enter classrooms, the library, auditorium, playground, etc. without adult supervision
2. **No student may leave the school grounds without permission.**

Students are not permitted to leave the school grounds while waiting for parents to pick them up after school or while waiting for CYO activities. **Leaving the school grounds without permission will be regarded as truancy, which merits suspension.**

3. Bicycles must be walked on the school grounds. Personal transportation vehicles (such as skateboards, skates, roller blades, Heelys and scooters) are not permitted on school grounds **at any time.**

## **CONDUCT NOTICES**

Students who choose to break school rules are subject to the following consequences:

- ◆ **First conduct notice:** student will contact the parent to explain the offense.
- ◆ **Second and third conduct notice:** student will contact the parent to explain the offense and serve a one-hour detention.
- ◆ **Fourth conduct notice:** parent/teacher/principal conference and a one-day suspension.
- ◆ **Fifth conduct notice:** parent/teacher/principal conference and a two-day suspension.
- ◆ **Sixth conduct notice:** parent/teacher/principal conference and a three-day suspension.
- ◆ **Subsequent conduct notices:** will result in additional parent/teacher/principal conferences, additional days of suspension, or possibly expulsion.

Failure to return the signed conduct notice as directed will result in a detention for each day the student neglects to return it to the teacher.

## **ADDITIONAL PARENTAL INFORMATION**

### **CHILD ABUSE REPORTING POLICY**

In accordance with the Archdiocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse,

emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. 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.

### **SAFETY REGULATIONS**

When dropping off or picking up children, parents should park in one of the designated parking spots on St. Louis Drive. **Enter off Tyler Avenue, leave by Montecito Drive.**

1. Do **not** double park as this is hazardous for the children.
2. Parents parking across the street from the school must walk across and pick up their child. Children are **never** to walk into the street or across the street without an adult.
3. Do **not** park in the convent driveway at any time or block the entrance.
4. Students who walk should leave by Montecito Drive.
5. Students are **never** to be dropped off, or picked up, in the Church parking lot or in front of the Church.

### **PARENT MESSAGES AND TELEPHONE CALLS**

Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Please place lunches, forgotten books and assignments in the lunch container located outside of the school office. It is the students' responsibility to check the lunch container for forgotten items. Students can come to the school office to pick up an item parents have delivered for them.

### **THE NON-TRADITIONAL FAMILY**

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. Nativity School will not be held responsible for failing to honor arrangements that have not been made known in writing.

## **THE ABCS OF BULLYING: ADDRESSING, BLOCKING, AND CURBING SCHOOL AGGRESSION**

**What parents can do, for the child being bullied, and for the child who bullies.**

### **What Parents Can Do**

Parents are an essential element in the school's effort to create a safe and orderly learning environment. Parents can do the following:

- Set standards of behavior, limits, and clear expectations for your child, in and out of school.
- Provide a secure attachment for your child. Make sure they know you support them and are there for them.
- Be as positive as possible with your child. The goal for parents is to provide five positive comments for every negative one directed at a child.
- Monitor your own behavior and aggression. Demonstrate behavior at home between adults that is not bullying or aggressive. Children copy parents' behaviors-good and bad.
- Provide appropriate models of conflict resolution.
- Exhibit empathetic behavior (behavior that shows you trying to understand how the other person feels).
- Offer suggestions/advice for dealing with problematic peers.
- Encourage children who are bystanders to bullying to act appropriately.
- Be concerned and responsive regardless of whether your child is the reported bully or the victim. Offer support, but do not encourage dependence.
- Become involved in your child's school life by reviewing homework, meeting teachers, reading with your child, and attending school functions.
- Build a network of other adults, parents, and students to discuss school safety and other issues.
- Give your child the social skills they need to navigate through their own school experience.
- Teach your child to have respect for differences.

- Explain the difference between an assertive (self-confident, firm) and an aggressive (violent, belligerent, hostile) response.
- Be an advocate for bullying prevention in scout groups, athletic programs, and other youth activities.
- Share stories about your own childhood experiences with bullying.

### **For the Child Being Bullied**

The behavior of parents will differ depending on whether their child is being bullied or is bullying. Children who are bullied tend to be scared and fragile and should never be blamed for the incident. All children deserve to be treated with respect and courtesy. If a child has been a victim of a bully, parents should follow these guidelines:

- Find out in detail what happened. Listen to the child and do not interrupt until he or she is finished.
- Contact the child's teacher, school counselor, and school administrator to alert them to the incident and ask for their cooperation.
- Avoid blaming anyone, especially the victim.
- Do not encourage the child to be aggressive or strike back.
- Discuss assertive alternatives to responding to bullies and role-play responses with the child
- Be prepared to contact an attorney if the bullying continues and the school does not take appropriate action for the child.
- Encourage the school to work collaboratively with you and others to take the bullying seriously and investigate the facts.
- Keep a log book (with the child if possible) describing the incidents of harassment or bullying, when they occurred, who took part, and what was said and done. This can strengthen a parent's case when contacting the school principal and/or teachers.
- Be patient. It often takes time for someone to change negative behaviors and interactions.

### **For the Child Who Bullies**

Parents of children who bully must work closely with the school to resolve the situation. While it is difficult for most parents to hear something negative about their child's behavior, it is very important in a bullying situation for the parents to act immediately. Children who are aggressive towards their peers are at high risk for other antisocial behaviors such as criminality and misuse of alcohol, tobacco, and illegal drugs.

Steps parents can take include the following actions:

- Find out in detail why your child is bullying.
- Listen. It is difficult to listen to criticism of your child, but remember, the child's well-being is at stake.
- Spend more quality time getting to know your child's friends and what he or she does with them. Children need to feel that their parents listen to them.
- Do not blame others for your child's behavior.
- Point out that bullying behavior is not acceptable in the family.
- Try to model appropriate methods for handling issues of power or the inequality of power.
- Specify the consequences if the bullying persists.
- Teach and role-play appropriate behavior.
- Follow up with the teacher and administration and track improvements.
- Try to channel the aggressive behavior toward something positive, such as sports, where teammates need to play by the rules. Explore other talents the child may have and help him or her develop them.

### **From the CENTER FOR SUBSTANCE ABUSE PREVENTION**